

## Policy on reimbursing travel expenses to applicant visit and interview days

### School of Arts, Languages and Cultures

These travel reimbursements are funded by our Widening Participation budget. Please note that they are only available for travel from within the UK and are for transport only (i.e. do not include costs such as parking or accommodation).

#### 1. State school/college applicants

We may be able to refund the cost of your travel/train ticket to the interview/visit day if:

- You are/were in receipt of free school meals at school or college

OR

- You currently receive the 16-19 bursary

OR

- You live in a postcode area that receives a contextual data flag (you can check this via our [website](#))

This also applies to travel costs for one parent or guardian who travels with you. If you wish to be considered for this reimbursement, then please bring with you on the day of the interview/visit the receipts for travel plus original evidence of either the 16-19 bursary, free school meals or your home address – a letter from your school would cover this.

Please note that we cannot reimburse the cost of air travel from mainland UK, if an alternative means of transport is available at a lower cost. If air travel is the least expensive option, we will require evidence of the comparable cost of rail travel/mileage claims.

#### 2. Independent school applicants

We may be able to refund the cost of your travel/train ticket to the interview/visit day if:

- You are in receipt of a fees scholarship from your school (at least 65% of fees)

AND

- You live in a postcode area that receives a contextual data flag (you can check this via our [website](#))

OR

- Your residual household income does not exceed the amount that would make you eligible for the [Manchester Bursary](#) (currently up to £35,000)

This also applies to travel costs for one parent or guardian who travels with you. If you wish to be considered for this reimbursement, then please bring with you on the day of the interview/visit the receipts for travel plus original evidence of the scholarship and either your home address or your household income – a letter from your school and a P60 (if claiming on income grounds) would cover this.

Please note that we cannot reimburse the cost of air travel from mainland UK, if an alternative means of transport is available at a lower cost. If air travel is the least expensive option, we will require evidence of the comparable cost of rail travel/mileage claims.

This policy will be updated annually.

Date: November 2019