

Student Recruitment and Outreach Team  
Marketing, Recruitment and External Relations

Undergraduate Open Day Travel Bursary Scheme  
Terms and Conditions for 2023/2024 academic year

## 1. Award details

The Open Day travel bursary is offered to each prospective student who registers for and attends an Undergraduate Open Day. These terms and conditions relate to the operation of the scheme during the 2023/2024 academic year which includes Undergraduate Open Days in October, November, January and June.

Undergraduate Open Days are managed by the Student Recruitment Events Team, and management of the Open Day Travel Bursary scheme lies with the Applicant Services team within Marketing, Recruitment and External Relations.

All awards are made on a discretionary basis and subject to available funding. Each application will be assessed individually, and we reserve the right to refuse payment.

## 2. Value

For 2023/2024 the Open Day travel bursary award has five payment bands as below:

Bands	Distance from M5	Amount
Band 1	up to and including 15 miles	£15
Band 2	> 15 miles to 30 miles	£30
Band 3	> 30 miles to 60 miles	£50
Band 4	> 60 miles to 100 miles	£80
Band 5	>100 miles	£120

The scheme covers travel within the UK only, and the calculation of distance is based on the centre of the outward part of the attendee's home postcode (e.g. BL1) to the centre of the outward part of the University of Salford's postcode (M5).

The distance is as the crow flies rather than specific routes and uses the Haversine formula to determine distance. Please see below section on data validation for more information. For the purposes of the distance calculation, the University's main postcode is used, which is M5 4WT.

### 3. Communication of the scheme

The availability of the bursary is documented on the Undergraduate Open Day webpages and is consequently communicated indirectly to prospective students before they book onto the event. Our student recruitment team may also communicate regarding the scheme either verbally whilst out at events or over the telephone, and via course enquiries emails and live chat.

The Open Day webpages (<https://www.salford.ac.uk/undergraduate/open-days>) contain basic information about the scheme, and this is also referenced on our further information page (<https://www.salford.ac.uk/open-days/welcome-to-your-open-day>). The terms and conditions are managed separately on a specific travel bursary page which is not searchable via search engine (<https://www.salford.ac.uk/travelbursary>). On the Open Day itself, flyers are distributed containing details of the scheme. Each flyer is dated, specific to that event.

Following the Undergraduate Open Day, and within a maximum of five working days of the event taking place, an email is sent out to all confirmed attendees, providing them with the link to the scheme and how to claim.

### 4. Eligibility

The bursary is offered to all prospective students registered as having attended an Undergraduate Open Day and is paid directly into a UK bank account as per details submitted by that registered attendee. There is no further requirement save attending and checking-in for an Undergraduate Open Day.

To be eligible for the travel bursary, recipients:

- Must be UK domiciled and have access to a UK bank account.
- Must book onto and attend an Undergraduate Open Day during the 2023/2024 academic year. Attendance is managed via checking in on arrival with a member of staff. Attendees' QR code is scanned, or their attendance record is searched for manually, and the attendee is marked as attended.
- This encompasses all undergraduate courses delivered on the University campus, including HNC/D courses, courses with Foundation Year and M-level integrated Master's courses.

Those not eligible:

- Prospective students who book onto the event and do not attend, no matter the reason, and no matter if travel has been booked and is not refundable.
- Prospective students for courses delivered for study at partner college campuses.
- Prospective students who are not UK domiciled.
- Prospective students who do not have access to a UK bank account.
- Postgraduate Open Day attendees.
- Parents, carers, supporters, or guests of attendees who may attend the Open Day alongside the prospective student.
- Currently registered students at the University of Salford.

Note that if prospective student chooses to attend more than one Undergraduate Open Day, the bursary will be paid for attendance at each individual event.

## 5. Event cancellation

In the unlikely event that an Open Day is cancelled due to circumstances beyond the University of Salford's control, no travel costs incurred will be reimbursed.

## 6. Validation of attendance

Attendees need to check-in to the event using the QR code sent to them prior to the event. The check-in process is recorded via tablet and later synced into the University's CRM system to record attendance.

Where the attendee is not recorded as having attended, but subsequently contacts the University advise that they did attend, the Applicant Services team will perform additional checks before validating attendance.

## 7. Data validation

The University of Salford employs the use of Gecko Engage for the purpose of event booking data capture. Within the Gecko Engage software, an address verification is integrated, leveraging the Royal Mail Postcode Address File (PAF). The PAF stands as the UK's most current and accurate address database.

During the event booking process and leading up to the event itself, routine data checks are executed by the Applicant Services team. After the event's conclusion, the Applicant Services team will conduct a final review of the data to ensure accuracy and completeness.

The Applicant Services team will diligently search for duplicate bookings and identify reservations that necessitate additional scrutiny to align with the eligibility criteria laid out in section 4. This may include the requirement for individuals to provide supporting evidence for verification purposes.

Once the data validation process is finalised, the Applicant Services team will incorporate the validated data into an Excel macro spreadsheet, which is expressly designed for the purpose of mileage calculation and Band assignment. A calculation is used to find the distance between two points on the Earth's surface using their latitude and longitude coordinates. It employs the [Haversine formula](#), which is a mathematical formula used to calculate the great-circle distance between two points on a sphere, in this case the Earth.

In summary, the formula calculates the great-circle distance (the shortest distance over the Earth's surface) between two points specified by their latitude and longitude coordinates, assuming a spherical Earth. It's often used in geographic and navigation applications to find the distance between two locations on the Earth. The formula can be found in appendix 1.

The first part (the outward code) of the home post code is used for this equation. For example, in the postcode "BL1 1RU," the "BL1" part is the outward code, which indicates a specific area. It is the centre of this area that the distance will be calculated from to the centre of the University's outward postcode (M5).

Once the band has been assigned, the Applicant Services Team will send the list of attendees and the below data to the finance department.

- Event name
- First name
- Last name
- Email address
- Postcode
- Band

Data will be taken from applicants' UCAS applications and/or event record and will be used to validate information provided by claimants on their claim forms.

The basis for supplying the above data to the University of Salford's Finance team is that is of vital interest to the individual and there is a contractual necessity to enable claims for the travel bursary form to be made. Data is held securely within University's systems, with limited user access, for 6 years in accordance with the accounting records' data retention schedule. Once Finance has confirmed the receipt of the data, event attendees will be sent a link to the form to submit their claim.

Upon the receipt of a claim form, as mentioned in section 8, the finance system will check the details of the claim against the data provided by the Applicant Services Team and if a claim is successful, the amount of the band assigned in during data validation process will be paid.

The University of Salford's finance system will automatically check that the Bank Account holder name matches the name supplied on the claim form. If there is a discrepancy, the claimant will be contacted for confirmation.

While our objective is to complete the data validation process and send the email with the claim link within a timeframe of two working days, we acknowledge that unforeseen circumstances may occasionally arise, potentially leading to a delay in the fulfilments of this endeavour and may potentially take up to five working days.

## **8. Payment process**

Payments can only be made to UK bank accounts. Attendees are asked to complete a form providing the following pieces of information to make payment:

- Prospective student's name and ID number
- Prospective student's email address
- Event date
- Sort code
- Account number
- Account holder's name<sup>1</sup>
- Type of bank account (whether personal or business)
- Postcode

Once the above information is received it is checked against the data provided by the Applicant Service Team to the Finance department and Bank account details are validated using a bank account

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<sup>1</sup> Note that this can be a bank account of the attendee's choice, e.g. that of a parent or supporter rather than the offer-holder's bank account

verification software. Once the data is confirmed as accurate, payments are disbursed by the University finance team within ten days of the form being submitted or completion of all data checks, if further information is required, whichever occurs later.

Only one payment per event will be made to an individual bank account. If two payments are requested, this will be automatically flagged to the team for further investigation.

## **9. Timeline**

When an event takes place, attendance data is reviewed by the Applicant Services team throughout the period from the event go live, until the event takes place. During this period data is analysed to ensure any duplicates are managed, similar or same postcodes are assessed, and any cancellations and subsequent rebooking is reviewed.

The list of eligible attendees is emailed to the Finance team within two working days of the event. The Finance team will then upload this information into their systems so claims can be processed. Once the Applicant Services team receive confirmation that this process has occurred the list of eligible attendees are emailed with information on how to claim their bursary payment.

While our objective is to complete the data validation process and send the email with the claim link within a timeframe of two working days from the event taking place, we acknowledge that unforeseen circumstances may occasionally arise, potentially leading to a delay in the fulfilments of this endeavour. Payment details are validated on submission of the form, and payments are then disbursed by the University Finance team every Friday, for claims made by the preceding Tuesday. Claims made and or validated after this point will be paid on the subsequent Friday after submission.

Attendees must submit their payment details within 14 days of the event taking place otherwise payment may not be made.

## **10. Dealing with issues**

Any issues in relation to the Open Day Travel Bursary will be dealt with in the first instance by the Applicant Services Manager and escalated as needed. If you have any questions or queries regarding this scheme, please contact the Applicant Services team on [enquiries@salford.ac.uk](mailto:enquiries@salford.ac.uk) or 0161 295 4545.

The spirit of the Open Day Travel Bursary scheme is to support our prospective students during a period of financial uncertainty. We recognise that visiting universities is an integral part of the prospective student's decision-making process and we do not want the cost of travel to be a barrier to this. Unfortunately, we have experienced some fraudulent claims in the last 12 months, and these terms and conditions have been revised to reflect the additional data checks we are making to eradicate such fraud in the future. If, however, we have grounds to believe a claim is fraudulent, we reserve the right to refuse payment.

## **11. Changes to these terms and conditions**

The University reserves the right to change these terms and conditions at any time. The University will not be deemed to be in breach of any Terms and Conditions due to changes in eligibility criteria, or other circumstances beyond the reasonable control of the University. It should therefore be noted that these conditions are reviewed regularly and are subject to change from time to time. The University has absolute discretion in how it applies this travel bursary and its decision in the payment of claims is final.

## Appendix 1 – calculating the distance using the Haversine formula

We use a calculation to find the distance between two points on the Earth's surface using their latitude and longitude coordinates. It employs the Haversine formula, which is a mathematical formula used to calculate the great-circle distance between two points on a sphere, in this case the Earth. In summary, the formula calculates the great-circle distance (the shortest distance over the Earth's surface) between two points specified by their latitude and longitude coordinates, assuming a spherical Earth. It's often used in geographic and navigation applications to find the distance between two locations on the Earth.

The first part (the outward code) of the home post code is used for this equation. For example, in the postcode "BL1 1RU," the "BL1" part is the outward code, which indicates a specific area. It is the centre of this area that the distance will be calculated from to the centre of the University's outward postcode which is M5.

The formula used is  $3960 * \text{ACOS}(\text{COS}(\text{RADIANS}(90 - \text{Home Post code Latitude})) * \text{COS}(\text{RADIANS}(90 - \text{University of Salford Latitude})) + \text{SIN}(\text{RADIANS}(90 - \text{Home Post Code Latitude})) * \text{SIN}(\text{RADIANS}(90 - \text{University of Salford Latitude})) * \text{COS}(\text{RADIANS}(\text{Home Post code longitude} - \text{University of Salford Longitude})))$

Here is a breakdown of the formula above:

$\text{RADIANS}(90 - \text{Home Post code Latitude})$  and  $\text{RADIANS}(90 - \text{University of Salford Latitude})$ : These parts convert the latitude coordinates from degrees to radians and adjust them for the formula. Latitude values are typically measured in degrees, but the Haversine formula requires them to be in radians. The formula subtracts the latitude from 90 degrees because the Haversine formula assumes the latitude values are measured from the North Pole (90 degrees latitude).

$\text{RADIANS}(\text{Home Post code longitude} - \text{University of Salford Longitude})$ : Similar to the latitude conversion, this part converts the longitude difference between the two points into radians. Longitude values are also typically measured in degrees.

$\text{COS}(\text{RADIANS}(90 - \text{Home Post code Latitude})) * \text{COS}(\text{RADIANS}(90 - \text{University of Salford Latitude}))$ : These cosine terms represent the spherical trigonometry calculations for the angular distance between the latitudes of the two points.

$\text{SIN}(\text{RADIANS}(90 - \text{Home Post Code Latitude})) * \text{SIN}(\text{RADIANS}(90 - \text{University of Salford Latitude}))$ : These sine terms represent the spherical trigonometry calculations for the angular distance between the latitudes of the two points.

$\text{COS}(\text{RADIANS}(\text{Home Post code longitude} - \text{University of Salford Longitude}))$ : This cosine term represents the spherical trigonometry calculation for the angular distance between the longitudes of the two points.

$\text{ACOS}(\dots)$ : The arccosine function is used to find the angle in radians whose cosine is the value calculated in step 3, step 4, and step 5 combined. This is essentially the central angle between the two points on the sphere.

Finally, the result is multiplied by the Earth's radius (typically taken as 6,371 kilometres or 3,959 miles) to get the actual distance between the two points on the Earth's surface.