University of
Salford
MANCHESTER

Student Recruitment and Outreach Team
Marketing, Recruitment and External Relations

Undergraduate Offer Holder Day Travel Bursary Scheme
Terms and Conditions for 2025/2026 academic year

Version 1.2 (From January 2026 onwards)

1. Award details

The Offer Holder travel bursary is offered to offer holders who register for and attend an Offer Holder Day. These terms and conditions relate to the operation of the scheme during the 2025/2026 academic year which includes Offer Holder Days from January 2026 to May 2026.

Offer Holder Days are managed by the Student Recruitment Events Team, and management of the 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 2025/2026 the travel bursary award has five payment bands as below:

Band	Distance from centre of M5 postcode	Amount
1	up to and including 15 miles	£15
2	> 15 miles to 30 miles	£30
3	> 30 miles to 60 miles	£50
4	> 60 miles to 100 miles	£80
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 used the Haversine formula to determine distance. Please see the 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 Offer Holder Day booking webpages and is consequently communicated indirectly to offer holders 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 Offer Holder webpage https://www.salford.ac.uk/offer-holder-days contains basic information about the scheme. The terms and conditions are managed separately on a specific travel bursary page which is not searchable via search engines (https://www.salford.ac.uk/offer-holder-hub/offer-holder-day-travel-bursary). On the Offer Holder Day itself, flyers are distributed containing details of the scheme. Each flyer is dated, specific to that event.

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

4. Eligibility

The bursary is offered to all offer holders registered as having attended an Offer Holder 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 Offer Holder Day.

To be eligible for the travel bursary, recipients:

- Must be UK domiciled and have access to a UK bank account.
- Must have applied to the University of Salford for an Undergraduate course and received an offer to study, which is still active and not withdrawn, declined, rejected or cancelled.
- This encompasses all undergraduate courses delivered on the University campus, including CERTHE/DipHE/HNC/HND, courses with Foundation Year and M-level integrated Master's courses.
- Must book onto and attend an Offer Holder Day during the 2025/2026 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.

Those not eligible:

- Offer holders 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.
- Offer holders for courses delivered for study at partner college campuses.
- Offer holders who are not UK domiciled.
- Offer holders who do not have access to a UK bank account.
- Postgraduate event attendees.
- Parents, carers supporters, or guests of attendees who may attend the Offer Holder Day alongside the offer holder.
- Currently registered students at the University of Salford.

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

Payments will ordinarily only be issued where the surname provided at the time of booking appears within the name on the bank account used for the claim. This includes instances where the surname

is part of a hyphenated name or appears in any position within the account holder's name. If there is no clear match, the Applicant Services Team may request further information to confirm eligibility. This may include, but is not limited to, a description of the relationship to the account holder, valid identification for the account holder and event attendee, and proof of address.

5. Event cancellation

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

6. Event 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 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.

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 necessitates additional scrutiny to align with the eligibility criteria laid out in section 4. This may include the requirement for individuals to provide 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. The formula can be found in appendix 1.

The first part (the outward code) of the home postcode is used for this equation. For example, in the postcode "BL1 1RU", the "BL1"- part is the outward code, which covers 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 below data for the list of attendees to the Finance department:

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

Data will be taken from the offer holder's application and/or event record(s) and will be used to validate information provided by claimants on their claim forms.

The basis for providing the above data to the Finance department at the University of Salford is that it is contractually necessary to facilitate claims for the travel bursary form. The data is securely stored within the University's systems, with restricted user access, for a period of six years in line with the accounting records' data retention policy. After the Finance department confirms receipt of the data, event attendees will receive a link to submit their claim.

Upon receiving the claim form, as outlined in section 8, the University's finance system will validate the data by cross-referencing it with the information provided by the Applicant Services team. If the claim is approved, the assigned payment band determined during the validation process will be disbursed. The University of Salford's finance system will automatically check that the Bank Account holder name matches the name supplied for the payee on the claim form. If there is a discrepancy, the claimant will be contacted.

Our aim is to complete the data validation process and send the email with the claim link within two working days following the event. However, we recognise that unforeseen circumstances may sometimes occur, which could result in delays, extending the process to 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:

- Offer holder's name and ID number
- Offer holder's email address from their application
- Event date
- Bank sort code
- Bank account number
- Bank account holder's name[1]
- 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 verification software. Once the data is confirmed as accurate, payments are disbursed by the University

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[1] 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.

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 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 or 0161 295 4545.

The spirit of the 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 previously, 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*ACOS(COS(RADIANS(90-Home Post code Latitude))*COS(RADIANS(90-University of Salford Latitude))+SIN(RADIANS(90-Home Post Code Latitude))*SIN(RADIANS(90-University of Salford Latitude))*COS(RADIANS(Home Post code longitude-University of Salford Longitude))))*

Here is a breakdown of the formula above:

RADIANS (90-Home Post code Latitude) and RADIANS(90-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).

RADIANS (Home Post code longitude-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.

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

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

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

ACOS (...): 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.