



Student guidance for making an application to the City Travel Bursary 2023/24

The City Travel Bursary is funded by City, University of London to provide financial support towards travelling costs for home foundation and undergraduate students from low household incomes. Students are required to complete an online application form and submit evidence of their current travel costs. The assessment will determine whether a bursary is provided.

At City we understand how important it is for students to learn how to effectively manage their finances, this includes making a budget and making informed choices about spending money.

City has made it possible for each student to develop their money management skills using the money management tools from [Blackbullion](#), and online financial capability platform. One to one budgeting support is available from [City Students' Union Money Advice](#) service.

Who can apply to the City Travel Bursary

Students must meet all the eligibility criteria below:

1. Home foundation and undergraduate students at City, University of London including Urdang undergraduates in Year 1 and 2
2. Enrolled full-time for the 2023/24 academic year
3. Household income* of £25,000 or less as assessed by Student Finance England (SFE).

*Both students and their sponsors (parents, partner or guardians) must give consent to share their household income with City, University of London. For queries about consent please contact [Student Finance England](#) directly.

Ineligible courses and student status':

- distance learning courses,
- short courses,
- postgraduate courses
- part-time enrolment
- international students
- unenrolled students for the 2023/24 academic year.

What support is available

Eligible students can apply for a £200 City Travel Bursary to help with their travel costs onto City's campus during the 2023/24 academic year.

The bursary will be paid in two equal instalments:

- £100 during Term 1
- £100 during Term 2.

Students can only apply once during the 2023/24 academic year.

How do I apply?

Applications open from 1 November 2023.

- Complete all sections on the City Travel Bursary online application form and upload evidence of two weeks of travel costs e.g. TfL oyster ticket log, rail ticket log or bank statement.
- Ensure your SFE assessed household income is shared with City. Both students and their sponsors (parents, partner or guardians) must give consent to share their household income with City, University of London. For queries about consent please contact [Student Finance England](#) directly.

Applications will be assessed in order of receipt, normally within 10 working days. Students will be notified of the outcome via their City email address. Incomplete applications will not be considered. Assessment outcomes are final and cannot be appealed.

Payments will be paid via the Student Loan Company (SLC), into the same bank account as your student finance. **Do not** send City your bank details.

What supporting evidence is required?

Two weeks travel costs, for example TfL oyster ticket log, rail ticket log or bank statement.

How will I be assessed?

The City Travel Bursary application asks for information about applicants' study mode, travel expenses and current financial situation. Applicants should fully describe their financial situation which is currently and directly affecting their ability to pay for travel costs into City campus.

What do I do if I'm not successful?

If your application is unsuccessful you cannot appeal this outcome but City has provided a number of other initiatives to support students through the Cost of Living crisis. Full details are on the City Cost of Living Hub.

Budgeting and good money management are essential tools for students. Students can explore modules on the [Blackbullion](#) online money management platform, particularly the following modules Student Lifestyle and Risk.

City Students' Union (SU) have a dedicated Money Advice service which is free, confidential and non-judgemental. Find out more about the [support and financial assistance](#) they provide.

City's Unitemps is at hand to help students find suitable part-time work during term time and also more hours during holidays. You can contact [Unitemps](#) online.