

School details and consent

School/college
School/college address
Postcode
Telephone
Email

I confirm that the school has given permission for this student to attend the event (please tick the box to confirm)

Parent/carer details and consent

Name
Relationship to applicant (e.g. parent/carer etc.)
Emergency contact number
Mother/carer's occupation
Father/carer's occupation
Have either parent/carer had any experience of Higher Education in the UK? yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, please give details of the type of qualification (e.g. Honours degree, foundation degree, HND etc.), method of learning (e.g. full time/part time), name of institution and whether you were aged over 21 years at the start of the course.

Parental consent

I understand that the University of Reading is responsible for the welfare of participants whilst they are attending the event. As parent/carer I understand that I will be responsible for my son/daughter up until the handover point at the start of the event, including during any travel to the University. My responsibilities will resume once the event has finished and students are dismissed.

I confirm that I have given parental consent for the individual named above to participate in this event.

Name of parent/carer
Signature
Date

Photo and video consent

(to be completed by the participant or parent/carer if the participant is under 18 years of age)

Photographs or video footage may be taken at the event. These images/media will be owned by the University of Reading and may be used for publicity purposes.

I give my consent to take my photo/video yes no

Travel Bursary

The University of Reading is able to fund travel to the University for prospective students in some instances. Please refer to the attached guidance 'Funding your Travel to the University of Reading' for further information. If you would like to apply for travel funding please complete the Travel Funding Application Form at the end of this document.

Expected behaviour

You will be expected to show responsible behaviour while attending the event as well as respect for other participants and staff.

The following rules and regulations will be in operation:

- Alcohol must not be brought onto the site or consumed during the event
- Smoking is not allowed inside the buildings or within 10m from buildings
- Participants are expected to attend all timetabled activities unless there are exceptional circumstances. If you need to leave the event early you must inform a member of staff
- Participants are expected to follow any emergency procedures, such as a fire drill, as directed
- Participants must follow any health and safety instructions given to them by staff and/or Student Ambassadors.

Data protection

Participants should sign below to indicate that they accept these terms and conditions. The contact information in this form is confidential and will be treated in accordance with the Data Protection Act (1998). Only organisations that require the information for the funding, delivery, evaluation and tracking of outreach activities, the Universities and Colleges Admissions Service (UCAS) and the Higher Education Statistics Authority (HESA) will be given access to the data. This data will be anonymised for reporting purposes.

Your data will be stored on a secure database for future tracking. The University may wish to contact you via email with information related to your chosen field of study; should you not wish to receive any further information you can opt out.

Name of participant
Signature
Date
On behalf of the University of Reading
Signature
Date

One copy of this form needs to be returned to the address below. Please retain one copy of this form for your own records.

Please return this form to:

**Taster Sessions
Student Recruitment and Outreach Office
1.03 Miller Building, University of Reading,
Whiteknights, Reading, RG6 6AB.**

Alternatively you can email a copy of your completed form to:
outreach@reading.ac.uk

TRAVEL BURSARY

TRAVEL TO THE UNIVERSITY OF READING FOR PROSPECTIVE STUDENTS

The University of Reading hosts a number of events on campus throughout the year. In order to allow all students to access the events and activities organised by the University of Reading we endeavour to fund travel to the University for prospective students who meet certain qualifying criteria.

To apply for your travel to be covered please complete this application form and return it to the Student Recruitment and Outreach office. Should you be allocated a place on one of our events or activities we will then consider your Travel Bursary application and inform you once a decision has been made.

Generally we provide return train and bus tickets for visitors to the University from a named UK station. These will be sent to your home address in advance of the event. Please clearly specify the station/terminus you will be travelling from on the application form to allow us to purchase the correct tickets for you. In instances where we will not be able to send tickets to your home address in advance of the event we ask that students purchase their own travel tickets and keep any receipts. Travel expenses will then be refunded after the event has taken place. All mileage claims will be paid after the event.

I would like to apply for a travel bursary <input type="checkbox"/>
Name of participant
Signature
Date

Please select one of the following options (please tick box)

I would be travelling to the University of Reading via public transport and would require travel tickets sent in advance to my home address <input type="checkbox"/>
The UK station/terminus I would be travelling from is:
<hr/>
<small>Please note. If this application is made within 10 working days of the date of the event/ activity we will ask you to purchase your own tickets and we will refund you after the date of your visit. In this case please retain all receipts for tickets as we need these to make a claim.</small>
I would be travelling in a private car and would be claiming for mileage expenses after my visit <input type="checkbox"/>
Car make <input type="text"/> Model <input type="text"/>
Registration number <input type="text"/>
<small>Please note that it may not be possible to guarantee that we can issue you with a parking permit due to very limited availability of parking on campus. Mileage is paid at a rate of 45p for the first 70 miles and 25p per each additional mile.</small>

For office use only

Name of student:
Is the application for funded travel successful? yes <input type="checkbox"/> no <input type="checkbox"/>

Please tick qualifying criteria

MUST BE TICKED

1 The individual must be in a UK school or college (or be a mature student with suitable qualifications) <input type="checkbox"/>
2 The individual must be on course to achieve (or have already achieved in the case of mature students) the University of Reading's typical entry requirements <input type="checkbox"/>

TWO FROM THE LIST BELOW MUST ALSO BE TICKED

3 The individual has no parental experience of university <input type="checkbox"/>
4 The individual lives in an identified postcode area which has low progression into HE (POLAR quintiles 1 or 2) <input type="checkbox"/>
5 The individual lives in a postcode area which is identified as being an area of social deprivation (IMD etc.) <input type="checkbox"/>
6 The individual attends a school or college where progression to HE is below the national average <input type="checkbox"/>
7 The individual attends a school or college where the proportion of students claiming free school meals is above the national average <input type="checkbox"/>
8 The individual comes from a group that is under-represented in HE <input type="checkbox"/>
9 The individual has a disability <input type="checkbox"/>
10 The individual is in care or is a care leaver (in Local Authority care for at least 3 months since the age of 14) <input type="checkbox"/>

Travel tickets purchased on (date)
Sent to student on (date)
Total cost £

Mileage claim processed on (date)
Total cost £

Transport receipts processed on (date)
Total cost £

UNIVERSITY OF READING TASTER SESSION

i For more information, or to return the completed form, please contact:

Student Recruitment and Outreach Office
1.03 Miller Building, University of Reading,
Whiteknights, Reading, RG6 6AB.

outreach@reading.ac.uk
Tel (0118) 378 6554

www.reading.ac.uk