If you were due to attend an Offer Holder Day at Newcastle University which has been cancelled due to Coronavirus, and are unable to obtain a refund, we are able to reimburse up to £100 for travel and accommodation expenses (for applicants only). Please note that we are unable to accept any claims for mileage or a claim below £5.

How to Claim

In order to receive a reimbursement for your travel/accommodation expenses you must provide a valid ticket or booking confirmation. Please complete the following details and submit your claim via email at: sagemarketing@ncl.ac.uk

Upon submission of your form, please provide the necessary evidence to support your claim (see section 3a or 3b). The details provided below will be used to confirm that you booked onto the relevant Offer Holder Day before the event was cancelled. If no corresponding booking is found, we will not be able to reimburse your claim. In line with GDPR Regulations please refer to our Privacy Notice for Current Students http://www.ncl.ac.uk/data.protection/students/notice.htm regarding the collection & retention of this personal information.
1. Applicant's Personal Details

Enter the details of the applicant who booked onto the cancelled event:

Name:

Address:

Postcode:

Telephone:

Mobile:

E-mail:

School/college:

UCAS ID Number:

2. Offer Holder Day Information

Enter the details of the cancelled event that you were due to attend:

School/subject:

Date:
3. Expense Details

Please provide evidence that your travel and/or accommodation booking is non-refundable (eg booking confirmation or travel ticket).

Cost of travel cancellation:

Cost of accommodation cancellation:

Claim Total £
4. Bank Account Details

Please let us know the details of the account that you would like to nominate to receive the expenses.

Name of account holder:

**Relationship to bank account holder (if different from applicant):

Account number:

Sort code:

5. Declaration

I declare that the cost stated above is a true estimate of the cost of travelling to Newcastle University from my home.

**If payment is being made to a third party, I acknowledge that Newcastle University cannot be held responsible for my receipt of payment from the third party:

Signed:

Name:

Date:

6. For Office Use Only

I can verify that this form has been checked and the costs claimed are in-line with the University’s expenses policy:

Signed:

Name:

Date: