

## Travel Subsidy Scheme

### Introduction

The Holocaust Exhibition and Learning Centre is pleased to be able to contribute to the travel hire costs for eligible schools wishing to book a Learning Session at our venue. The Travel Subsidy Scheme is available for the academic year 2022/23 strictly on a 'first-come, first-served' basis. Please see our Terms and Conditions and Frequently Asked Questions (FAQs) below for full details. If you have any queries, please do get in touch at [helc@hud.ac.uk](mailto:helc@hud.ac.uk).

### What can we offer?

For every **30 students** that visit us for a Learning Session we are able to reimburse up to **£300 per coach** or **£200 per minibus**.

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### TERMS AND CONDITIONS

#### Eligibility Criteria:

- This Travel Subsidy Scheme is available to all non-fee-paying schools\* in the UK
- The Travel Subsidy Scheme is only available to school groups who are booking one of our Learning Sessions (see [www.holocaustlearning/learning](http://www.holocaustlearning/learning) for the latest details)
- Schools accessing the subsidy must travel via hired coach or minibus from their school address to the Holocaust Exhibition and Learning Centre at the University of Huddersfield and back again

\*A non-fee-paying school is classed as one where pupil attendance at the school is not subject to the payment of a monthly, termly or annual fee.

#### What the school/college needs to do:

- Between the points of your initial enquiry and the booking being confirmed in the Holocaust Exhibition and Learning Centre diary you must notify us of your intention to apply for the Travel Subsidy Scheme. We **cannot** offer the subsidy retrospectively.
- Request a quotation from the transport company that you would normally use and send it to [helc@hud.ac.uk](mailto:helc@hud.ac.uk). The Holocaust Exhibition and Learning Centre will then approve the contribution to the coach hire.
- The School arrange the travel booking with the transport company.
- The School pay for the transport and then invoice the Holocaust Exhibition and Learning Centre within 30 days after the date of your visit. Please also attach a receipt of payment with your invoice. NB If we haven't received your

invoice within 30 days the event, unfortunately we will be unable to contribute towards your coach costs.

### Process



### What the Holocaust Exhibition and Learning Centre will do:

- As per our normal procedure, we will invoice the school for the cost of the visit upon confirmation of the booking.
- We will then pay our contribution to the coach/minibus cost and reimburse your school/college upon the invoice being sent to us within 30 days of the event taking place.
- The Holocaust Exhibition and Learning Centre will contribute up to a **maximum of £300 per coach or £200 per minibus PER 30 students**. E.g. If you bring 35 students and your coach costs £350 we will reimburse £300.

## FAQs

- Can we use our own school transport and claim back petrol costs for the visit instead of using hired transport?
  - Unfortunately we can only fund hired transport with supporting paperwork.
- If we prefer to travel by train/public transport to the Holocaust Exhibition and Learning Centre, can we claim those travel costs back?
  - Sadly not due to the complications created by needing to submit multiple travel receipts against a single visit.
- Can I use the Travel Subsidy Scheme to bring multiple classes to the Holocaust Exhibition and Learning Centre?
  - If you are bringing multiple classes (i.e. a whole year group) as part of a single booking to the Holocaust Exhibition and Learning Centre you are eligible every 30 students. E.g. if you bring 60 students you are eligible for up to £600 towards your travel.
- Rather than invoice our school for the cost of a Learning Session and then us claim the transport costs back, can the Holocaust Exhibition and Learning Centre simply pay the school the cost of the travel hire less the cost of the Learning Session(s)?
  - Unfortunately separating the transport costs from our Learning Session fees is not possible. The process outlined above is the most effective and simple way for us to do this.
- If the Travel Subsidy Scheme is available on a first-come, first-served basis, does it matter that I don't intend to visit until later in the academic year?
  - No it doesn't matter. We have a finite amount set-aside for the Travel Subsidy Scheme which will be allocated upon receipt and approval of a funding request, even if the visit is later in the academic year. Your visit must, however, take place before 31<sup>st</sup> July 2023. If for any reason your visit has to be postponed by the school beyond that date we cannot guarantee we will be able to contribute to your travel hire costs.
- My school runs a 2-year rolling curriculum and we are not scheduled to teach the Holocaust again until the next academic year. Can I book a visit for then now and still apply for the Travel Subsidy Scheme?
  - At this stage we are unable to confirm that funding for the Travel Subsidy Scheme will be available for the 2023/24 academic year. However, once we do know we will announce any extension of the scheme and notify all eligible schools already booked-in to visit that they can apply.

- What if my visit is cancelled by The Holocaust Exhibition and Learning Centre due to COVID-19?
  - Our first priority is always to reschedule visits therefore we would honour any agreement in regards to the Travel Scheme made at the time of booking.

The Holocaust Exhibition and Learning Centre retains the right to decline applications for the Travel Subsidy Scheme at any time. All details correct at the time of publishing.

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