

## Travel Subsidy Scheme

### Introduction

The Holocaust Exhibition and Learning Centre is offering to contribute to the travel hire costs for eligible schools wishing to book an Active Learning Session at our venue. The Travel Subsidy Scheme is available from now until at least the 31<sup>st</sup> July 2020 on a strictly 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).

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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 also booking one of our Active 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
- For travel costs to be reimbursed, the following ratios must be met:
  - A minimum of **10** individual students booked and attend an Active Learning Session for a mini bus
  - A minimum of **20** individual students booked and attend an Active Learning Session for a coach

\*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. On our online Booking Enquiry Form there is a tick-box to indicate your interest in the scheme and a hyperlink to our Terms and Conditions document. We cannot offer the subsidy retrospectively.
- Request a quotation from the transport company that you would normally use and send it to Hannah Randall at [helc@hud.ac.uk](mailto:helc@hud.ac.uk). The Holocaust Exhibition and Learning Centre will then approve the contribution to the coach hire and send you a Booking Reference number as confirmation.
- You arrange the travel booking with the transport company.
- You will need to pay for the transport and then invoice the Holocaust Exhibition and Learning Centre within 30 days after the date of your visit. The Booking Reference number must be quoted on 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.

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

- As per our normal procedure, we will invoice the school for the cost of the Active Learning Session(s) upon confirmation of the booking.
- We will then pay for the coach/mini bus and reimburse your school/college upon the invoice being sent within 30 days of the event taking place.
- The Holocaust Exhibition and Learning Centre will contribute up to a **maximum of £350 per coach or £200 per minibus**. Additional coaches, if required, will be paid for if the preceding coaches are full to capacity.

### **FAQs**

- Can we use our own school transport and claim back petrol costs for the visit instead of using hired transport?
  - Unfortunately, in order to demonstrate to our funders how the subsidy is being utilised, 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, we will fund all transport required for that booking, even if it means groups coming over several days. However, in the interests of fairness to other schools, if a second group (i.e. different year group or subject) also wants to visit within any given academic year, we cannot guarantee that a travel subsidy will be available to that group.
- Rather than invoice our school for the cost of an Active 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 Active Learning Session(s)?
  - Unfortunately, our funders require a full paper-trail, separating the transport costs from our Active Learning Session fees. The process outlined above is the most effective 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 2020. If for any reason your visit has to be postponed 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 2020/21 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 2020/21 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.
  
- I have already booked my visit to the Holocaust Exhibition and Learning Centre, is it too late to apply for the Travel Subsidy Scheme?
  - Any eligible schools already booked to have an Active Learning Session with us between 13 June 2019 and 31 July 2020 will be notified of how to apply. All bookings made after 13 June 2019 must apply or express an interest in applying by the point the booking is confirmed in our diary.

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.

J. Butler  
Learning Manager  
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