

Loans & Funding

▪ **Student Loan**

If you normally apply for a UK Student Loan, you should still do so for the duration when you are on exchange abroad. When applying to Student Finance for your loan, you are responsible in confirming that you will be undertaking an exchange abroad in the forthcoming academic year

▪ **Maintenance Loan**

The amount of maintenance loan students are eligible for depends on their individual circumstances. For more information, please visit www.gov.uk/student-finance/overview

▪ **Erasmus+ Grant**

Currently students going abroad under the Erasmus+ Exchange program for 2 months or longer are eligible to apply for a grant from the European Commission. This will be arranged for you by the Study Abroad Office. The current rate for 2014/15 is from €350 to €500 per month, depending on destination and placement type.

▪ **Working Abroad**

Many students work while they are abroad to help fund their cost of living but you should depend on this entirely. Seek advice from your host university about the availability of student jobs. You must always check the conditions of your visa to clarify if you are eligible to undertake paid work while abroad.

▪ **Travel Grants from Student Finance**

The travel grant from Student Finance is available to help finance your travel expenses during your exchange abroad. This may be used to cover a return journey from the UK to your host country, mandatory medical insurance, and visa costs.

You are eligible for the travel grant if:

- you are studying a full-time higher education course and you are receiving student finance that depends on your household income, e.g. Maintenance Loan or Maintenance Grant
- studying abroad as part of your course. The grants are not available to students working abroad
- you are attending an overseas institution for at least 50% of an academic term. This period of study can be compulsory or optional

The amount of Travel Grant available to you will depend on your household income. This means your income, if you have one, combined with that of your parents or guardians, or spouse or partner if you live with them. Don't count income from other family members you live with. The grant covers reasonable costs of travel expenses during the academic year. The first £303 of travel costs are disregarded so you will receive your travel costs minus £303.

The method and class of travel, along with other expenditure costs must be reasonable; you must purchase the most economical and practical form of transport.

If you are eligible, you can be reimbursed for:

- up to three journeys between the UK and the overseas institution during a full academic year minus the first £303
- the cost of your child/children's fare between the UK and the overseas institution if you are a lone parent
- mandatory medical insurance, visas and medical expenses for the purpose of studying abroad

You will need to send photocopies of receipts as proof of payments made. Evidence must be proof of payment and confirmation of what you purchased not just an itinerary or quote. For example this could be an e-receipt for payment of flights.

To apply for the grant, use your student finance account and apply directly. The SFE Course Abroad Form should be issued automatically to you. The SFE Course Abroad Form should be completed and sent to the following address for authorisation:

Study Abroad Officers,
G01 Bronte Hall, Headingley Campus,
Leeds Metropolitan University,
Leeds, LS6 3QW.

To claim the grant, you should complete the SFE Travel Abroad Expenses Form that is send to you, if you are eligible, when you submit the completed SFE Course Abroad Form.

You can apply for a travel grant at any time during the academic year. There is no limit to how many travel grant forms you can submit. Funding will be paid on an ad hoc basis so you will not have to wait until your next instalment of student finance to receive the Travel Grant.

More information is available on the Student Finance website: www.gov.uk/travel-grants-students-england