Loan Application Guide – Work Placement

Introduction

If you want to receive maintenance funding and a tuition fee loan for your placement year, you will need to **complete the PR1 form** (loan application for returning students).

The PR1 loan application form can be completed **online or in paper format**. If you want to apply online, you will need to log into your Student Finance online account. If you want to apply with the paper form, this can be downloaded from the [Gov.uk](https://www.gov.uk) website for students funded by SFE. For other loan providers, you will need to download the form from their websites.

If you have **more than one placement**, you may find it easier to complete the paper PR1 rather than the online PR1, as you will be able to write all your details on the paper form. The online PR1 form does not provide the option to enter multiple placement details.

This guide covers parts of **section 3 and section 4** for the PR1 paper form. The information can still be applied if you are completing the PR1 online.

The guide will first show an image of the page in question and then provide notes on how to complete it. Answers are provided for some of the questions that can be confusing, but we do not provide answers for every question. The pages are from the 2016/17 PR1.
### Section 3: About your course and university or college

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Full tuition fee amount for this academic year: £</td>
</tr>
</tbody>
</table>

Your tuition fee amount can change each year. If you are unsure about the tuition fee amount you will be charged, contact your university or college.

| b | Is this the final year of your course? |

|   | Yes | No |

| c | Will you be studying at exactly the same university or college and on exactly the same course that you were in the academic year 2015/16? |

|   | Yes | No |

You must complete all of the questions in this section if any of your course, university or college details have changed since your last application.

| d | University or college details |

<table>
<thead>
<tr>
<th>University or college name and address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>UCAS personal identification number</td>
<td></td>
</tr>
<tr>
<td>UCAS university/college code</td>
<td></td>
</tr>
<tr>
<td>UCAS campus code (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

| e | Course details |

<table>
<thead>
<tr>
<th>Course name</th>
<th></th>
</tr>
</thead>
</table>

If you are following a combined studies or modular course, please list all subjects being studied.

<table>
<thead>
<tr>
<th>UCAS course code</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Qualification you expect to gain (e.g. BSc Physics)</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course start date</th>
<th>MONTH</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course end date</td>
<td>MONTH</td>
<td>YEAR</td>
</tr>
<tr>
<td>Course length (years)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# How to Complete Section 3, Page 5

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a) Tuition Fee</strong></td>
<td>£1,350 – if you started after August 2012.</td>
</tr>
<tr>
<td><strong>b) Final Year</strong></td>
<td>NO – this is not the final year of your course.</td>
</tr>
</tbody>
</table>
| **c) Same University and Course?** | YES – if you have always been on a course that includes a work placement year. Go to section f).  
NO – if you originally enrolled on a standard course and have completed a ‘Change of Programme’ form to transfer onto a course to include a work placement year. Complete sections d) and e). |
| **d) University Details if answered c) NO** | University of Leeds  
Woodhouse Lane  
Leeds  
LS2 9JT  
UCAS Code L23 |
| **e) Course Details** | Course Name – provide the title of the 4 or 5 year course you have transferred onto (e.g. BA-TXT/G+CD4 Graphic and Communication Design (IND)).  
UCAS Code – leave blank. There is no UCAS code for the course you have transferred onto.  
Course Start Date – provide the date that you started year 1 at University.  
Course End Date – provide the new end date of your course. |
Section 3: About your course and university or college

Year of course
- Foundation
- First year
- Second year
- Third year
- Fourth year
- Other (give details)

If the course is franchised to another university/college, give the address of the other university/college:

[Address 1] [Address 2] [Postcode]

Which of the following is your course? Tick one box only.
- Full-time undergraduate
- Full-time Initial Teacher Training (ITT) courses of up to 2 years in length
- Full-time distance learning
- Full-time foundation degree
- Full-time involving a placement (sandwich course)

Do you have a disability which prevents you from attending your university or college in person?
- Yes
- No
### How to Complete Section 3, Page 6

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Information Required</th>
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</thead>
<tbody>
<tr>
<td><strong>e) Course Details (cont.)</strong></td>
<td>In most cases this will be Year 3. You are being asked which year of the course you will be in when you are on placement (not the year you are currently in).</td>
</tr>
<tr>
<td><strong>e) Course Details (cont.)</strong></td>
<td>Franchised Course – leave blank. Your course is not franchised to another University.</td>
</tr>
<tr>
<td><strong>f) Your Course</strong></td>
<td>Tick – Full-time Undergraduate. Do NOT tick Full-time involving a placement (sandwich course). The University does not have any ‘sandwich courses’. These are a different type of course from the Full-time Undergraduate course, and they attract a different sort of funding. The Full-time Undergraduate course you are on does include a placement year, indicated by the course title (IND).</td>
</tr>
</tbody>
</table>
### Section 3: About your course and university or college

**g1.** In this academic year, are you eligible to apply for a bursary, excluding social work bursary from any of the following? *
- National Health Service (NHS)
- Department of Health, Social Services and Public Safety (DHSSPS)
- Student Awards Agency Scotland (SAAS)

**Yes** [ ]  **No** [ ]

**g2.** If *Yes*, is this bursary or award income assessed or non-income assessed? *
- Income assessed [ ]
- Non-income assessed [ ]

**Term details**

**h.** Where will you live during the academic year?
- **Term 1**: Living with parent(s) [ ] Elsewhere or own home [ ]
- **Term 2**: Living with parent(s) [ ] Elsewhere or own home [ ]
- **Term 3**: Living with parent(s) [ ] Elsewhere or own home [ ]

**i.** Where will you spend most of your time this academic year?
- **Term 1**: University or college [ ] Study abroad [ ] Work placement [ ]
- **Term 2**: University or college [ ] Study abroad [ ] Work placement [ ]
- **Term 3**: University or college [ ] Study abroad [ ] Work placement [ ]

*If you have ticked ‘University or college’ for all 3 terms go to section 4*

**j.** Have you been accepted onto the Erasmus exchange scheme?  
- **Yes** [ ]  **No** [ ]

*If ‘Yes’ or you’ll be studying abroad go to section 4*

**k.** Where will your placement be?
- Abroad [ ]
- UK [ ]
- Don’t know [ ]

Placement name and address, if known:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Postcode</th>
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How to Complete Section 3, Page 7

Page 7 has several tick box questions for you to answer. We have found in the past that some of the questions are quite confusing and it is very easy to inadvertently tick the wrong box. This could seriously impact the funding you receive.

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>g1) Bursaries</strong></td>
<td>No – you will not be applying for any other bursaries or awards. You would not be applying for bursaries from these bodies on your course. Go to section <strong>h)</strong>.</td>
</tr>
<tr>
<td><strong>h) Term Details</strong></td>
<td>Tick the box for where you will be during term time.</td>
</tr>
<tr>
<td><strong>i) Where will you be?</strong></td>
<td>Tick ‘Work Placement’ for all 3 terms.</td>
</tr>
<tr>
<td><strong>j) Erasmus</strong></td>
<td>If your work placement is in Europe, check with your school if your year is under the Erasmus scheme.</td>
</tr>
<tr>
<td><strong>k) Placement</strong></td>
<td>Tick whether your placement is in the UK or Abroad. Provide details of where you will be on placement. London placements attract a higher level of funding – ensure that you provide the correct post code for an address in London so that you are assessed for the London weighting.</td>
</tr>
</tbody>
</table>
How to Complete Section 3, Page 8

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Information Required</th>
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</thead>
<tbody>
<tr>
<td>I) Paid or Unpaid Placement Category</td>
<td>PAID – you are receiving a salary. UNPAID – you are not receiving a salary (you may be receiving a contribution from the employer towards your costs). If you think your placement fits one of the listed categories, tick the appropriate box. Also, if this is the case: email <a href="mailto:Funding@leeds.ac.uk">Funding@leeds.ac.uk</a> with your name, student ID number, name and address of employer, charity number if applicable, placement dates, and a note of which category they are. We will then write to SFE to confirm your placement details. You may be eligible for a higher level of funding if SFE approve this.</td>
</tr>
</tbody>
</table>
Loan request section

If you are applying for a Maintenance Loan and/or a Tuition Fee Loan please complete this section to tell us how much you want to apply for.

**Maintenance Loan**

Amount of Maintenance Loan you would like to apply for:
- Maximum available to you
- If you wish to apply for less than the maximum available to you, please state the amount.

**Tuition Fee Loan**

Your tuition fee is set by the university or college you go to. Any Tuition Fee Loan you borrow will be paid directly to your university or college. You should find out how much your university or college is charging before you apply for a Tuition Fee Loan.

Amount of Tuition Fee Loan you would like to apply for:
- Maximum available to you
- If you wish to apply for less than the maximum available to you, please state the amount.

**Contact details**

We need you to give the name and address of two additional contacts. We’ll only contact them if we can’t get in touch with you, for example if you move address and forget to tell us. By entering these details, you’re confirming you’ve told your additional contacts about this and they’re happy for Student Loans Company to contact them if necessary.

**Contact 1**

- Forename(s)
- Surname
- Relationship to you
- Address
- Postcode
- Phone number

**Contact 2**

- Forename(s)
- Surname
- Relationship to you
- Address
- Postcode
- Phone number

If you don’t want student finance based on your household income go straight to the Student Declaration on pages 17 and 18.
How to Complete Section 4, Page 10

- **Maintenance loan** – we recommend that you apply for the maximum loan available to you. If you indicate a specific amount rather than the maximum, and you are then reassessed and become entitled to more funding (e.g. because you change placement during the year to one that makes you eligible for a higher level of funding) you would still only be receive the specific amount you had originally requested as you cannot be paid more than you have asked for. If you indicate ‘maximum’ you will always receive whatever this is calculated at.

- **Tuition Fee loan** – in 2016/17 this will be **£1,350** for all students on a study year abroad or a work placement.

**Evidence Required by the Student Loans Company**

**Student Finance England students**

SFE do not need any evidence that you will be on a work placement when you initially apply for your funding.

**Evidence will only be required after you have applied if:**

- SFE specifically write to you and ask to see evidence;

- You tick one of the categories of unpaid placement that attracts a higher level of funding. Email Funding@leeds.ac.uk with your name, student ID number, name and address of employer, charity number if applicable, placement dates, and a note of which category they are. We will then write to SFE to confirm your placement details. You may receive a higher level of funding if SFE approve this.

When you apply for your student loan online, you may be asked if you can provide evidence and you should indicate that you cannot. This may prompt a warning on the evidence tracker, which you can ignore.
Students from Scotland, Wales, and Northern Ireland

We will send letters of confirmation on request. In those cases where evidence is required, the University will inform your student loan provider that you are on a study/work placement and will confirm the following information:

- Course details – e.g. BSC Food Studies & Nutrition (IND);
- Course year – e.g. 2\textsuperscript{nd} or 3\textsuperscript{rd};
- Academic year – 2016/17
- Work placement or study abroad;
- Whether you are on an Erasmus programme;
- The country your placement is in;
- The name of the university you are attending abroad or details of your work placement;
- The start and end date of your study period or work placement;
- Your tuition fee.

Help With Funding Issues While You Are on Placement

If you have an issue with your student loan, the University can only speak to your loan provider if you have set up a Professional Password. It is much easier to do this before you go on placement, even though you might not need to use it. Instructions for setting up a password can be found on the SES website. If you set up a password, keep this safe and pass it on to Funding if you do need help: Funding@leeds.ac.uk

\textit{We strongly advise that every student spending a year on placement sets up a password.}

If you have any specific question or require further information and advice, please contact Sarah Metcalf in Funding on 0113 343 2007, or email Funding@leeds.ac.uk

We welcome any suggestions or comments about this guide. Please email these to Funding.