Loan Application Guide – Study Abroad

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 either 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 website for students funded by SFE. For other loan providers, you will need to download the form from their websites.

If you are undertaking a year that includes periods of work placement as well as study, 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 2017/18 PR1. The pages of the paper form equate to the boxes that will appear if you are completing the online form.

If there is any information that you do not have (e.g. term time address, if you have not arranged this yet) leave these sections blank. You can update this information later. You should be able to do this by logging into your online account, clicking on Application Summary for 17/18, and clicking on ‘change’ next to the relevant section. Alternatively, you can make changes by downloading and printing out a Change of Circumstance (CO1) form from your online account. You can then complete the CO1 with any amendments and post this to your loan provider.

If you are not yet definite that you will be undertaking a study abroad year, we advise that you complete the loan application on the basis that you will be on a study abroad year. If you decide not to take up the study year, or decide to undertake a work placement year instead, you can amend your loan application as outlined above.
### Section 3 About your course and university or college

<table>
<thead>
<tr>
<th>Section 3</th>
<th>About your course and university or college</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>Full tuition fee amount for this academic year £</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>b</td>
<td>Is this the final year of your course? Yes ☐ No ☐</td>
</tr>
<tr>
<td>c</td>
<td>Will you be studying at exactly the same university or college and on exactly the same course that you were in the academic year 2016/17? Yes ☐ No ☐</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>d</td>
<td>University or college details</td>
</tr>
<tr>
<td></td>
<td>University or college name and address</td>
</tr>
<tr>
<td></td>
<td>Postcode</td>
</tr>
<tr>
<td></td>
<td>UCAS personal identification number</td>
</tr>
<tr>
<td></td>
<td>UCAS university/college code</td>
</tr>
<tr>
<td></td>
<td>UCAS campus code (if applicable)</td>
</tr>
<tr>
<td>e</td>
<td>Course details</td>
</tr>
<tr>
<td></td>
<td>Course name ☑</td>
</tr>
<tr>
<td></td>
<td>If you are following a combined studies or modular course, please list all subjects being studied</td>
</tr>
<tr>
<td></td>
<td>UCAS course code</td>
</tr>
<tr>
<td></td>
<td>Qualification you expect to gain (e.g. BSc Physics)</td>
</tr>
<tr>
<td></td>
<td>Course start date</td>
</tr>
<tr>
<td></td>
<td>Course end date</td>
</tr>
<tr>
<td></td>
<td>Course length (years)</td>
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# How to Complete Section 3, Page 5 for Study Abroad

<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 and before August 2017.</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 year abroad. 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 year abroad. Complete sections d) and e). |
| **d) University Details** if answered c) NO | University of Leeds, Woodhouse Lane, Leeds, LS2 9JT  
You will need to enter your UCAS ID number  
The UCAS University Code is: L23.  
There is no campus code.  
Complete this with your home University, Leeds, **NOT** the host University you will be visiting. |
| **e) Course Details** if answered c) NO | Course Name – provide the title of the 4 or 5 year course you have transferred onto (e.g. BA History (INT)).  
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 the University of Leeds.  
Course End Date – provide the course end date. This will be a year longer than the course you originally enrolled on if the abroad year has extended the course length. If you started on a 4 year or 5 year integrated Masters course, your year abroad might not have extended the total length 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

F

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 for Study Abroad

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</tr>
</thead>
<tbody>
<tr>
<td><strong>e) Course Details (cont.)</strong></td>
<td>In most cases this will be Year 3. Some language students may go abroad in Year 2. 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. Your year abroad is a module that you are undertaking as part of an undergraduate degree. Do <strong>NOT</strong> 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 type of funding.</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? [ ] Yes [ ] No
- National Health Service (NHS)
- Department of Health (DoH)
- Student Awards Agency Scotland (SAAS)

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

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

Placement name

Address

Postcode
How to Complete Section 3, Page 7 for Study Abroad

<table>
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| **g1)** Bursaries | No – you will not be applying for any other bursaries or awards. 
Go to part h). |
| **h)** Term Details | Tick ‘Elsewhere or own home’ for all 3 terms. |
| **i)** Where will you spend your time? | Tick ‘Study abroad’ for all 3 terms. 
If your year is split between study abroad and work placement, tick the boxes as appropriate and see the Loan Application Guide Work Placement for guidance on how to complete the work placement information. |
| **j)** Erasmus | Check with your school if your year is under the Erasmus scheme. |
| **k)** Placement | Leave this BLANK. 
The word ‘placement’ in question k) (and in question l) on page 8) is referring to ‘work placement’ only. Do not answer either of these questions if you are on study abroad. Go to section 4. |

**Ignore Section 3, Page 8**

This applies to work placement only, not study abroad.
Section 4, Page 10

How to Complete Section 4, Page 10 for Study Abroad

- **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, 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 2017/18 this will be £1,350 for all students on a study year abroad or a work placement.
Evidence Required by you Loan Provider

Your loan provider should not need any evidence that you will be on a year abroad when you initially apply for your funding.

Evidence will only be required after you have applied if:

- Your loan provider specifically writes to you and asks to see evidence;
- You subsequently apply for a Travel Grant – in which case they will need your Course Abroad Form authorised by the University*;

When you apply for your student loan, 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.

*If you are eligible for the Travel Grant, SFE will automatically send you the Course Abroad Form. If your loan provider is SFW SFNI, or SAAS, you will need to contact them to request the form or download the forms from their websites.

Asking Us to Talk to Your Loan Provider While You’re Away

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 abroad, 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

We strongly advise that every student spending a year abroad sets up a password. If is much easier to do this before you do.

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.

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