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 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 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 have not yet firmed up your placement, we advise that you complete the loan application with details of what your ideal placement preference would be (e.g. an Erasmus placement). If your placement changes before or during the year, the new information can be sent to your loan provider so that they can reassess you if necessary.
## Section 3  About your course and university or college

### a. Full tuition fee amount for this academic year

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?

### 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 2016/17?

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.

### University or college details

**University or college name and address**

**Postcode**

**UCAS personal identification number**

**UCAS university/college code**

**UCAS campus code (if applicable)**

### Course details

**Course name**

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

**UCAS course code**

**Qualification you expect to gain (e.g. BSc Physics)**

**Course start date**

**Course end date**

**Course length (years)**
How to Complete Section 3, Page 5 for Work Placement

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Tuition Fee</td>
<td>£1,350 – if you started after August 2012 and before August 2017.</td>
</tr>
<tr>
<td>b) Final Year</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  
You will need to enter your UCAS ID number  
The UCAS University Code is: L23.  
There is no campus code. |
| 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 Music (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 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 placement year has extended the course length. If you started on a 4 year or 5 year integrated Masters course, your placement year 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

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

Postcode: [ ]
How to Complete Section 3, Page 6 for Work Placement

<table>
<thead>
<tr>
<th>Section Number</th>
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</table>
| **e) Course Details (cont.)** | 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). |
| **e) Course Details (cont.)** | Franchised Course – leave blank.  
Your course is not franchised to another University. |
| **f) Your Course** | Tick – Full-time undergraduate.  
Your placement year is a module that you are undertaking as part of an undergraduate degree.  
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 type of funding. |
Section 3, Page 7

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)

**g2** 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 □

**j** Have you been accepted onto the Erasmus exchange scheme? □
- Yes □ No □

**k** Where will your placement be?
- Abroad □
- UK □
- Don’t know □

Placement name and address, if known

[Field for address]

Postcode
# How to Complete Section 3, Page 7 for Work Placement

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>g1) Bursaries</strong></td>
<td>No – go to part h). Yes – provide details. Your placement may still be classed as unpaid even if you are receiving a bursary. This will be decided by your loan provider. You will need to give your loan provider details of the bursary (phone them or post details to them).</td>
</tr>
<tr>
<td><strong>h) Term Details</strong></td>
<td>Tick the box for where you will be during term time. Whilst on placement you will either be living with parents or living elsewhere (i.e. not with parents).</td>
</tr>
<tr>
<td><strong>i) Where will you spend your time?</strong></td>
<td>Tick ‘Work Placement’ for all 3 terms. If your year is split between work placement and study abroad, tick the boxes as appropriate and see the Loan Application Guide Study Abroad for guidance on how to complete the study abroad information.</td>
</tr>
<tr>
<td><strong>j) Erasmus</strong></td>
<td>If your placement is under the Erasmus scheme, tick ‘Yes’ and proceed to section 4. Do NOT provide details of where your placement will be in part k). Your loan provider does not require details of your employer if you are on the Erasmus scheme. If you are not on the Erasmus scheme, tick ‘No’ and provide details of where the placement will be in part k).</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>
## Section 3, Page 8

### About your course and university or college

Is the placement:
- [ ] paid
- [ ] unpaid

If "unpaid", please tick which type:
- [ ] a hospital, Public Health Service Laboratory or with Clinical Commissioning group in the UK;
- [ ] a Special Health Authority, the National Health Service Commissioning Board, the National Institute for Health and Care Excellence, the Health and Social Care Information Centre, Local Health Board, Health Board, Special Health Board or Health and Social Services Board in the UK;
- [ ] a Local Authority carrying out its duties relating to health, welfare or caring for children and young people, a voluntary organisation providing facilities or carrying out similar activities or a Local Authority acting in the exercise of public health functions in the UK;
- [ ] the prison or probation sector or after-care services in the UK;
- [ ] unpaid research in a UK or overseas institution; or
- [ ] an unpaid placement in the Houses of Parliament
- [ ] an unpaid placement that is not listed above.

### How to Complete Section 3, Page 8 for Work Placement

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>I) Paid or Unpaid Placement Category</td>
<td></td>
</tr>
<tr>
<td>PAID – you are receiving a salary.</td>
<td></td>
</tr>
<tr>
<td>UNPAID – you are not receiving a salary (you may be receiving a contribution from the employer towards your costs).</td>
<td></td>
</tr>
<tr>
<td>If you are receiving a bursary, your loan provider will advise if you are classed as Paid or Unpaid.</td>
<td></td>
</tr>
<tr>
<td>If you think your placement fits one of the listed categories, tick the appropriate box. <strong>Also</strong>, if this is the case:</td>
<td></td>
</tr>
<tr>
<td>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>
<td></td>
</tr>
</tbody>
</table>
Section 4, Page 10

How to Complete Section 4, Page 10 for Work Placement

- **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.

Updated 05/07/2017