

# HOW TO APPLY FOR YOUR STUDENT LOAN - WORK PLACEMENT

The screenshot shows the 'Student finance application' progress bar with steps: About you, Previous study, Course and fees (3), Living costs, Financial info, Additional info, and Submit. Below the progress bar is a 'Back' link and the heading 'Where do you plan to study?'. A text box contains 'University of Leeds'.



Enter *University of Leeds*, as you will still be a registered student at Leeds.  
You are undertaking a work placement module as part of your undergraduate degree.

The screenshot shows the 'What course will you study at University Of Leeds?' section. It includes a text input field with 'English Literature (Ind)', a list of '36 courses found', and a 'Placement (year3)' dropdown menu. A blue double-headed vertical arrow points between the course title input field and the explanatory text box below.

Change your course title to the *(IND)* version if you're going on placement in any year except your final year - i.e. you're coming back to Leeds for another year of study after your placement year.

Change your course title to the *(IND) (inverted)* version if you're going on placement in your final year - i.e. the placement year will be your final year of your course and you'll be graduating after this.

If your course already includes a compulsory placement year (e.g. language courses, PPS) you won't need to change your course title.

**GOV.UK Student finance application**

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### Check your course details

English Literature (IND)  
 Bachelor Degree with Honours University Of Leeds [Change](#)

**Continue**

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### Did you attend this course last year?

Yes, I attended this course last year

No, I didn't attend this course last year

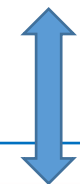
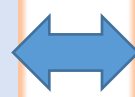
**Continue**

If you're transferring onto an (IND) (inverted) course and going into year 4 in 22/23, but you are on the final year of a 3 year course in 21/22 (so ticking 'No'), you might find that you can't submit an online application and you will need to complete a paper application (PR1).  
 See:  
<https://www.gov.uk/government/publications/student-finance-application-forms-and-notes-for-continuing-2022-to-2023-full-time-students>

If you're on an (IND) course, tick 'No' as you'll be transferring onto the course this year and were on a different course last year.

If you're on an (IND) (inverted) course, tick 'Yes' if you transferred onto this course last year, or 'No' if you're transferring onto it this year and were on a different course last year.

If you're already on a course with a compulsory placement year, tick 'Yes' as you will have been on the same course last year.



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### Where will you spend the most time during the academic year?

If you're studying an Initial Teacher Training course, you should select 'University or college' for any time you'll spend in teaching practice.

You must tell us if where you'll spend most of your time changes. This is so we can make sure you get the right amount of student finance. You can make these changes in your online account.

**First Term**  
8 October to 18 December 2022

University or college

Study abroad

Work Placement in the UK or abroad

**Second Term**  
18 January to 31 March 2023

University or college

Study abroad

Work Placement in the UK or abroad

**Third Term**  
1 May to 28 June 2023

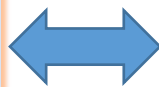
University or college

Study abroad

Work Placement in the UK or abroad

**Continue**

**Tick WORK PLACEMENT for all 3 terms.**



**If you're on a Term Abroad, tick 'University or college' for all 3 terms. The University will update SFE during the year with your term abroad details so you can be assessed for the abroad rate in Term 3.**

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**Where will your work placement be?**

Abroad

In the UK

Don't know yet

Continue

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**We need to know your work placement details**

**Will you be paid for attending your work placement?**

Yes, I'll be paid for my work placement

No, my work placement is unpaid

Continue

**What kind of unpaid work placement is it?**

A hospital, Public Health Service Laboratory or with a 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, 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

An unpaid placement at the Houses of Parliament

An unpaid work placement that is not listed above

Continue

Apply for your loan as soon as possible. If you've not yet secured a placement, tick the **DON'T KNOW YET** button.

**Special Case placement?**  
Tick the appropriate category.

*If you are on a special case work placement, SFE will initially assess you for reduced funding, and will inform you that they need your University to confirm your placement details. When you receive this request from SFE, email [placement-funding@leeds.ac.uk](mailto:placement-funding@leeds.ac.uk) with the details of your placement. We will then confirm these with SFE and request that you are reassessed for full funding.*

**Have you been accepted onto the Turing Scheme or the Erasmus+ exchange programme?**

Erasmus is a programme run by the European Commission which gives students the opportunity to study or work abroad as part of their degree. The Turing Scheme replaces funding that was previously awarded under the Erasmus+ Scheme.

Yes, I have been accepted onto the Turing Scheme or Erasmus+ exchange programme

No, I have not been accepted onto the Turing Scheme or Erasmus+ exchange programme

**Continue**



Tick 'No' to this.

Turing Scheme funding will be allocated later in the year and the University will update SFE if you have been accepted on the Turing Scheme.

The Erasmus+ programme is no longer operating.

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**Will you be charged £1,385 for your tuition fees?**

University Of Leeds told us your course normally costs **£1,385**.

When your tuition fee is confirmed by University Of Leeds, your Tuition Fee Loan may need to be adjusted.

Yes, this is the correct tuition fee

No, I'm being charged a different tuition fee

**Continue**



NB: This is the tuition fee for UK whose fee for a year studying at Leeds is £9,250.

If you have already applied for your loan, but for the 3 year course, or you find that SFE has rolled forward your 3 year course into 22/23, you can update your online application with your new course details. See the SFE YouTube video on the link below for how to do this:

<https://www.youtube.com/watch?app=desktop&v=VGwThrrGgk4>