

2022/23 STUDENT FINANCE ENGLAND (SFE) NHS TRAVEL GRANT

See <https://www.practitioners.sl.cco.uk/products/full-time-undergraduate-education/full-time-travel-grants-for-students-studying-abroad-or-on-a-work-placement/> and <https://www.gov.uk/travel-grants-students-england> for full guidance.

Eligibility

The Travel Grant is available to students who have applied for a maintenance loan based on their household income (i.e. means-tested). If you indicate you are undertaking a placement on your application form, the Clinical Study Travel Expenses Form (CLEX) will be issued to you. The placement must be an essential part of your medical or dental course. You will not get a travel grant if you're eligible for means-tested bursaries or awards from the Department of Health.

How to Apply

SFE check your eligibility for the Travel Grant when they assess your loan application. If you are eligible for the travel grant, they will send you a CLEX form. Once you receive the CLEX form, you should complete this and return it to SFE. If you have not received this form, but believe you are eligible, you should contact SFE to enquire why you haven't received one, as these forms are not available to download from their website. You should ensure to give as much detail as possible regarding your clinical placement, such as placement dates and locations. Once this has happened you can start submitting claims for reimbursement.

The CLEX form and receipts (if applicable) can be uploaded on to your SFE account (see below)

To upload your form and evidence online

- Get a clear and readable digital copy of your completed form and evidence. You can take a photograph or scan to do this.
- Go to www.gov.uk/student-finance-register-login
- Log in with your student finance login details.
- Upload your form and click submit. You do not need to sign the form if you're uploading it through your online account.

Your upload must be:

- of the entire document
- readable by SFE
- either a BMP, JPEG, PDF, PNG or TIFF file
- Smaller than 16MB.

If you can't upload your form online, you can send your form to:

Student Finance England
PO Box 210
Darlington
DL1 9HJ

Funding Available

The reimbursement covers reasonable travel expenses and related costs. The amount reimbursed depends on your household income. You must buy the most cost-effective tickets using the most economical and practical form of transport. We advise that you **keep screenshots of your searches** so that you can demonstrate to SFE that you booked the cheapest available travel option at the time.

- The first **£303** of travel costs is disregarded, which means this is deducted from the total amount of Travel Grant claimed over the year.
- If your household income exceeds the threshold of **£39,796**, there is a further £1 disregard for each additional £8.73 of household income which will reduce the amount reimbursed.

Example calculation (illustration only):

Household income £46,000; Amount claimed £2,500; Amount reimbursed

£2,500 - £303 - £710.65 [$£46,000 - £39,796 = £6,204 \div £8.73 = £710.65$] = £1,486.35

You don't need to deduct the £303 or calculate the means-tested deduction. You should claim all your expenses and send receipts for everything to SFE. They will then reimburse you minus any deductions as outlined above.

Acceptable Claims

You can apply for travel costs between your home and the hospital or facility where you're doing your placement.

FAQs

What's the earliest I can submit a claim?

As soon as your loan has been approved and you have received and completed a CLEX form, you can submit this along with receipts/invoices for expenses. You can submit a claim as many times as necessary throughout the academic year.

Is there a deadline for claiming?

There is no deadline as such. You must apply for your loan application for the year within 9 months of the start of the academic year. Once your loan is approved you can submit a claim at any time and there is no deadline for travel claims.

I've lost my receipts/my expenses were cash and I don't have receipts. Can I still claim?

SFE will not reimburse you if you cannot provide receipts. Particularly, if you are claiming daily travel expenses, you must provide evidence of this expenditure. If you pay cash on local transport, you will need all the tickets. If you buy a travel card that you top-up with cash, you will need receipts for all the top-ups.

All reimbursements are at the discretion of SFE.

The University can only provide general information based on SFE guidelines and cannot confirm if SFE will accept particular expense claims or not.

Students are advised to check any travel arrangements with SFE if they are unsure.

The information and figures provided are for guidance only. The actual amount and terms of the Travel Grant will be determined by SFE. The figures quoted here have been obtained from Student Finance England:

<https://www.gov.uk/travel-grants-students-england> [accessed 06/06/2022]