

2024/25 – Student Finance England (SFE) funding for students on a Work Placement Year Abroad

Applies for students that commenced their course after August 2016 and are not in their final year

This information does not apply to 'inverted' courses (placement in final year). If you're on an inverted course, please contact placement-funding@leeds.ac.uk for information about the student loan.

For guidance on completing your loan application, please see the SES webpages:

http://students.leeds.ac.uk/info/21518/study_abroad_and_work_placements/787/applying_for_your_student_loan

- If you've completed a *Change of Programme* with your school and have **transferred onto a new course** to include a work placement year (e.g. an (IND) course variant) you'll also need to change the course title on your loan application to your new course.
- If you've always been on a **course with an integral work placement year**, you don't need to change your course title.

Leeds Bursary

You cannot receive the Leeds Bursary when on a placement year.

Tuition Fee Loan

You pay a reduced tuition fee to the University of Leeds, and you can apply for the SFE tuition fee loan to cover this. **When you apply for your loan with the correct course title, your tuition fee loan will default to the reduced amount.** Students on a **term abroad** pay the full tuition fee.

Why do I pay a tuition fee? Your work placement is an integral part of your degree. Before and during your placement, you will be supported by your placement year tutor and the Careers Service, and you will have full access to University resources. You will be a registered student whilst on placement, and you will be required to submit course work during the year which will be assessed and will contribute to the degree that you are awarded.

Maintenance Loan

You can apply for a maintenance loan, but the amount of loan will depend on whether the placement is under the Turing scheme or not, or is a special case placement (i.e. unpaid research at a university abroad). **The maintenance loan can be significantly less than for a study year.** Please see the tables below.

Placement Types

Funding Level:

- Not Turing (paid or unpaid) → reduced funding only – no income assessment (see Table 1)
- Turing (paid or unpaid) → full funding – eligible for means-tested loan (see Table 2)
- Special Case (unpaid) → full funding – eligible for means-tested loan (see Table 2)

Turing Scheme

The Turing scheme assists with travel and living costs abroad. For more information, see:

https://students.leeds.ac.uk/info/10300/study_abroad/1521/the_turing_scheme

Special Case Work Placement

There is only one Special Case work placement category that applies to students going abroad:

*d) **unpaid research** in an institution in the UK or, in the case of a student attending an overseas institution as a part of the student's course, **in an overseas university**;*

PAID Placement – If you're **receiving a salary or tax-liable income** (even if you're on minimum or below minimum rates, or below the threshold to pay tax), this is classed as a paid placement.

UNPAID Placement – If you're only receiving payments that aren't liable for tax (e.g. **bursary, scholarship, expenses**), this is classed as an unpaid placement.

When you apply for your loan and indicate that you are on an unpaid placement, you will need to tick the category of placement on the loan application form. **SFE will initially assess you for reduced funding only.** When SFE send you your Financial Notification, they'll advise that **they need further information from your University** in order to determine if you meet the special case criteria for full funding. When you receive this request from SFE, please email placement-funding@leeds.ac.uk with the following details:

- Leeds student ID number;
- Name of University and country;
- Job title and brief description of duties;
- Start and end dates of placement (approx. if not confirmed yet).

We will then confirm your placement with SFE and request that you are reassessed for the full maintenance loan. Please note, **the University can only provide you with the SFE guidelines for special case work placements and cannot confirm if any particular placement would meet the criteria. The University updates SFE with placement details, but decisions on these rest solely with SFE.**

Table 1: SFE Maintenance Loan – Reduced Funding

For a paid or unpaid work placement that's not under the Turing scheme:

- Total amount of reduced loan is

£3,098

It's the same rate whether the placement is paid or unpaid, regardless of household income, and is based on you living and working abroad. If you are working remotely and living in the UK, independently and not with parents, the rate will be the same. If you are living with parents, you will receive the parental home rate, which is **£2,324**.

Table 2: SFE Maintenance Loan – Full Funding

For a Turing or a Special Case Work Placement:

You can apply for just the non-income assessed loan, or both the non-income and the income assessed loans (where you provide evidence of your household income to SFE). The 'Income Assessed' figures below are for a household income of £25,000 or less. The actual amount you'll receive depends on your household income.

Where residing for majority of term	Non-income Assessed	Income Assessed	Total Possible
Overseas	£5,662	£6,051	£11,713

To receive the abroad rate of maintenance loan, you must have travelled abroad. If you are working remotely from the UK, you will receive the UK rate of loan based on where you are living (either independently or with parents). If you are on a placement under the Turing scheme, you will only be eligible to receive Turing funding if you have travelled abroad.

Funding to Assist with Travel Costs

Turing Scheme

The Turing scheme assists with living costs abroad, and there is additional support for living and travel costs for students from underrepresented backgrounds. For more information, see:

https://students.leeds.ac.uk/info/10300/study_abroad/1521/the_turing_scheme

SFE Travel Grant

If you're on a **special case work placement** (unpaid research at a university abroad) and you apply for the income assessed loan, you may be eligible for the SFE Travel Grant. (Please see the *SFE Travel Grant Fact Sheet* for further information.) Please be aware that **if you apply for the SFE Travel Grant this would make you ineligible for the Turing Scheme underrepresented background uplift**. You are therefore advised to consider if the Turing Scheme would be financially better for you before submitting any claim for the SFE Travel Grant.

There is no funding to assist with travel costs for placements that are not under the Turing Scheme or are not unpaid research at a university abroad.

Requesting an Early Release of Your Loan

SFE will schedule the 1st instalment of your loan to be paid on **26/08/2024**, regardless of when your placement starts. If your placement starts before this date and you would like to receive the first instalment to coincide with the start of your placement, please email placement-funding@leeds.ac.uk with the following:

- Your name, Leeds student ID number, and course title;
- Name and address of the organisation you'll be working for;
- Whether or not your placement is under the Turing scheme;
- Start date and end date.

If your placement starts **after 26/08/2024**, you don't need to email to request an early release as SFE will have already scheduled this for you. The 2nd and 3rd instalments will be paid in line with University of Leeds term dates for 2024/25.

You must have travelled abroad to receive an early payment. If you are working remotely from the UK, your instalments will be paid in line with University of Leeds term dates.

Remember that you still need to complete online registration with the University of Leeds when on a placement year. Registration opens at the beginning of August.

Contacts & Further Information

For queries about the SFE maintenance loan, or how to apply for your loan, email placement-funding@leeds.ac.uk

For queries about the tuition fee, email UGfees@Leeds.ac.uk

For queries about the Turing Scheme, email Turingscheme@leeds.ac.uk

Please always email from your University account and include your student ID number.

Further information can be found on the Study Abroad and Work Placement webpages at: http://students.leeds.ac.uk/info/21518/study_abroad_and_work_placements

SFW, **SFNI**, and **SAAS** students should contact their loan provider for details of placement year funding.

The information and figures provided here are for guidance only. The actual amounts and terms of the student loan will be determined by SFE based on the loan application submitted by the student. The figures quoted have been obtained from The Department for Education LOAN, GRANT AND TUITION FEE RATES FOR ACADEMIC YEAR 2024/25 published on the Student Loans Company website: <https://www.practitioners.slc.co.uk/media/1999/20231215-financial-memorandum-for-202425.pdf> [accessed 16/04/2024]