



Money Matters

Guide to Funding for Placement Students in 2015/16

This information aims to answer frequently asked questions concerning tuition fees and funding support for **full-time home undergraduate students** who will be on a work placement as part of their sandwich degree course during the 2015/16 academic year.

What will be my tuition fees for my placement year?

Students who started their course at NTU before 1 September 2012

The home undergraduate tuition fee for students on placement for the whole of the academic year will be £700 in 2015/16. If your placement does not last the full academic year, the full fee of £3,465 will be payable.

Students who started their course at NTU after 1 September 2012

If you are studying a year long placement as part of a sandwich course in 2015/16, you will not have to pay a fee this year.

Will I be eligible for support with my tuition fees?

If your placement is an integral part of your sandwich degree course you are entitled to apply for a tuition fee loan for your placement year.

If you are required to pay all or some of your tuition fees yourself or you do not wish to take out a tuition fee loan, information about paying your tuition fees directly to the University can be found at: www.ntu.ac.uk/onlinepayment

You will not be required to start to repay your tuition fee loan until you have left University and start earning over a certain amount, currently £15,000 per year for students who started their course before 1 September 2012 and £21,000 per year for students who started their course after 1 September 2012.

Am I still entitled to financial support towards living costs during my placement year?

If you are a full-time home undergraduate student, your placement is an integral part of your sandwich course and you were eligible for a maintenance loan last year, you will be entitled to apply for one again during your placement year. You will not, however, be entitled to a maintenance grant / special support grant. The amount of maintenance loan you are entitled to will depend on the length of your placement, and the length of time, if any, you are in full time study over the course of the academic year. Any income you earn as part of your



Money Matters

placement year will not impact on your entitlement to a loan during the placement year or thereafter.

If you will be in attendance at university for **less than 10 weeks** over the course of the coming academic year, you will only be entitled to approximately 50% of the full maintenance loan amount, this will not be subject to an income assessment.

The rates for this are as follows:

	<u>Full Year</u>	<u>Final Year</u>
Living away from Home	£2425	£1890
Living in Parents' Home	£1819	£1381

If you will be in full time attendance at University for **longer than 10 weeks** during the 2015/16 academic year, you will be entitled to apply for a full maintenance loan as usual. The rates for this are available on-line (www.gov.uk/student-finance/loans-and-grants)

You will not be required to start to repay your maintenance loan until you have left University and start earning over a certain amount, currently £15,000 per year for students who started their course before 1 September 2012 and £21,000 per year for students who started their course after 1 September 2012.

How do I apply to renew my funding?

You can re-apply for your funding now on-line (www.gov.uk/student-finance). If you are unable to apply online please contact your national Student Finance Service (details on www.gov.uk/student-finance)

To make sure your funding is in place at the start of term, current students must apply no later than **26 June 2015**. If you have missed the deadline by the time you read this, you should apply as soon as possible.

Once your national Student Finance Service has completed its assessment, they will send you an Entitlement Letter telling you how much financial support you will receive.

You can request to receive the first instalment of your maintenance loan up to 25 working days earlier than usual, in recognition of the fact that a placement year often starts earlier than an academic year.



Money Matters

If you have any queries about applying for support, you can contact your national Student Finance Service (details on www.gov.uk/student-finance).

Do I still need to complete online enrolment for my placement year?

Yes you do. You should enrol online at www.ntu.ac.uk/enrolment in the usual way. You will be able to enrol online during the summer vacation. If you are not fully enrolled, your maintenance loan will not be released to you, you will not be eligible for council tax exemption and you will not be able to access NTU online services, including your NTU email. If you have any questions regarding enrolment, please contact myntusupport@ntu.ac.uk or 0115 848 2855.

Will I be required to pay Income Tax and Council Tax?

Income Tax

Contrary to popular belief students **are** liable for income tax on any earnings that they might generate during their time in higher education. Like any other employee, students can earn a certain amount of income each tax year on which no tax has to be paid and this is called your personal allowance. For the tax year 2015/16 students will have a personal allowance of £10,600. If you are on a paid placement, it is likely that your earnings will exceed this personal allowance, and you will be required to pay income tax. It is worth noting, however, that an academic year spans two tax years (a tax year starts on 6 April and finishes on the following 5 April), and while on your placement you will be entitled to a personal allowance for both 2015/16 and 2016/17 tax years. Further information and advice is available from: www.gov.uk/student-jobs-paying-tax

It is important that you retain your payslips and any P60 or P45 documents that you are given whilst on your placement in case you need to verify any information with the Inland Revenue.

Council Tax

Students who live solely with other students are exempt from paying any Council Tax (*subject to meeting the definition of a student for Council Tax purposes*), and during your placement, you will remain classified as a student. If you live with people who are working or claiming social security benefits, you are advised to seek advice from the Funding and Money Advice Service.



Money Matters

In most cases students will need to obtain a certificate of exemption from the Academic Office and provide this to the relevant local Council. Councils may not accept proof of student status by any other means.

However, if you are a fully enrolled student on a full-time course we will have already sent your term time address details to some local councils to confirm your student status. This means that you will not need a certificate from NTU unless the Council contacts you to request one.

Further information on Council Tax exemption and a list of the local councils is available from: http://www.ntu.ac.uk/current_students/resources/council_tax_exemption/faqs/index.html

Is there any other funding I can apply for?

Travel Grant

You may get a non-repayable grant to cover some of your travel expenses if you are normally living in England and you are either:

- studying abroad as part of your course
- on an ERASMUS study or work placement

The amount you get will depend on your household income. You must pay the first £303 of your travel costs, your travel grant will be reduced by £1 for each £8.97 of household income over £39,796.

If you are studying overseas you can apply for up to three journeys between your home and the overseas institution during a full academic year abroad. You can also apply for help with essential expenses, medical insurance and travel visas. If you are a single parent you may also be able to apply for your children's travel costs.

NTU Discretionary Hardship Fund

As a UK home undergraduate student, you are still classified as enrolled and will still be able to apply for assistance from the University's Discretionary Hardship Fund.

Support is income assessed and based on a shortfall between income and expenditure. All earnings are counted in full, so it is unlikely that you will qualify for additional support if you have a reasonably paid placement.

You may, however, have a low paid or unpaid compulsory placement, or have additional support needs (for example, if you have dependents); these variables will be taken into



Money Matters

account during the assessment. Please note however, that funds are limited, may be subject to change and cannot provide a main source of funding for compulsory unpaid placements. To request an application form via post please telephone 0115 848 2494 or email financial.support@ntu.ac.uk.

Social Security Benefits

Even though you are on a placement you will be treated as a full-time student for benefit purposes. The majority of students have no entitlement to social security benefits. The exceptions to this are students with dependent children and disabled students (subject to means testing). If you are a disabled student, or you are a lone parent, the benefits that you are able to apply for may differ once you are on a placement and you are strongly advised to plan ahead and seek advice from the Funding and Money Advice Service (see below) with regards to your eligibility.

What if I do my work placement abroad?

If you choose to do your placement abroad as opposed to the UK, your eligibility for statutory student funding will not be affected. You will, however, need to look carefully into any additional costs that may be involved, such as flights, temporary accommodation on arrival, bank charges (either for an account you set up abroad, or using your UK account overseas) and the cost of living in the country where you will be working.

If you will be using your UK bank account overseas, you should check with your bank that you can use your debit card in the country where you will be working, and also what charges will be applied for using your card to withdraw money and for making payments. You may also wish to consider the option of carrying a credit card, as these can be useful in emergencies, as long as they are used wisely.

Given that you are going to be out of the country, it is advisable that you deal with funding and enrolment issues prior to leaving when potential problems can be more easily resolved. Ensure that your national Student Finance Service is fully informed with regards to your plans.

Erasmus Funding

An Erasmus + Grant may be available to students who are taking part in a traineeship or studying abroad in Europe. The traineeship or the study abroad period must be an integral part of your course and must have a duration period of between 3 – 12 months. Grants may also be available to graduates to take part in traineeships up to a year after graduation, but students must register with the International Exchange Office prior to finishing at NTU.



Money Matters

More information on Erasmus + and the grants available will be available at the end of May when the EU release the full programme details. In the meantime please visit our website for other funding and mobility opportunities.

For further information regarding this scheme, please view the following links:

http://www.ntu.ac.uk/current_students/study_abroad/erasmus_and_study_abroad/index.html

<https://erasmusplus.org.uk/>

What if I can't find a placement?

If you are experiencing difficulties in finding a placement you should, in the first instance, contact the relevant staff member within your academic school. They will be able to provide you with details of any dates by which you will need to have either secured a placement or decided if you wish to return to final year / take a leave of absence for one year. They will also be able to provide you with further advice as to how this may affect your academic status.

In the event that you are no longer undertaking a placement year as part of your studies, your entitlement to student financial support will be affected. As a result, it is very important that you contact your national Student Finance Service to ensure that they are aware of the change in your circumstances.

Where can I get further advice?

Further advice is available from our Funding and Money Advice Service, which is based within Student Support Services. You can also e-mail the service at: financial.support@ntu.ac.uk or Tel: (0115) 848 2494.

Student Financial Support Service May 2015