

## Student Finance Guidance for Students Going on Placement

If you are intending to go on placement in the next academic year it is extremely important Student Finance England (or equivalent in Northern Ireland, Scotland, Wales, EU) are informed of this. **Failure to do so can lead to funding delays and incorrect financial assessments.**

### What happens first?

Once you have agreed to undertake a placement through your School or the Careers Service you should be given the course name as it will appear on the dropdown menu of your student finance application.

### Student Finance Application

You can normally apply for Student Finance up to 7 months before the start of the academic year (classed as 1<sup>st</sup> September). The quickest and easiest way to apply is online, although non-UK EU students currently only have the option of applying on paper. Regardless of whether you apply online or paper it is really important you select / write down the placement year course name given to you by your School or the Careers Service. Most placement year courses do not have UCAS codes attached so staff at Student Finance will only be able to undertake an assessment on the basis of the course name provided by you. You should also select the correct course year (usually year 3 or 4). You will be asked a range of questions on the application which will give you the opportunity to inform Student Finance of placement location, type etc. This will dictate the amount of tuition fee loan and maintenance funding you can apply for - please see 'Useful Placement Year Funding Information' at the end of this document.

Application cycles usually open as follows:

**Student Finance England** – opens in February

[www.gov.uk/student-finance-register-login](http://www.gov.uk/student-finance-register-login)

**Student Finance Northern Ireland** – opens in February

[www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk)

**Scottish Award Agency Scotland (SAAS)** – opens in April

[www.saas.gov.uk/](http://www.saas.gov.uk/)

**Student Finance Wales** – opens in February

[www.studentfinancewales.co.uk/](http://www.studentfinancewales.co.uk/)

**Student Finance Services (EU students)** – opens in April

[www.gov.uk/student-finance-forms](http://www.gov.uk/student-finance-forms) (paper application only)

### Advised to Apply Early

As in any other year, you should make an application for Student Finance as early as possible to avoid delays in your funding. This message is even more important if you are intending to start a placement in June / July as it can take up to 6 weeks for Student Finance to process applications.

### Student Finance Deadline

You can apply for Student Finance up to 9 months after the start of the academic year (31<sup>st</sup> May), although the deadline for SAAS is only 6 months (28<sup>th</sup> February).

## **Are you going on a part year or full year abroad before mid-August (Student Finance England students only)**

Student Finance guidance will be sent by the University Mobility Team in late May / early June. All students intending to do a placement abroad will be sent this guidance by email, even though it is only intended for those receiving funding through Student Finance England. It is important you read the guidance carefully and if applicable, return the spreadsheet ASAP to ensure you receive the correct funding for the start of your placement. If you are applying through SAAS, Student Finance Northern Ireland or Student Finance Wales you cannot request early payment.

## **What happens when you agree to a placement after you have already applied for your student finance or your student finance application has been automatically rolled over from the previous academic year?**

**Before 1<sup>st</sup> September** - You can make changes to your student finance application via your online student finance account as long as it is before 1<sup>st</sup> September. The School / Careers Service should give you the course name you are transferring to - please see 'What happens first?' for more information.

**After 1<sup>st</sup> September** – If you are transferring to placement year course after 1<sup>st</sup> September you will not be able to amend the course details section of your student finance application. Your School / Careers Service will need to notify Student Progress (via their usual internal transfer procedure). The information should then be passed to the Interaction Team (Student Services) who will submit a change of circumstances to Student Finance so you can be reassessed. Reassessments can take up to 6 weeks so you need to be prepared for a potential funding delay if you have not already received funding. If you have already received funding you are strongly advised to contact the Student Financial Support Team for further guidance: [www.ncl.ac.uk/students/wellbeing/contact/](http://www.ncl.ac.uk/students/wellbeing/contact/)

## **What happens if you intend to study your placement on a reduced hour's basis?**

When applying to Student Finance for funding you should still select the full time version of your course. Under no circumstances should you apply as a part-time student or try and access part time funding.

## **What happens if you do not complete your placement year?**

There could be various reasons for not completing a placement year. Before leaving a placement you should contact the Student Financial Support Team so we can make you aware of the financial implications: [www.ncl.ac.uk/students/wellbeing/contact/](http://www.ncl.ac.uk/students/wellbeing/contact/)

## **Are you student in the [Faculty of Humanities and Social Sciences \(HaSS\)](#) and planning to undertake a Careers Service placement year?**

Due to an unknown level of student demand, new placement versions of existing programmes in HaSS will only be created at agreed points during the academic year. You should be informed by the Careers Service of the new programme code by email. Once set up, you will be given in writing the course name as it appears on the dropdown menu of your student finance application. You should apply for Student Finance as soon as the course has been set up.

## **Useful Placement Year Funding Information**

Detailed placement year funding information can be found on the Student Financial Support Team web pages:

[www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/studentfinance/placementyear/](http://www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/studentfinance/placementyear/)