

Placement Bursary 2016/17

Information and Guidance Notes

What is the Placement Bursary and where do the funds come from?

The Placement Bursary is provided by the University of Reading via the Access Agreement with the Office for Fair Access (OFFA). The funds must therefore be used to support students from underrepresented groups in Higher Education, which determines the eligibility criteria set out.

The Placement Bursary intends to support eligible students with additional costs associated with undertaking a placement or study abroad/ERASMUS programme. The bursary is not intended to cover the full cost incurred by you.

An awarded bursary does not have to be repaid (unless fraudulently obtained) and can be used towards the expenses incurred in relation to the placement or study abroad/ERASMUS programme.

Who can apply?

In order to apply for the Placement Bursary you must be:

- currently enrolled on a full-time or part-time undergraduate course; and
 - a permanent resident of the UK or EU; and
 - undertaking a placement in the UK or abroad as a formal part of their degree programme;
- or
- undertaking a study abroad/ERASMUS programme; and
 - not earning above £18,000 (£20,000 for placements in London) per annum

Additionally, you must be assessed by your Student Finance Authority¹ as eligible for financial support and have an assessed household income of below £42,000.

In order to confirm your eligibility we will use data supplied to by the relevant Student Finance Authority. We will only be able to determine your eligibility if you have:

- made an application through the relevant Student Finance Authority for tuition fees, maintenance loans/grants or other grants; and
- given the authority consent to share your assessed household income with the university. Please note that your parent(s) or partner must also provide consent if their financial information has been included in the application.

BSc Speech and Language Therapy Students

¹ Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency for Scotland

Please note that although students on the course BSc Speech and Language Therapy undertake placements as a formal part of their degree, students on this course are not eligible to apply for a Placement Bursary. The reason for this is that students in receipt of the means tested NHS Bursary (provided to students with a household income up to approximately £45,000) can apply to the NHS for assistance with the cost of their placement by submitting a Practice Placement Expenses (PPE) claim form. As the household income threshold for the NHS Bursary is higher than the income threshold applied for the Placement Bursary, all BSc Speech and Language Therapy students who would ordinarily be considered under the Placement Bursary scheme are covered by the NHS Bursary scheme.

Further information about funding from the NHS is available here:

<http://www.nhsbsa.nhs.uk/Students/4032.aspx>.

How and when to apply

Please note that you must have secured your placement at the time of application and provide evidence thereof. You should submit your application by one of the below noted application deadlines. Late applications will *not* be considered.

Application deadlines for 2016/17

- November 11th 2016
- February 10th 2017
- May 19th 2017
- July 21st 2017

Applications must be submitted in advance of or while undertaking your placement or study abroad/ERASMUS programme.

What supporting evidence should I submit?

You must submit evidence of your secured placement which should be in the form of a contract or a signed letter from your placement provider.

Students undertaking a study abroad/ERASMUS programme should provide a confirmation letter from the Erasmus & Study Abroad Office or an acceptance letter from the host institution.

The following information must be provided:

- Name of your placement or study provider
- Contact details for your placement or study provider
- Location of placement or studies (if different from above)
- Duration of your placement or studies (start and finish date)
- Amount of salary and/or other financial awards (e.g. travel cards, re-location award, paid accommodation)

Please supply copies ONLY as no documents will be returned to you.

Additionally you should provide evidence regarding your costs (see section 'Cost of Undertaking Your Placement') where applicable.

Please note that incomplete applications will be declined.

What level of bursary could I receive?

Bursaries will be awarded on the basis of the estimated overall cost of undertaking the placement as identified in the completed application form.

Estimated cost of placement	Less than £500	£500-£1,000	£1,001-£2,500	More than £2,500
Bursary Amount	£200 ²	£300	£500	£1,000

We hope to be able to award funds to every applicant however, if the scheme is oversubscribed we will prioritise on the basis of whether the placement is paid or not and household income.

Only one bursary per placement and academic year will be awarded.

When will I receive my bursary payment?

Shortly after each application deadline the selection panel will meet to review the applications. We are hoping to inform all students of the outcome within 4 weeks from the application deadline. Information of when payment will be made to eligible students will be included in the notification email.

Please note that in order to be paid you must provide your bank account details on the RISISweb Portal.

Can my application be reassessed?

If you wish to appeal the decision on your application you should provide a written account of why you feel the decision should be revisited and the outcome you are seeking. Following receipt of your appeal, your statement and complete application will be reviewed by the Director of Student Support Services who ordinarily will not have reviewed your application previously.

Please note that the level of bursary is calculated on the basis of the evidence submitted with your application at the time of applying. You cannot appeal the decision of your application in order to provide additional evidence of incurred costs which have not previously formed part of your application.

² If the total estimated cost of undertaking the placement is lower than £200, the bursary amount awarded will be the estimated cost.

How to Complete the Application Form

Your Personal Details

Complete all sections and make sure that your contact address and telephone numbers are correct in case we need to contact you.

Course Details (University of Reading)

Complete all sections as this is used to assess your eligibility for the Placement Bursary.

Your placement must be part of your degree and should therefore form part of a module. You must provide the module code, please ask your school if you do not know the module code.

Placement Details

Complete all sections and make sure that the contact details provided for your placement provider are correct as we may need to verify your placement arrangement.

It is important that you tell us whether you will receive a salary and/or any other financial support from your provider (e.g. travel cards, re-location award, paid accommodation etc.).

Cost of Undertaking Your Placement

Please use this section to estimate your travel, accommodation and/or childcare costs while undertaking your placement. The cost incurred should be over and above your normal costs while at University.

The overall estimated costs that you identify and provide evidence for will be used to determine the amount of bursary that you are eligible to receive.

Childcare

Childcare costs that are incurred over and above what you would usually pay during an academic year are considered. Your child/children must be with an Ofsted registered child minder or nursery.

You will need to provide evidence of your childcare costs for the previous academic year (invoices or bank statements) as well as evidence of your arrangements during the time you are on placement or study abroad/ERASMUS programme (letter from childcare provider).

Accommodation

Accommodation costs will only be considered in the following situations:

- You have a signed contract for a house/room in Reading and are undertaking a placement or study abroad/ERASMUS where you will need to pay for second accommodation.
- You ordinarily live with your parents and are undertaking a placement or study abroad/ERASMUS programme where you will need to rent accommodation.

Evidence of your accommodation/dual accommodation should be submitted with your application. This could be in the form of a halls offer letter or a copy of your tenancy agreement.

Travel costs

Flights: If you have not yet booked your flights you should provide three quotes from airlines or travel agencies (online quotes/searches are acceptable).

An average of the three quotes should be calculated and provided as the cost of flights. Only costs for one return flight will be considered³.

Transport to/from airport: One return journey to/from the UK airport and one return journey from/to the overseas airport will be considered.

Daily bus/train transport: Please provide the *daily* cost of your return journey. Calculation will be based on you working 5 days per week. If you in addition to working Monday-Friday are *required* to work weekends, a letter stating so should be obtained from your placement provider and submitted with your application.

Merely confirming attendance in the office will not suffice.

Daily car transport: We expect students to use public transport whenever possible. In the event that you choose to travel to your placement by car we will calculate mileage at 45 pence per mile.

We will not include car wear and tear, car insurance, MOT or parking charges.

Institute of Education Students

Students on BA(Ed) Educational Studies courses at the Institute of Education can only claim a maximum of £2.50 per day for travel costs.

Students should apply to the Travel Grant from the Institute of Education to cover the remaining additional cost.

Supporting Statement

Please use this section to provide any further information or explanation to any of the other sections of the application form.

Submitting Your Application

When you have completed your application you should submit the form together with the required evidence by email or post. Alternatively, you can submit it in person at the student Helpdesk located on the ground floor of the Carrington Building.

³ If you are undertaking a study abroad/ERASMUS programme in two different countries one return flight per country will be considered.

Email: studentfunding@reading.ac.uk

Post: Student Financial Support
University of Reading
Carrington Building
Whiteknights
Reading RG6 6UA

Can I speak to someone about my application?

If you have questions about the form, your eligibility or your submitted application, please email studentfunding@reading.ac.uk or call 0118 378 7781. You can also speak to us in person by coming to the Helpdesk in the Carrington Building and ask to speak to a member of the Student Financial Support team.