

# TRAVEL GRANT

## Travel Grant Eligibility

The Travel Grant is available to students who are eligible for tuition fee and living costs funding and are:

- studying abroad as part of their UK based course
- attending a study or work placement through the Erasmus, Turing or Taith schemes
- a medical or dental student studying abroad or attending a clinical placement in the UK

**Students will need to apply for student finance based on their household income to be considered for travel grants.**

## Travel Grant Applications

Students should complete their application to inform SFE that they are studying abroad during the academic year. The deadline for applying for the Travel Grant is six months after the end of the academic year.

To confirm the student's eligibility, HEPs need to do one of the following:

- Confirm the student's study abroad period by completing the HEP Study Abroad spreadsheet.
- Complete a CAB (Course Abroad Form) – including a HEP stamp.

For GDPR purposes, HEPs should password protect the spreadsheet using the 4-letter code allocated to them.

## Entitlement

All Travel Grants are income assessed and subject to a disregard of £303. This means that the student will have to cover the first £303 of their travel costs themselves.

This £303 is deducted from the entitlement once per academic year and is not deducted from Medical or Visa costs.

(If the household income is over £39,796 then there will be a reduction to the amount paid to the student, this will be a reduction at a rate of £1 for each additional £8.73 over £39,796).

To be eligible for a travel grant, students must be studying overseas for at least 50% of an academic quarter (term). Find out more about Travel Grant eligibility at [www.gov.uk/travel-grants-students-england/eligibility](http://www.gov.uk/travel-grants-students-england/eligibility)

The qualifying quarters are as follows:

**Quarter 1** - 1 September to 31 December (122 days- at least 61 days overseas study) \*

**Quarter 2** - 1 January - 31 March (90 days- at least 45 days overseas study)

**Quarter 3** - 1 April - 30 June (91 days- at least 46 days overseas study)

**Quarter 4** - 1 July - 31 August (62 days- at least 31 days overseas study)

*\*Any overseas period from 1 August will also be included in the 1st quarter calculation.*

A student may study overseas at 50% or greater in each of the 4 quarters but can still only claim a maximum of three return journeys (or equivalent):

- 1 qualifying quarter is eligible for 1 return journey,
- 2 qualifying quarters is eligible for 2 return journeys,
- 3 or 4 qualifying quarters is eligible for the maximum 3 return journeys.

When SFE receive the confirmed term dates for study abroad, we'll let the student know how many journeys can be claimed.

### Examples

1. Amy's term dates abroad run from 16 September until 19 December, this is more than 50% of Quarter 1. Amy is eligible for a Travel Grant for her travel expenses. Amy qualifies for 1 return journey or equivalent.
2. Daniel's term dates abroad run from 6 January until 5 July. Daniel is eligible for a Travel Grant for travel expenses to cover Qualifying Quarter 2 & 3. Daniel is NOT eligible for a Travel Grant for travel expenses for Qualifying Quarter 4 as this term isn't at least 50% of Quarter 4. Daniel will qualify for 2 return journeys or equivalent.

## Claiming travel expenses

Before students can send SFE a claim for travel expenses:

- The student must have applied and been approved for Travel Grant
- SFE must have received confirmation of their study abroad period from the HEP

Then, the student can start claiming their travel expenses, even if it's before the academic year has started and they haven't travelled abroad yet.

The student must include the necessary evidence to support their claim, for example proof of payment. SFE cannot accept the claim if no evidence is provided.

To claim travel expenses, students should complete and send the Travel Abroad Expenses form: <https://www.gov.uk/government/publications/student-finance-application-for-travel-grant>

Students won't have to wait until their next scheduled instalment of student finance to receive the Travel Grant, it is paid soon after their claim has been accepted.

Students can submit multiple claims during the academic year.

Daily travel costs can be claimed. Copies of tickets for daily travel must be provided. Where reloaded travel cards have been used and 'top ups' are being claimed, such as MYKI or GOCARD we require statements which show the journeys taken. Journeys to and from university should be indicated on the statements, only these journeys will be reimbursed.

Daily travel costs can only be reimbursed for travel in any given qualifying quarter.

The class and method of travel should be deemed reasonable, for example standard/economy is expected. However, if enhanced economy class flights have been purchased e.g. Economy Flex or Economy Flex Plus, we would require evidence to show that this was the only or least expensive option available at the time of booking as these fares offer additional benefits. If a student advises that they wish to purchase an Economy Flex fare (not Plus) due to not knowing their return dates, they should tell us this when they're submitting their claim.