

A **Travel Grant** is a grant available to full time students who are attending a Clinical Placement in the UK or Studying Abroad as part of their course. This fact sheet gives information on how much is available and how to apply for a Travel Grant.

Do I Qualify?

You can apply for a travel grant if you are studying a full-time higher education course and you are receiving student finance that depends on your household income, e.g. Maintenance Loan or Maintenance Grant.

You must also be:

- attending an overseas institution for at least 50% of any academic term. This period of study can be compulsory or optional. If you are on a work placement abroad you will not be eligible for a Travel Grant

OR

- attending a hospital or other premises in the UK as an integral part of your medical or dental course. You won't get Travel Grant if you are eligible to apply for means-tested bursaries or awards from the Department of Health. This does not cover any attendance involving residential study

How much can I get?

The amount of Travel Grant you can get depends on your household income and covers reasonable costs incurred on travel expenses during an academic year. The first £303 of travel costs are disregarded. So you can get your costs less £303.

The method and class of travel, along with all other expenditure costs, must be reasonably incurred. For example students must purchase the most cost effective tickets using the most economical and practical form of transport e.g. train instead of flying and standard class instead of first-class tickets.

If eligible, you can be reimbursed for:

- up to three return journeys between the UK and the overseas institution during a full academic year abroad
- any necessary travel costs associated with clinical training where attendance at a hospital or other premises is necessary
- the cost of a child/children's fare between the UK and the overseas institution if it is necessary for a single parent who is also a student to take them abroad

- Mandatory Medical Insurance, Visas and Medical Expenses for the purpose of studying abroad
- If you have to travel by car a rate of 24p per mile will be used

How do I apply?

- If you are on a clinical placement please complete the SFE Clinical Study Travel Expenses Form.
- If you are studying abroad please complete both the following forms;
 - SFE Course Abroad Form which should be completed by your university or college to confirm periods abroad.
 - SFE Travel Abroad Expenses Form which you should complete.

We will automatically send you these forms if you are eligible to apply.

What evidence do I have to send?

Evidence must be provided to support claims for travel expenses. If you do not send evidence asked for you may not receive the full amount of Travel Grant. Please provide photocopies, not original evidence, of proof of the payment made. Evidence must be proof of payment, not just an itinerary or quote.

How do I get paid?

You can apply for a travel grant at any time during the academic year. There is no limit to how many travel grant forms you can submit. Funding will be paid on an ad hoc basis so you will not have to wait until your next instalment of student finance to receive the Travel Grant.