

# ERASMUS+ work placement/traineeship grant

## Funding

There are a number of sources of income available to you, whilst you are on your Erasmus+ traineeship:-

1. The Erasmus+ traineeship grant
2. Student loan
3. Salary

### 1. The ERASMUS+ traineeship grant

- Erasmus+ grants are paid IN ADDITION TO the standard Student Loan, to which you are still entitled, as you will be a registered student (see below).
- The Erasmus+ traineeship grant is intended to contribute towards the EXTRA costs of living incurred from living and working abroad. The Erasmus+ grant is NOT a maintenance grant and is not sufficient to cover all of your expenses.
- You should budget accordingly and ensure you have sufficient funds to live on for the full term of your placement period. As your Erasmus+ grant is not paid until after you have sent proof of your arrival at the traineeship location, you also need to make sure you have sufficient other funds to cover the many costs you will face in the first few weeks.
- It is your responsibility to keep your home University School AND the Careers Centre informed of ANY changes to your work placement period, whether these changes occur due to circumstances outside of your control or not. Make sure you keep the Careers Centre informed of any changes to the original Erasmus+ agreement that you sign, especially your Start and End Dates, even if this is only one or two days.
- Payment of the Erasmus+ grant is dependent on you returning ALL of the paperwork requested, within the deadlines given so you should ensure that you are aware of your responsibilities. Non-compliance on your part will lead to your ineligibility for the grant.
- If you return early from your traineeship, or contravene the conditions set out in the Erasmus+ Agreement, then you will have to repay that part of your

grant to which you are no longer entitled, or all of your grant (ie in the case of the placement period falling below the 2 month minimum).

- If you experience any unusual or unfortunate circumstances which necessitate an early return from your work placement (eg bereavement, illness, accident, civil unrest etc), the Careers Centre will contact the British Council (the UK's Erasmus+ National Agency) for their advice. This means that any important decisions regarding your continued funding are always made in conjunction with the British Council and are made on a case-by-case basis.
- Should you be overpaid for any reason, eg due to miscalculation, misleading or incorrect information or because of any error made by the finance office, who process these payments, then it is expected that the money (that is not your due) will be repaid. This is because the money is given to the University by the British Council (on behalf of the European Union) and every penny is accounted for. Any overpayment has to be recovered by the University so that it can be repaid to the British Council.
- The Erasmus+ traineeship grant for 2019-2020 depends on which country you work in. The highest rate goes to students working in countries such as Ireland and the Scandinavian countries (€520 per month), while a slightly lower grant goes to students working in other countries with a lower cost of living, such as France, Spain, Italy, Germany, Austria, Netherlands, Belgium etc. (€470 per month). Please ask if you are going to work in another country.
- When the grant is awarded, it is converted to £££ Sterling before being paid into students' accounts and can only be paid into a UK bank account.
- Extra awards can be made by Erasmus+ in certain, specific circumstances for students with disability (please ask about these) or who are from a low-income background.

## 2. Student Loan

- Students can apply as normal for their Student Loan. Being in receipt of the Erasmus+ grant does NOT affect your eligibility for the Student Loan.
- This is one of the 'perks' of being an Erasmus+ traineeship student. You are entitled to have your loan assessed for the year abroad rate in the usual way, whether your placement is paid or unpaid. The fact that you are doing

an Erasmus+ traineeship should have minimal effect on your loan (unlike with other, regular work placements). If your loan is less than you expected, please contact [funding@leeds.ac.uk](mailto:funding@leeds.ac.uk) and they will investigate your assessment with Student Finance England on your behalf.

- The amount of Student Loan to which you are entitled may vary, however, depending on the assessment of Student Finance England/Student Loan Company and your individual circumstances.
- When you apply for your Student Loan, you need to ensure that you make it clear that you are an Erasmus+ student (there is a special box to tick on the application form), and that you give all of the details requested about your Erasmus+ work placement.
- Remember that, even if you elected to take a traineeship year in Europe, you have effectively changed course to do this and so the industrial year on work placement is now a COMPULSORY part of your course!
- For general information, see "[Student Finance: an introduction](#)"

### 3. Salary

- The amount of salary you get on placement does not affect the level of student loan or of the Erasmus+ grant you should receive, when you are an Erasmus+ traineeship student.