

## Claim for reimbursement of travelling expenses for study periods abroad 2019/20

Use this form to claim reimbursement of your travel costs if you are studying abroad as part of your course in 2019/20.

Important: please read these notes before completing the form overleaf.

### You can claim the costs of any reasonable travel you undertake. You must have:

- Paid the first £309 of travel costs.
- Used the cheapest means of travel available.
- Used any concessions that are available to you. If you save money by using a Young Person's Railcard or similar purchased concession scheme, you can claim for the cost of the card as well.
- Used public transport. You can claim for private transport only if it is cheaper or there is no public transport. Private transport can only be reimbursed on a discretionary basis.

Reimbursement of travel costs is subject to your financial circumstances. If you must contribute to your student finance, and you do not receive any other income-assessed finance, you may have to contribute more than £309 to your travel costs. We must deduct this contribution from your travel grant.

### You can claim for the following journeys:

- Travel between the UK and your university or college at the start and end of your time there.
- Up to two other return journeys during the year if you received permission to return home at vacations.
- Journeys between your residence and your university or college whilst you were abroad.

### As well as travel, you may be able to claim for certain related costs as follows:

- If the UK has no reciprocal public health arrangements with the country in which you were studying, we will refund the medical expenses portion of your insurance policy, subject to your financial circumstances. This is normally 40% of the total premium. We will need to see copies of receipts for the cost of your policy.
- The costs of vaccinations and visas if they were required for entry to the country in which you were studying. We will need to see copies of receipts for these costs.

To find out how we'll use the information you provide go to [www.studentfinance.co.uk/privacynotice](http://www.studentfinance.co.uk/privacynotice) to read our Privacy Notice before completing this form.

#### Office use for input

Academic Year

Amount

£

Input by

Date

T J Payweek No

Destination

H

or C

Authorised by

Date

## Personal Details

|                           |          |                                 |
|---------------------------|----------|---------------------------------|
| Name                      | Address  | University or college in the UK |
| Customer Reference Number | Course   |                                 |
| Date of birth             | Postcode |                                 |

Current UK home address if different from last claim or application.

|          |  |
|----------|--|
|          |  |
|          |  |
| Postcode |  |

Country visited

University or College attended abroad

Dates of attendance at overseas university or college.

|               |      |   |    |   |               |      |   |    |   |
|---------------|------|---|----|---|---------------|------|---|----|---|
| <b>Term 1</b> | from | <input style="width: 40px; height: 20px;" type="text"/> | to | <input style="width: 40px; height: 20px;" type="text"/> | <b>Term 3</b> | from | <input style="width: 40px; height: 20px;" type="text"/> | to | <input style="width: 40px; height: 20px;" type="text"/> |
| <b>Term 2</b> | from | <input style="width: 40px; height: 20px;" type="text"/> | to | <input style="width: 40px; height: 20px;" type="text"/> | <b>Term 4</b> | from | <input style="width: 40px; height: 20px;" type="text"/> | to | <input style="width: 40px; height: 20px;" type="text"/> |

### Costs of journeys between your home and your destination abroad

Please give the details of each journey you made between your home and your place of study abroad.

If you used more than one mode of transport for a journey, tick all those you used.

|                          |     |                          |     |                          |      |                          |       |                          |                   |
|--------------------------|-----|--------------------------|-----|--------------------------|------|--------------------------|-------|--------------------------|-------------------|
| <input type="checkbox"/> | air | <input type="checkbox"/> | sea | <input type="checkbox"/> | rail | <input type="checkbox"/> | coach | <input type="checkbox"/> | private transport |
|--------------------------|-----|--------------------------|-----|--------------------------|------|--------------------------|-------|--------------------------|-------------------|

If you used private transport for all or part of the journey, please say how many miles for each.

### Cost of medical insurance required for study abroad

Only claim this if you travelled to a country with which the UK does not have reciprocal healthcare arrangements. Consult your policy or your insurer to see how much of the premium relates to healthcare; this will normally be 40% of the premium.

### Costs of visas required for study abroad

Only claim the costs of visas for entry to the country you were studying in, or to other countries if travel through them was unavoidable to reach or return from your destination and if a visa was required for simple transit.

### Costs of vaccinations and medical tests required for study abroad

Only claim the costs of vaccinations or medical tests which were either required for entry to your destination country or to countries which you travelled through to reach or return from your destination, or were a condition of your healthcare insurance policy.

**Total cost of travel to and from your study abroad**

£

**Costs of journeys between your residence and your place of study whilst abroad**

Give the costs of daily travel for which you did **not** use a season ticket. Include journeys made using a multiple-use ticket (e.g. £10 for 10 journeys) here.

If you used private transport for all or part of a journey, please tell us how many miles for each journey. We may ask you why private transport was required.

If you used season tickets, please give details and costs. State all modes of transport covered by the tickets. Give the total cost of all the tickets you used.

**Total cost of travel between residence and study** £

**Costs of student's or young person's concession schemes**

You can claim the cost of a discount concession scheme, such as a Young Person's Railcard, but only if you used it to save money on the costs of the travel you are claiming on this form. Do not claim for the costs of a concession scheme if it would have been cheaper to purchase full-price tickets instead.

**TOTAL CLAIMED** £

**Declaration by student**

**Please remember to sign this**

To find out how we'll use the information you provide go to [www.studentfinance.co.uk/privacynotice](http://www.studentfinance.co.uk/privacynotice) to read our Privacy Notice before signing this form. Alternatively, you can request a copy by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow or by calling our Customer Support Office on 0300 100 0077.

If you cannot sign this form it must be signed on your behalf by your Power of Attorney. The Power of Attorney letter must be sent with this form before a signature from that Power of Attorney will be accepted.

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand I may not receive financial support, any support I have had may be withdrawn and I could be prosecuted.

Your full name (in block capitals)

Signed

Date

**Please remember to send documentary evidence of your travel costs.**

**Notes**

**Please use this space to provide any further information relevant to your claim.**