

# Placement Fund

## Introduction

If you are a student from Health and Social Care (HSK), Life and Medical Science (LMS), Schools of Law & Education (SLE) or the Department of Humanities within the School of Creative Arts and you are currently undertaking an unpaid work placement that is an integral part of your course this academic year (2024/25), you can apply for this fund to assist with your placement-related costs.

Students will be able to receive a £250 non-repayable award which should be used to cover placement-related costs.

**Please note, this fund has a limited budget. Once funds have been exhausted, the fund may be closed outside of the dates stated below, without advanced warning. Therefore, students are encouraged to apply early, as funds will be allocated on a first come, first serve basis.**

## Eligibility

To apply you must meet all the following conditions:

- You are a current registered student at the University of Hertfordshire. Home, EU and overseas students are eligible for this fund.
- You are undertaking an unpaid work placement as an integral part of your course this academic year and you incur placement-related costs.
- You are studying a course from the following schools: Health and Social Care (HSK), Life and Medical Science (LMS), Schools of Law & Education (SLE) or the Department of Humanities within the School of Creative Arts
- You are a full-time undergraduate home, EU or overseas student or a full-time postgraduate home, EU or overseas student.
- You are undertaking an unpaid work placement this academic year, and you incur costs as a result.

## Exclusions

- Those in receipt of funding from the NHS Learning Support Fund are not eligible for this fund. This is because these students can submit a Travel and Dual Accommodation (TDAE) claim.
- Postgraduate students studying advanced placement courses are not eligible for this fund.
- Students who are salaried or in receipt of any other form of funding (including degree apprenticeship students) are not eligible for this fund.

## Other Support

If you do not meet the above eligibility criteria, you may apply to University Financial

Assistance Fund (UFAF), the Summer Fund or the Short-Term Assistance Grant (STAG) or Overseas Emergency Financial Aid (OEFA). All the information for these funds is available on AskHerts.

## **Dates and Deadlines**

Below are the fund opening dates, however the fund can close at any time and may not reopen, regardless of dates, once the budget is exhausted.

### Autumn term:

Monday 14<sup>th</sup> October 2024 (8:30am) – Friday 13<sup>th</sup> December 2024 (4:00pm)

### Spring/summer term:

Monday 13<sup>th</sup> January 2025 (8:30am) – Friday 16<sup>th</sup> May 2025 (4:00pm)

## **How to apply**

### **Step 1 – Eligibility**

Please confirm that you meet all the criteria listed above.

### **Step 2 – Sign in or register with Blackbullion**

To apply please register online via [www.Blackbullion.com](http://www.Blackbullion.com). Blackbullion is a financial wellbeing platform which can be used to develop learning of financial topics such as budgeting and investing. It is also the host platform for our financial assistance funds. It is here that you will be able to complete your application form and check the progress of it.

Once you have registered using your University of Hertfordshire student email address, click the funding tab where you will see the Placement Fund.

Should you require any assistance with your application, the SFFS team offer one-to-one drop -in sessions. Further information can be found here:

<https://ask.herts.ac.uk/financial-supportdrop-in-sessions>

### **Step 3 – Course details and placement details**

You will be asked about details of your course, including:

- Your course title
- Your level of study
- Your mode of study
- Your year of study

You will also be asked about details of your work placement, including:

- Your work placement provider
- Your work placement location
- Your work placement salary (if any)
- Your work placement duration

#### **Step 4 – Personal details**

Please provide your University of Hertfordshire Student ID number, your first and last name and your date of birth.

#### **Step 5 – Supporting documents**

In this section you will need to upload your supporting evidence. Each evidence type will give you a description of what you need to upload.

Please note, if the evidence you have supplied is incorrect you will be asked to re-upload this evidence within 5 working days. If you require support with this, the SFFS team offer one-to one drop-in sessions. More information can be found on Ask Herts.

#### **Step 6 – Review & submit**

Please double-check your application as you will be unable to edit it once it has been submitted. You will also need to read the declarations and confirm you agree.

If you have any questions regarding any of the above, please contact the SFFS team at [financial-support@herts.ac.uk](mailto:financial-support@herts.ac.uk)

### **How you will be assessed**

After receiving a completed application form and all required evidence, an assessment and decision will be made within 4 working weeks. You will be informed if the process may take longer. The 4-week period is reset each time an application is returned for correct evidence.

The 4-week turnaround is for decisions on applications, not for payment of an award.

### **Receiving an award**

If your application is successful, you will receive a £250 non-repayable award. The results of your assessment will be sent to your student email address. If you are successful, you will also be informed of the date when you will be paid.

Balance will be paid by BACS into your nominated bank account. An award will never be paid to a student in cash.

It is your responsibility to keep your bank information up to date and correct.

If they are not, you may have to wait longer to receive your award. If you are unsure whether the University has your correct bank details, you should check your student record or contact Place2Pay at [payus@herts.ac.uk](mailto:payus@herts.ac.uk).

### **Appeals**

The decision on your application from this grant are final. There is no right to appeal. However, if you are unhappy with the outcome of your application, please email the team via the following email: [financial-support@herts.ac.uk](mailto:financial-support@herts.ac.uk)

## Re-applying

During your time at University of Hertfordshire, you can only submit one application.

## Other Awards

The Placement Fund can be held in conjunction with other University awards that you may be eligible for.

## Document checklist

You will be asked to provide supporting evidence in your application. It is a good idea to get these together before you begin your application.

You must provide the following:

- Evidence of work placement as an integral part of your course (including sandwich placements) that you have undertaken/are undertaking this academic year (2024/25)

Students not in receipt of a work placement contract or similar document should upload the evidence they have available.

HSK students may upload evidence from POW (Placements on the Web) or a confirmation email where applicable.

Contact will be made if further information is needed.

Please note that your application will not be assessed until you have provided all necessary evidence.

**Note: These terms and conditions are valid for the 2024/25 academic year.**