1. What is the Erasmus mobility grant?

All students who participate in the Erasmus programme receive an Erasmus mobility grant. This grant is a lump sum allocation of money from the European Commission intended to contribute towards the extra costs arising from studying abroad. Your grant is non-repayable, and is paid to you through UCL by the Erasmus National Agency for the UK (the British Council).

N.B. The Erasmus grant is intended to offset only the additional expenses you may incur while you are abroad - you should not depend on it to cover your essential living costs. The Erasmus grant does not replace the standard student loans or grants to which you are entitled. If you normally receive a maintenance loan, maintenance grant or UCL bursary, you should continue to apply for these in the normal way.

2. Who is eligible to receive a grant?

All students who participate in the Erasmus programme are eligible to receive a grant, regardless of their nationality. The conditions for eligibility are as follows:
i) You must either be taking part in an Erasmus exchange between UCL and another European university, or undertaking a British Council Language Assistantship in an EU country.

ii) You must not have previously received an Erasmus grant. Each student is only entitled to one period of Erasmus mobility during the course of their undergraduate studies (if you are undertaking two different Erasmus placements during your year abroad, your two placements are counted together as one period of Erasmus mobility).

3. How do I apply for my grant?

UCL will apply for Erasmus funding on your behalf. During the summer before you go abroad, you will receive an Erasmus grant contract by email from the UCL Study Abroad Team. You must then sign and return this contract to UCL by the stated deadline (currently 31 July) in order to qualify for your grant.

4. How much will I receive?

The Erasmus grant is calculated according to a monthly rate, which is set shortly before the start of the academic year. You will be eligible to receive the monthly rate x the number of months stipulated in your Erasmus grant contract.

The rate of grant is set nationally by the Erasmus National Agency (British Council), and varies according to your destination country:

<table>
<thead>
<tr>
<th>Band</th>
<th>Countries</th>
<th>Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band 1</td>
<td>Bulgaria, Romania</td>
<td>€270</td>
</tr>
<tr>
<td>Band 2</td>
<td>Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Turkey</td>
<td>€310</td>
</tr>
<tr>
<td>Band 3</td>
<td>Austria, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland</td>
<td>€370</td>
</tr>
</tbody>
</table>

5. How and when will I receive my grant?

i) How will my grant be paid?

Your Erasmus grant will be paid by bank transfer into your UK bank account. During the summer before you go abroad, you will be asked to provide your bank details and we will then make arrangements for the payments to be sent to this account.

If you do not hold a UK bank account you will be paid by sterling cheque. Cheques cannot be paid in any other currency.

*N.B. We unfortunately cannot pay Erasmus grants into foreign accounts, so please provide UK bank account details only. If you do not currently have a UK bank account, you should consider opening one before you leave the UK in order to receive your grant payments.*

ii) When will my grant be paid?

Although the Erasmus grant is calculated according to a monthly rate, it is paid as a lump sum in two unequal instalments:

First Instalment (80% of the total grant)
Provided that you have submitted your Erasmus grant contract, bank details, learning agreement etc, and provided there are no unexpected delays in receiving the funding from the Erasmus National Agency, you will normally receive payment of your first grant allocation in **early October**. If there are any delays, we will keep you informed of these.

**Second Allocation (20% of the total grant)**
The remaining 20% of your grant will be paid in June 2013.

**iii) What if my Erasmus placement begins in semester 2 (spring 2013)?**

If your Erasmus placement begins during the second half of your year abroad, you will still receive your grant at the beginning of the academic year, together with students who begin their Erasmus placements in semester 1.

**iv) What if I am undertaking two different Erasmus placements during my year abroad?**

If you are spending your year abroad on two separate Erasmus placements, you will receive the grant for both your placements in one lump sum payment at the beginning of the academic year.

**v) How will I know when I have received my grant?**

The Study Abroad Team will notify you by email ahead of any payments being made to you by UCL. However, after payment is made you will be required to sign an official document confirming receipt of your grant, and it is your responsibility to confirm that you have received the funds. It is therefore important that you be able to check the status of your bank account from abroad – it is recommended that you set up internet banking for all your accounts before leaving the UK.

**6. Additional Erasmus funding for students with disabilities**

If you have a severe disability or exceptional special needs then you may be entitled to extra funding to cover associated costs on your Erasmus placement. Please contact the **UCL Study Abroad Team** for further details.

The additional financial support that Erasmus provides for students with disabilities and other support needs helps to ensure that the programme remains inclusive and open to everyone. Students who need to apply for a special needs allowance should do so via the UCL Study Abroad Team before the start of the academic year in which they will be studying abroad.

**7. The Erasmus Programme and Tuition Fees**

**i) Tuition fees payable to your host institution**

Under the terms of the Erasmus programme, you will not be required to pay any tuition fees to your host university.

Please note, however, that some students on the Erasmus programme may be charged an enrolment fee by the host institution. You are expected to pay this fee (c. €250) yourself from your Erasmus grant (see below). Such fees are non-refundable by UCL.

**ii) Tuition fees payable to UCL**

If you are a UK/EU fee payer, and you are spending the full academic year on the Erasmus programme, you will pay no tuition fees to UCL during your year abroad.
N.B. Please note that students who normally pay fees at the overseas rate are not eligible for the tuition fee waiver. If you are an overseas fee-payer, you will continue to pay fees to UCL at the appropriate reduced rate (one-third of the full-time fee) during your year abroad.

If you are studying abroad through the Erasmus programme for less than one full academic year, you will not be eligible for a UK tuition fee waiver (this includes students abroad for a whole year but on the Erasmus programme for only one semester).

Please visit the UCL Study Abroad website for more detailed information about tuition fees during the year abroad:

http://www.ucl.ac.uk/studyabroad/finance/

8. If my situation changes while I am abroad, will this affect my entitlement to an Erasmus grant?

If you return early from your Erasmus university placement or language assistantship, if you fail your year abroad, or if you contravene the terms of your Erasmus grant contract, it is likely that you will have to return either part or all of your Erasmus grant.

In any case, it is paramount that you let the Study Abroad Team at UCL know as soon as possible of any changes in your situation which may affect your eligibility to receive a grant.

Similarly, it is a condition for receiving your grant that you undertake to return all the necessary Erasmus paperwork to UCL during the course of your Erasmus placement (please consult your Study Abroad Student Handbook for a detailed overview of the paperwork requirements of the Erasmus programme). If you do not do so you should be aware that you will be deemed ineligible to have received the grant and will be asked to return any money you have already been paid.

Study Abroad Team
UCL Registry
June 2012