Erasmus+ Grant Fact Sheet 2019-20

1. What is it?
The Erasmus+ grant is paid in two lump sum allocations to students who undertake an Erasmus+ university exchange or work placement. The grant is only designed to assist with the extra costs incurred through studying/working abroad.

- It should not be seen as a replacement of any loans or grants you normally receive to fund your studies
- It does not get paid before you go abroad
- If you usually apply for a maintenance loan or any type of bursary, then you should do so as normal for the time you are abroad
- You only receive funding for the time you are required to be at your host university or company – the grant is not paid for any resit periods.

The Erasmus+ grant is generous and helps with extra expenses of you may encounter whilst living abroad, but it does not cover essential living costs such as rent and household bills. You need to have other funds in place to cover these.

2. Am I eligible to receive it?
The Erasmus+ grant is not means-tested and is available to students of all nationalities. Most students are eligible to receive it provided that their study or work placement meets the eligibility criteria:

www.sheffield.ac.uk/erasmus/outgoing/applying

Even if you do not need the Erasmus+ grant, we would strongly encourage you to claim it. We do not audit how students use the funds, and it is useful to for unforeseen circumstances.

Due to the European Commission regulations, we are not permitted to re-allocate unclaimed Erasmus+ grants to other students.

3. How do I claim it?
To claim and keep the grant, you must complete a set of Erasmus+ forms for each Erasmus+ exchange/placement you undertake. There are forms to complete before, during and after your Erasmus+ exchange/placement. Full instructions and downloads can be found here:

www.sheffield.ac.uk/erasmus/outgoing/before/grant-claim

4. How is it paid?
The payments are made in Pounds Sterling (£) in two lump sum payments by bank transfer.

The first instalment is 70% of the total grant. The second instalment is the remaining 30%.

We can only pay the grant into a UK bank or building society account. Instructions on how to supply your UK bank account details can be found here:

www.sheffield.ac.uk/erasmus/outgoing/before/bank-details

If you have a debt with the University, the Erasmus+ grant will be held against this. Get in contact with Global Opps if you think this may apply to you.

5. When is it paid?
Exchanges/placements beginning before mid-October 2019:

- We have to wait for the Erasmus+ funding to be paid to the University by the British Council before we can make payments.
- The first 70% instalment can normally be paid in early November – you need to submit the first set of Erasmus+ forms.
- The second 30% instalment can normally be paid shortly after your exchange/placement finishes – you need to submit the second set of Erasmus+ forms.

Exchanges/placements beginning after mid-October 2019:

- We should normally have received our Erasmus+ funding by this point.
- The first 70% instalment can normally be paid 2-3 weeks after you submit your first set of completed Erasmus+ forms.
- The second 30% instalment can normally be paid shortly after your exchange/placement finishes - you need to submit the second set of Erasmus+ forms.

6. Students carrying out more than one Erasmus+ exchange/placement

Each exchange/placement is paid separately. If you undertake more than one Erasmus+ exchange/placement within an academic year (e.g. semester 1 exchange in France, and semester 2 exchange in Spain), you will receive a total of four Erasmus+ grant instalments.

You must complete a full set of Erasmus+ forms for each mobility you undertake.

7. Confirmation of payment

You will receive an automated email from the Payments Team to confirm that a payment from the University will be transferred to your nominated bank account. The email doesn’t state this is the Erasmus+ grant. It can take around 3 working days for payments to clear in your bank account.

We cannot discuss your grant payment or Erasmus+ forms with your friends or relatives due to our student confidentiality policy and legal obligations relating to GDPR.

8. How much is it?

The maximum monthly Erasmus+ grant rates for 2019-20 have been set by the UK’s National Agency, the British Council, and can be found in the table below.

Remember:

- The total grant will be allocated in two separate instalments (70% + 30%)
- The lump sum totals will be converted from Euros into Pounds Sterling (£)
- The grant calculation methods are set by the European Commission

<table>
<thead>
<tr>
<th>Host Country</th>
<th>University exchanges</th>
<th>Work placements / assistantships</th>
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<tbody>
<tr>
<td></td>
<td>Total monthly grant</td>
<td>Additional monthly supplement for low-income Students*</td>
</tr>
<tr>
<td>Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden</td>
<td>EUR 420</td>
<td>EUR 120</td>
</tr>
<tr>
<td>Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Malta, North Macedonia, Netherlands, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Turkey</td>
<td>EUR 370</td>
<td>EUR 120</td>
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* Students with a household income of £25,000 or less, or equivalent, are classed as low-income students. If you think you qualify for this, then indicate it in the Mobility Contact. If you’ve not received a confirmation from Global Opportunities & Exchanges in late September, then contact us by the end of November at the very latest.

9. How is the grant calculated?

The total grant is calculated by the monthly grant rate multiplied by the number of whole months and remaining days studied/worked abroad during each mobility. A whole month is considered to be 30 days.

You can get a rough idea of your grant amount using the below method:

1. Divide the total number of days of your mobility by 30
2. Multiply by the appropriate monthly grant rate (including the low-income supplement, if applicable)
3. Round up or down to nearest Euro to reach the total grant amount
4. 70% of this is the first instalment amount
5. 30% of this is the second instalment amount

The Euro amounts are converted into Pounds Sterling using a fixed exchange rate that is current at the time we receive our Erasmus+ funding.

We use the dates entered on your Proof of Arrival form to calculate the duration, so you must enter your exact start and end dates that you are required to be at your host university, company or school.

10. Extra funding for students with disabilities

Students who have seen or unseen disabilities are able to apply for extra Erasmus+ funding. This is done using a separate form and supporting documents such as medical letters, cost estimates and evidence of other available funding sources (e.g. Disability Support Allowance). Students who in receipt of this additional funding must provide evidence of all their expenditure at the end of the exchange/placement in the form of receipts and payment confirmations.

If you would like to apply for this extra Erasmus+ funding, then contact Global Opportunities & Exchanges as early as possible to request an application form.

You can only apply for this additional Erasmus+ funding before your exchange/placement begins.

11. Change of situation

If you leave your exchange/placement, do not attend regularly, do not sit your exams, or contravene any of the clauses on your Erasmus+ Mobility Contract, it is likely that you will have to pay back the Erasmus+ grant. There may also be wider academic and financial implications with regards to your degree programme and tuition fee status.

In all cases, you must inform Global Opportunities & Exchanges and your academic department as early as possible about any changes to your situation.

If your question has not been answered, then contact us: 
globalopps@sheffield.ac.uk