

Financial and Legal Services

2016/17 Employability Work Placement Fee Waivers (UK Full Time Undergraduate Students)

As part of Manchester Met's commitment to **employability and widening participation**, the University will provide a **tuition fee waiver** for up to **200 students** on their **work placement year** in **2016/17**.

This means that **if** you meet the eligibility criteria, the **£680 tuition fee** for your placement **will be paid for you**.

In order to be eligible for the Employability Fee Waiver, you must meet all the following criteria:

- You are enrolled on a **4 year sandwich degree** spending **Year 3** on placement in the **2016/17** academic year.
- You are paying tuition fees of **£680**.
- You are commencing a **work** placement.
- You have a **household income as at 31st July 2016** no greater than **£25,000** per year.
- In the **2015/16** academic year you applied online to be income assessed by **Student Finance** at <http://www.gov.uk/studentfinance>.
- You have a **UK Student Support Number** (English, Scottish, Welsh and Northern Irish students).

How do I apply?

- **You do not need to make a separate application to Manchester Met.** All the information we require to assess you for the tuition fee waiver was received when you applied online to Student Finance for your tuition fee loan and maintenance support in **2015/16**.
- When you made your application to Student Finance for **2015/16**, you must have **consented to share your household income** details with the University. If your parent(s)/guardian/partner has been income assessed to support your application, **they must have given their consent to share as well. If we cannot view your income, we cannot assess you for the fee waiver.**

What Happens Next

- If you are eligible for the funding **we will advise you during your online enrolment.**
- If you have applied for a **tuition fee loan** to cover your placement fees (£680) **we will contact Student Finance on your behalf** and update them.

Terms and Conditions

- You must complete the **full academic year** to be entitled to the funding.
- You must **remain on your work placement year** away from the University. If you **return early** or **transfer to the full time route**, you will **no longer be eligible** for the funding.
- If you **suspend your studies**, you will **not** be eligible for the funding when you **return to your course.**
- If you receive funding which you are **not** entitled to, your University finance account will be adjusted and you will have to **pay for your fees yourself** or by a **tuition fee loan.**
- You will be eligible for **one** tuition fee waiver only. No further funding will be given in the event you have to **repeat** your placement year.
- Tuition fee waivers will only fund your placement year where fees are **£680** and will **not** cover repeating **school or social work placements.**
- Employability tuition fee waivers will not be processed retrospectively if your household income is amended or consent to to share is approved after 31st July 2016. All tuition fee waivers will only be processed in the academic year they relate too.
- If you have a **query** regarding your eligibility please contact a member of the **Student Billings team** on 0161 247 2937 or email tuitionfeeq@mmu.ac.uk.