

NHS Learning Support Fund

The NHS Learning Support Fund is a supplementary fund provided by the NHS for students on an [eligible course](#) and who are also able to get support for fees **and** maintenance* through the Student Loans Company via one of the regional student finance bodies (Student Finance England, for example).

*Other arrangements are in place for those who may not apply for a loan due to personal reasons. Those students must still show that they meet the eligibility criteria as defined by the relevant regional student finance company.

What funding could you get?

A **training grant** of up to £5k per academic year if you are a new or continuing student on:

- midwifery
- nursing (adult, child, mental health, learning disability)
- occupational therapy
- operating department practitioner
- paramedics
- physiotherapy
- podiatry
- speech and language therapy

A **specialist subject payment** of £1k for if you are taking:

- mental health nursing
- learning disability nursing
- podiatry

Parental support of up to £2k per academic year, if you are responsible for a child who is under 15 years of age, or under 17 years of age if the child is registered with special educational needs.

Travel and dual accommodation expenses if you are attending a practice placement.

Exceptional Support Fund of up to £3k (income assessed) if you are facing unforeseen financial hardship.

Other financial support at university

Speak to the University Student Finance Office on sfo@hud.ac.uk for advice about managing your money while at university. If you are in financial hardship, you must seek help from the university before you can apply for the Exceptional Support Fund.

International students and apprenticeship students are not eligible for the NHS Learning Support Fund. Please speak to the [International Office](#) or the [Student Finance Office](#), and the [Students' Union](#) for advice on other financial support that may be available to you.

How do you access the fund?

As soon as you have been accepted onto your course:

- [Register for an NHS Learning Support Fund account](#) You have only **ONE CALENDAR MONTH** from the **start date** of your course to register an account.
- Apply for your Learning Support Fund grant. You have up to SIX calendar months after you have started studying to apply (but why wait?)
- **Read the NHS [guide](#) and [policy](#)** fully to find out what financial support you could get.

While you are learning:

Claim back placement expenses. This won't cover all the money you spend but will pay for **the difference between** journeys to university and journeys to placement. See our **Travel and Dual Accommodation page** for more details.

Tell us about any changes to your attendance. Absence from study due to personal circumstances, ill health and maternity leave are some of the ways that can change how much funding you receive in the year. Make sure you inform the NHS support team directly, and our Learning Support Fund team, to avoid being overpaid any funds. **The NHS can invoice you if they find they have overpaid you.**

Notify the following to avoid delays to your funding, or having to repay funds:

- Your course leader
- The Learning Support fund team on lsf-team@hud.ac.uk
- [NHS LSF team](#)

Confirm your attendance. From November 2023, you will be required to confirm that you are currently studying before the training grant payment is made. Please be aware of messages from the NHS system about confirming your attendance on your course via your NHS account. The NHS will contact you on the email you provided in your NHS account.

Next year:

Apply again! You must apply for LSF funding each year, and funding for the entire duration of your course is not guaranteed. NHS policy on providing the fund may change, as can your circumstances.

Essential Guidance

NHS LSF guidance booklet 2023-24

<https://www.nhsbsa.nhs.uk/sites/default/files/2023-09/NHS%20LSF%20guidance%20booklet%202023-24%20%28V1%29%2009.2023.pdf>

or find this on <https://www.nhsbsa.nhs.uk/nhs-learning-support-fund-lsf>

Travel and Dual Accommodation Expenses (TDAE)

The costs of travel to your placement can add up quickly, so make sure that you are reimbursed where possible. There are very specific rules on what the NHS will reimburse and the information in these pages is not exhaustive, so please [read your guidance](#) carefully and complete your claim forms in full.

Everyone's situation is different so the pointers below are very basic, but core to how it all works.

Use the current form.

The claim form is updated every year. Make sure that you [log onto your NHS LSF portal](#) for the most current version. Out of date forms have incorrect information on them (the new mileage rate, for example). Only you can access this, we do not have a copy readily available.

Mileage claims

While you are on placement you may travel further to your placement address(es) than you would to university over the same number of days.

The NHS will pay for **the difference between** journeys to university and journeys to placement for the number of days that you are on placement, at a standard mileage rate.

(Very) simple example: you travel 20 miles in total to and from university per day, and you travel 30 miles in total to and from your placement per day. You can claim for 10 miles per day while on placement.

If you live nearer to your placement than you do university, you may not have a travel claim. Please [follow the guide](#) and check your sums.

NOTE: Mileage rate for placements started before 1 September 2023 is 28p per mile. Mileage rate for placements started on and after 1 September 2023 is 42p per mile.

Rules of the road

Adequate car insurance is a legal requirement for every driver, and it is a requirement of the LSF expenses claim – it's part of the declaration that you will sign at the end of your claim form. Send a copy of your current car insurance certificate with each claim. If you do any community mileage, you must be adequately covered with business insurance as you will be visiting patient homes.

Public transport

While you are on placement you may pay more to travel to your placement address(es) than you would do to university over the same number of days. The NHS will pay **the difference between** these amounts for the number of days that you are on placement.

Another very simple example: you pay £4 to travel to university per day on the bus. While on placement, you buy a DaySaver bus ticket for £4.50 per day. You can claim for 50p per day while on placement.

[The combinations are endless!](#) You may walk to university, get a lift, travel to placement by a range of different travel options depending on where the placement is. You won't always be able to claim for travel – for instance, if you get a lift to your placement. Again, [read the guide carefully](#).

Accommodation

Your placement may be too far from home for you to feasibly travel there every day. In these situations, you can book accommodation up to a set rate per night. **This must be done with the agreement of your course leader** and this agreement must be sent in with your claim form. This can be a simple email from your course leader.

NOTE: Accommodation rates have changed. Placements started before 1 September 2023 allow a commercial per night cost of up to £55.00 per night. Placements started on or after 1 September 2023 allow a commercial rate of up to £82.50 per night. Changes apply to other types of accommodation as well so please check the new policy carefully.

Receipts

To make sure all the claims that we send through are accurate, we need to see your receipts. Bus and train tickets, parking tickets and accommodation booking confirmations all need to be emailed to us with your claim forms. **Make sure that the price and the date are both easy to read.** Without receipts, we cannot fully pay your claim.

Taxis

The NHS will not pay for taxi use except in extraordinary circumstances so **do not plan to use them**, they are an emergency resource only. If you have had to use a taxi, keep your receipt, and please explain the circumstances when you send your claim through to us.

Essential Guidance

Completing your TDAE claim – a guidance for students and Universities 2023/24

<https://cms.nhsbsa.nhs.uk/sites/default/files/2023-09/TDAE%20application%20guidance%20booklet%20%28V1%29%2009.2023.pdf>

Or find this on

<https://www.nhsbsa.nhs.uk/nhs-learning-support-fund-lsf/travel-and-dual-accommodation-expenses>

Get your claim through first time, every time.

During busy periods it can take longer to process your claims at the university, even before it reaches the NHS for payment. Each form needs to be checked against the evidence you send with it. Follow these tips to make sure that the journey for your claim is as smooth as possible.

Our top tips for TDAE claim success!

Based on the most common, avoidable, issues we have with claim forms, these are our simple tips.

Send it in with plenty of time to spare. You have **six months** from the last date of your placement for your claim to be received by the university. Your claim could take 16 weeks to process fully; if you wait until the last moment, that could be 10 months from the start of your placement to receiving your expenses! Put your claim in as soon as possible after your placement has ended.

Follow the format. The easier it is for us to follow your form, the quicker it is to process it. If you struggle with the claim form, please **ask us for help**. If you have more than 20 placement dates, simply add additional sheets.

Show us your evidence. Remember to send in all the relevant information that supports your claim. We often have to ask for receipts, car insurance certificates and proof that accommodation was approved, and this can hold up your claim considerably.

Car parking costs more than your mileage? Unfortunately, you cannot claim for car parking without including your mileage. The calculation for travel expenses is for the difference between your **total journey costs**, and this may include car parking but will also include the mileage you have done.

Do your sums: Section 7 of the form is important. Please try to complete this as fully as possible. Remember that **you will only be paid for the difference** in mileage, or cost of public transport tickets so don't forget to subtract what your usual journey to university would be over the same number of days. Note: If you are registered as a blended learning student, you will simply claim for your journey from home to your placement.

Date and sign the declaration correctly. The date you sign must be on or after the last date of your placement, not before. Do not send us your claim form before you finish your placement. Do not date the declaration with your date of birth. All of these will result in your form being sent back to you.

Tell us why. Sometimes we need to ask you about your journey because something seems unusual. For example, if it seems like the mileage to your placement was overly long, or if several train tickets have been bought for what looks like a simple journey. You can put this information in your email when you send your claim form in the first instance, which may stop us holding up your claim if we have questions. You absolutely must justify any taxi journey you have taken.

Break it up! If it's a long placement of several weeks, consider claiming part way through. You can send several forms in for the same placement so that you aren't waiting quite so long for reimbursement. Please make sure that you don't claim for the same day more than once.

Ask for help – we are happy to help with your questions to help you get your claim right. The best way to contact us in the first instance is by email to help us manage your queries efficiently. **See our Team page.**

University of Huddersfield Learning Support Fund Team

Hello! We are Miriam and Emma, and we provide support to students who receive the Learning Support Fund grant and who are studying at the University of Huddersfield. We are part of the Course Operations team in the School of Human and Health Sciences, and we are the link between the university and the NHS Business Services Authority (NHSBSA) which administers the Learning Support Fund for the NHS.

What we do:

- Answer general queries about the LSF and travel and accommodation claims.
- Confirm your attendance at university to the NHS Learning Support Fund. This is the action which triggers your LSF payment.
- Tell the NHSBSA Learning Support Fund team about any changes to your attendance, once we know about them, and provide the relevant information so that your funding is accurate.
- Check your travel and accommodation claim forms and approve them for payment. We do this with the support of the Course Operations Assistants in the Course Operations team.
- Complete a regular audit exercise for NHSBSA to ensure that all payments are going to current students, to help reduce the instances of overpayment and the risk of fraud.

Good to know:

Travel and accommodation claim forms are processed by this team from Monday – Wednesday. When we receive your claim, it can take up to **16 weeks** to fully check it, depending on the volume of claims coming in. When your claim is sent to the NHSBSA for further processing and payment, we will email you to let you know.

It can then take the NHSBSA up to 25 working days to process AND then 10 days to make payment.

Please get your claims in as soon as you can.

Useful Contacts

[Contact the NHS Learning Support Fund team](#) for access to your NHS account, changes to your attendance, queries about the funding available to you.

Telephone: 0300 330 0521

Email: nhsbsa.learningsupportfund@nhsbsa.nhs.uk

Text relay service phone: 1800 0300 330 0521

Monday to Friday, 8am to 6pm

Saturday, 9am to 3pm

For placement expenses:

Email your Course Operations team with your claim form **and** all supporting evidence.

Allied Health, Sports and Midwifery : hhs-ahealth-sports@hud.ac.uk

OR

Nursing: hhs-nursing@hud.ac.uk

For **changes to your attendance and any general queries or follow-ups about your expenses**, email us (the university team) on LSF-Team@hud.ac.uk.

If your query is urgent, please flag your email or put 'urgent' in the title so we see it clearly.