

PLACEMENT COSTS (TRAVEL, ACCOMMODATION and EXPENSE CLAIMS)

The Faculty of Health and Life Sciences is not responsible for payment of travel, placement accommodation or other placement expenses. These expenses are claimed, where the student is eligible for reimbursement, from their funding sponsor. Funding sponsors include: the Learning Support Fund (LSF); NHS Bursaries; your employer (if you are seconded), or you may be self-funding.

All students must make sure they are aware of their funding status i.e. who their funding sponsor is, and what their individual entitlements are. The funding sponsor is responsible for notifying each student about their individual entitlement to receive reimbursement of placement costs and the process for claiming for these placement costs.

Placement costs include the following:

- Travel to, from, and within placement
- Placement specific accommodation
- Parking

Travel and parking costs

Responsibility for payment of all travel and parking costs associated with any placement lie with the student, in conjunction with their funding sponsor.

For students eligible for

- the Learning Support Fund, please see the guidance: [Placement Expense Claims – Learning Support Fund \(LSF\)](#)
- NHS Bursaries, please see the guidance: [Placement Expense Claims – NHS Bursaries](#)

Accommodation costs

For some pre-registration programmes, placements are organised at a distance from the student's term time address and may require the student to arrange temporary, secondary accommodation. Costs for the temporary accommodation may be reclaimed in line with the funding sponsor's guidelines.

For students eligible for

- the Learning Support Fund, please see the guidance: [Placement Expense Claims – Learning Support Fund \(LSF\)](#)
- NHS Bursaries, please see the guidance: [Placement Expense Claims – NHS Bursaries](#)

Processing NHS Bursary and Learning Support Placement Expense Claims

Applications for reimbursement of placement expenses through NHS Bursaries and the LSF are processed through the Faculty's Practice Education Unit (PEU). The role of PEU is to confirm that the expenses claimed are

- accurate
- appropriate for the placement undertaken
- in-line with the Learning Support Fund's Travel and Dual Accommodation Expenses (TDAE) criteria or, NHS Bursaries' Practice Placement Expenses (PPE) criteria

PEU passes these claims to the NHS Business Services Authority (NHSBSA) for assessment and payment.

For further details please see

- [Placement expense claims - Learning Support Fund \(LSF\)](#)
- [Placement expense claims - NHS Bursaries](#)

Oxford Brookes University Financial Guidance & Help

If students find themselves in financial hardship due to placement expenses, we advise they seek help by:

- Contacting the Student Support Coordinators_
<http://www.hls.brookes.ac.uk/student-support-coordinators>
studentsupport-marston@brookes.ac.uk / hls-swindon-ssc@brookes.ac.uk
- Contacting the Student Central Advice team_
<https://www.brookes.ac.uk/students/student-central/>
studentcentral@brookes.ac.uk
- Applying, if eligible, for Financial Aid_
<https://www.brookes.ac.uk/studying-at-brookes/finance/financial-aid/>
finaid@brookes.ac.uk
- Contacting Brookes Union
<https://www.brookes.ac.uk/studying-at-brookes/living/brookes-union/>
- Informing their academic adviser

Further guidance is provided at [Financial Support for Students](#)