Dear students,

As mentioned in previous updates, the European Commission have advised that we can use some of the Erasmus+ funding that we receive to support those of you who have incurred additional costs due to the Covid-19 pandemic. We have now received all of the information we had requested in order to update you on how this will work. I’m sorry it has taken a while to be able to get this information to you but I’m sure you can appreciate that there has been a lot to cover and we wanted to be sure that we fully understood the rules surrounding this.

**What costs can be considered for this funding?**

Only costs which cannot be claimed under insurance or the Student Finance travel grant can be considered. This includes:

- costs which are not within scope of the insurance or the Student Finance Travel Grant
- any claims you have submitted under either of the above which have been unsuccessful

I would strongly recommend that you submit any insurance or Student Finance claims as soon as you can. If you have not received a decision on your claim before the deadline for requesting Erasmus+ funding, please include details of the costs you have claimed so that we can keep this in mind when assessing applications should your claim via insurance or Student Finance ultimately be unsuccessful in part or in full.

The below table outlines the various costs that can be considered under the Erasmus+ funding and whether these are also covered by Student Finance or insurance on a case by case basis. A ‘Y’ denotes where a particular cost can be considered under each source of funding. You should investigate each source of funding in the order they appear in the table (left to right).

<table>
<thead>
<tr>
<th>Cost</th>
<th>Student Finance (where eligible based on household income)</th>
<th>Insurance</th>
<th>Contribution from Erasmus (costs considered if not covered by SF or insurance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return flight (where refunds for cancelled flights were not available or where the cost of the flight was higher than usual)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Costs for unused accommodation</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Temporary accommodation as part of travel home due to disruption e.g. flights were delayed and you needed to check in to an airport hotel</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Travel to departure airport/from arrival airport if you needed to travel to/from airports</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>
How do I submit a request?
Please complete a copy of the attached form and submit it to us via email. Along with the form, you will need to submit evidence of each cost (e.g. your receipt) and this should clearly show the item/service paid for, amount paid, the currency and the date of payment. This should be submitted along with this form. Please ensure all files are given clear file names so we can easily see what they are and which cost they relate to. For any costs indicated as being considered by Student Finance (if applicable based on your household income) or insurance, you should also include evidence that your claim was not successful. If you have an outstanding claim with insurance/Student Finance that you are waiting for a decision on please indicate this accordingly.

How much additional funding will I receive?
Once we have received all funding requests, we will assess how much of your claim we will be able to cover. Since we anticipate the vast majority of students will be submitting a claim, we are very unlikely to be able to cover all costs incurred and so will be looking to fund a contribution based on a fixed percentage of each request.

The deadline for submitting your request for funding is Friday 5th June 2020.

How will I receive the funding?
The funding will be paid directly into your bank account using the account details linked to your student record. You can check and update your bank details via MyManchester.

If your Erasmus+ placement ended early, you may have already received more grant that you are eligible for based on your new end date. If this is the case, any additional funding owed to you following your claim will in the first instance be used to offset any overpayments to avoid the need for you to repay this. Where the amount of additional funding is greater than the overpayment, the additional funding will be paid directly into your bank account.

Additional information
In the unlikely event that sufficient funding is available, we may be able to consider a contribution towards any income forgone related to paid work placements. Please include
evidence of this with your claim if you wish us to consider this should funds be available.

Best wishes,
Alison

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Please note: in an emergency situation if you are a Manchester student studying/working overseas please contact AIG on +44(0) 127 372 7416 or UOM.travelclaims@aig.com

The University also operates a 24 hour emergency helpline on +44 (0) 161 306 9966

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