

**Please note that the following are only two possible examples of templates for letters to be sent to your LEA/Student Finance Direct and the Student Loan Company. You'll need to adapt them according to your particular situation and the information the company might request.**

## **Template 1 – University student**

To whom it may concern

This is to certify that **NAME** is required, as an integral part of the four year BA Honours course in French and Linguistics at the University of York, to spend the whole of the academic year 2006/07 studying in France at the University of **NAME OF UNIVERSITY** under the Socrates exchange programme. This period abroad is for full-time study and students are not permitted to take on full-time employment.

The University **NAME OF UNIVERSITY** has not yet confirmed its semester dates, but we have been told that the students will be expected to be in **NAME OF UNIVERSITY** to complete registration formalities from the middle of September. The academic year is usually of 31-33 weeks, finishing at the end of June, with breaks totalling approximately 6 weeks. The student will inform you of these dates when they are available.

Students are required to be resident in France for the whole of the academic year of the institution which they are attending, excluding vacations. There is no formal requirement to attend courses during vacations. In the circumstances, most will find no alternative but to return home in order to maintain themselves during the vacation periods. In these cases, it is unavoidable that they should incur expenditure for at least two return journeys between home and the foreign university.

## **Template 2 – Assistantship**

To whom it may concern

Following your letter of **DATE to NAME OF STUDENT**, I am writing to confirm the following points regarding the period which she/he will spend in France in 2007-8 as a compulsory part of her degree course.

**NAME** has been accepted as an assistant on the British Council assistantship scheme. She/He will be taking up her/his post for a period of 7 months (**from October 1st to April 30th**) in a **primary/secondary**

school (in the Académie **NAME OF ACADEMIE./BUNDESLAND**) This location remains, at the moment, provisional and the exact location and school will be notified later (by the Centre International d'Etudes Pédagogiques). **NAME OF STUDENT** will receive a salary for this placement. As of February 1, 2005, this was **918.84 euros** before compulsory social welfare deduction of about **160 euros per month**. The exact figure for the coming academic year is not yet available. **Her/His** Christmas vacation will be from **22 December 2007 to 7 January 2008**, and her Easter vacation from **5 April to 21 April**.

Please do not hesitate to contact us if you require any further information.

Details of vacations times need to be checked with the school/**académie**

***Language Assistants in France: To find out about the term dates in the different académies go to:***

<http://www.radins.com/linker.php?id=7421>