You will need to have a National Insurance number to work in the UK.
You can apply for one by calling 0345 600 0643 (or use the phone in our offices).

Your earnings will be subject to tax and national insurance as it would for any type of paid employment.

Everyone is entitled to a personal allowance which they can earn before having to pay tax. This changes every year, in April.

If you earn under the allowance, you won’t have to pay tax.

If you pay too much tax you should be able to claim it back.

Check that you are not on an emergency tax code (either BR or including W1 or M1 which will be on your payslip). If so you or your employer needs to correct it.
ARE YOU DUE A TAX REFUND?

Tax is calculated from April to April - this is known as the ‘tax year’.

If you have overpaid tax you may be eligible for a refund at the end of the tax year.

Refunds are not always automatic - HMRC have a Tax checker on their website.

Placement years generally span two tax years so it is quite common to be due a tax refund after a one year work placement.

NATIONAL INSURANCE (NI)

You must pay national insurance if you’re working in the UK, you’re 16 or over and you’re earning more than a certain amount.

The amount changes each year - check the gov.uk website for the current amount.

National insurance cannot be claimed back once paid.

Student Advice and Support Service
www.lboro.ac.uk/services/sass
T. 01509 222058  E. advice@lboro.ac.uk