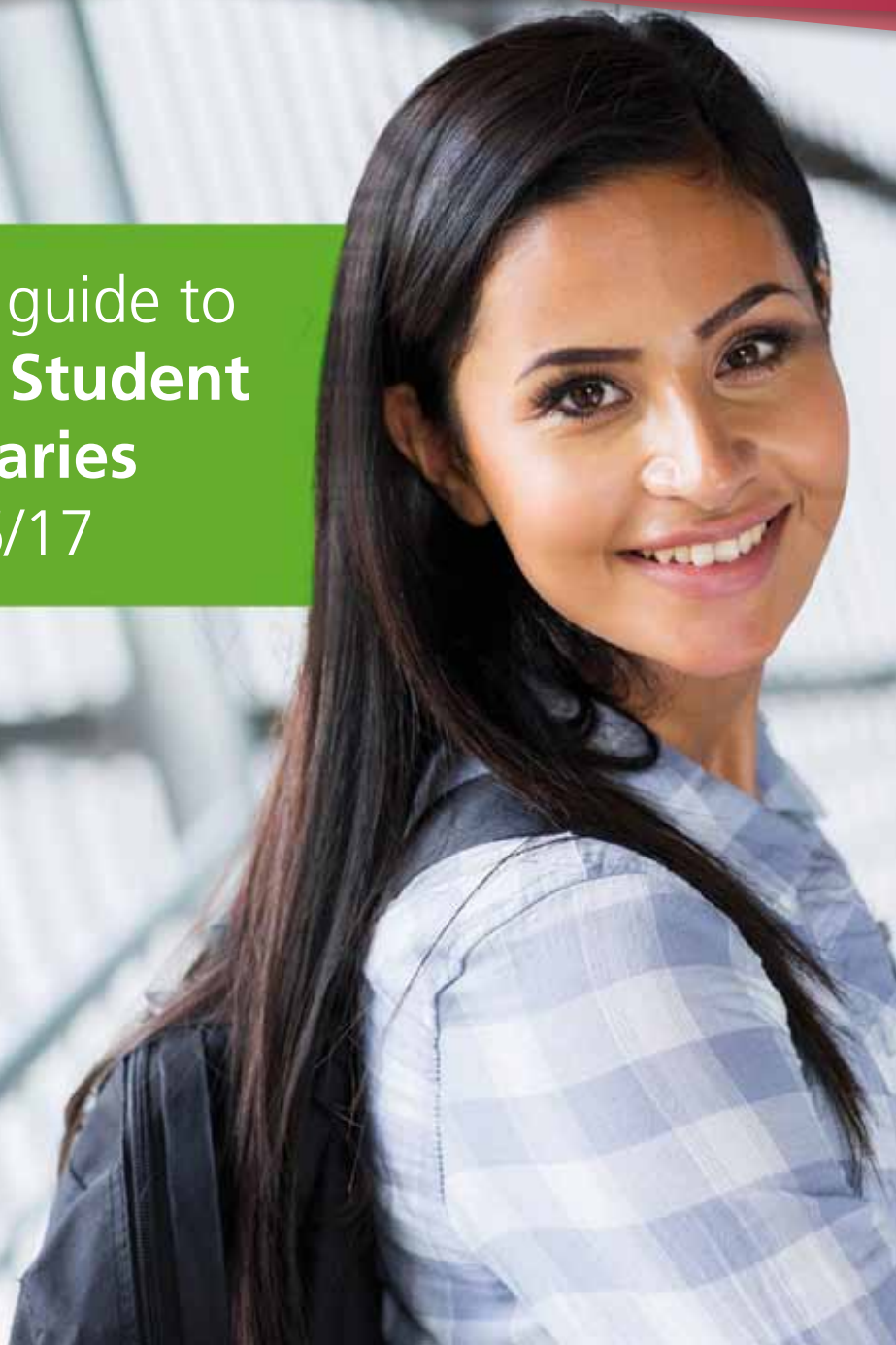


Student Services
provided by...



Business Services Authority

Your guide to
**NHS Student
Bursaries**
2016/17



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This booklet applies to students studying on eligible healthcare profession programmes as detailed on page 5. For **medical and dental students**, some of the guidance is different so please look out for explanations of where the guidance differs.



Welcome to the NHS Student Bursaries guidance booklet for students. NHS Bursaries are available to provide financial support for pre-registration healthcare students during training. Eligibility rules apply (see page 5). All the information you need to apply for your bursary is included in this booklet. Before reading any further, use our Personal Eligibility Calculator to make sure you meet the residency criteria and that you are eligible to apply for an NHS Bursary. The Personal Eligibility Calculator can be found on our website at: www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > Bursary Calculators.

If you are eligible to apply for a bursary you must make an application each academic year within the required timescale in order for us to pay you the non-means tested grant (NMTG) of £1,000 and any means tested bursary you may be entitled to (if your course started on or after 1 September 2012). The NMTG is paid pro rata for part-time students.

In addition to the above, medical/dental students must reapply for an NHS Bursary each year they are eligible for bursary funding in order to ensure their tuition fee contribution is paid on their behalf.

This booklet gives you an overview of NHS Bursary funding. You can find more detailed guidance on all aspects of bursary support in the booklet **Financial Help for Healthcare Students** which is available from our website at: www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > Student Booklets. Our website also provides useful information for all existing and prospective students, including the different NHS Bursary Scheme rates and downloadable versions of all student guidance booklets.

Who are NHS Student Bursaries?

NHS Student Bursaries are a national service provided by Student Services within the NHS Business Services Authority (NHSBSA).

We assess, award and pay bursaries to eligible students on pre-registration healthcare professional courses (as detailed on page 5) on behalf of the Department of Health.

We currently pay bursaries worth over £430 million to more than 80,000 students each year.

Our aim is to ensure our customers are paid correctly and on time, every time. We offer an attentive, customer-friendly service that provides information, help and support about your bursary when you need it.



Eligibility

Eligible courses

If you are taking one of the courses listed below, you may be able to apply for a bursary to help with your living costs whilst you study.

Eligible healthcare professions

Chiropody/Podiatry	Operating Department Practitioner
Dental Hygiene/Dental Therapy	Orthotics/Prosthetics
Dentistry*	Orthoptics
Dietetics/Nutrition	Physiotherapy
Medical*	Radiography
Nursing	Radiotherapy
Midwifery	Speech and Language Therapy
Occupational Therapy	

*From the second year of study for graduate entry programmes or the fifth year of study for undergraduate programmes. Funding in earlier years of study is provided through Student Finance England (SFE), if you are eligible.

To be eligible for bursary funding, you must normally satisfy three requirements relating to residence and immigration status on the first day of the first academic year of your course. On that day you must:

- have been resident in the UK, the Channel Islands or the Isle of Man throughout the three years preceding that date (living here mainly to receive full-time education, when you would normally live elsewhere, does not satisfy the residency status)
- have settled status in the UK within the meaning of the Immigration Act 1971
- be ordinarily resident in any UK country (in England for medical and dental students).

You can check your eligibility using the online calculator at: www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > Bursary Calculators.

Bursary elements

Your annual bursary entitlement is made up from the elements shown below.

Tuition fees/costs

If you qualify for a bursary, the NHS will fund the costs of your tuition. This will be paid directly to your university by the relevant NHS Education Commissioner.

Medical/dental - We will pay the standard course tuition fee contribution directly to your university, providing your bursary application has been approved, you have submitted a completed application and you are in attendance on your course on 1 December in the academic year you are applying for.

Non-means tested grant

This is payable to all eligible new students (excluding EU fees only students), regardless of the course you are undertaking. It also includes **eligible medical and dental students** who are in the later stages of their training and who started their undergraduate or graduate-entry course on or after 1 September 2012. It is paid at a set annual amount of £1,000 for full-time students and pro rata for part-time students.

Means tested bursary - Basic Award

The means tested bursary element is assessed on your income (where applicable) and the income of your parent/s or your spouse/civil partner/partner, where applicable. More information on how this is assessed is available in our *Financial help for healthcare students* booklet www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > Student Booklets as well as our bursary award calculator www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > Bursary Calculators.

If you are undertaking any means tested NHS commissioned course, you should also consult Student Finance England at www.sfenland.slc.co.uk for more information regarding the type of additional loan support that may be available to you.

Means tested bursary - Extra Weeks Allowance

If your course runs for more than 30 weeks and 3 days during the academic year (excluding holiday periods), you may also be entitled to this additional allowance.

Dependants Allowance

This is payable if you have people who are wholly or mainly financially dependent on you for their day to day needs during your time on your course. This may include your spouse, partner or civil partner and children. Your entitlement to this allowance is assessed using your dependants' income.

Parent Learning Allowance

This may be payable to you if you have a dependent child or children (aged under 19). Your entitlement to this allowance is assessed using your dependants' income. You must apply for Dependants Allowance and then, if this includes a dependent child, you are automatically assessed for Parent Learning Allowance.

Childcare Allowance

This allowance may be payable if you have dependent children aged under 15 (or aged under 17 for children with special educational needs) on the first day of the academic year. Your entitlement to this allowance is assessed using your dependants' income. You must apply for Dependants Allowance before you can apply for Childcare Allowance. This allowance will be reconciled regularly so please ensure that you obtain receipts from your childcare provider as these may be requested by us.

Remember! You must reapply for your bursary and additional allowances each academic year.





Making a bursary application



Practice Placement Expenses

As part of your course you will have to undertake practice placements. These involve training in hospitals, community and other relevant services and environments. You may be entitled to have some of the costs of travelling to and from your placement and certain accommodation expenses reimbursed to you.

Students from London universities (with the exception of medical/dental students) are reimbursed directly from their university and, therefore, should not apply to NHS Student Bursaries for these expenses.

Disabled Students Allowance

If you have a disability, and need extra help or equipment to complete your course, you may be eligible to apply for this allowance.

Please visit www.nhsbsa.nhs.uk/AskUs for more information about this allowance.

You will need to make your NHS Bursary application through the Bursary Online Support System (BOSS). This section explains what to do before, during and after creating a BOSS account and making your application.

What should I know before I apply?

- Check with your university that they are offering you an NHS funded place.

Medical/dental students should check page 5 for when they are entering an eligible year for NHS Bursary funding.


- Before you create a BOSS account, you should use our bursary calculators to check your eligibility and determine whether your 'student status' will be classed as independent or dependent. You can receive estimates for what your basic award could be and any additional

We only accept original documents as supporting evidence, which should be sent to our Middlebrook address (see page 26).

allowances. We recommend you use our calculators at: www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > Bursary Calculators before you submit a bursary application.

- You must make an application for a bursary within the timescales specified in order for us to determine your entitlement to all elements of the bursary award, including the NMTG, Practice Placement Expenses and Dependants, Parent Learning and Childcare Allowances. If your application is not completed within six months of the start of your academic year, you will not receive a bursary for that year. Payments will not be made to you retrospectively.

- If you believe you will not be entitled to any bursary because, for example, your parent(s), spouse, partner or civil partner's income is over the threshold, you must still make an application. To save time they can choose not to declare their income. This means if you are eligible you will not receive the means tested bursary and you will not be able to apply for Dependants, Parent Learning and Childcare Allowances, but you will still receive the £1000 NMTG and have your course fees/costs paid on your behalf.



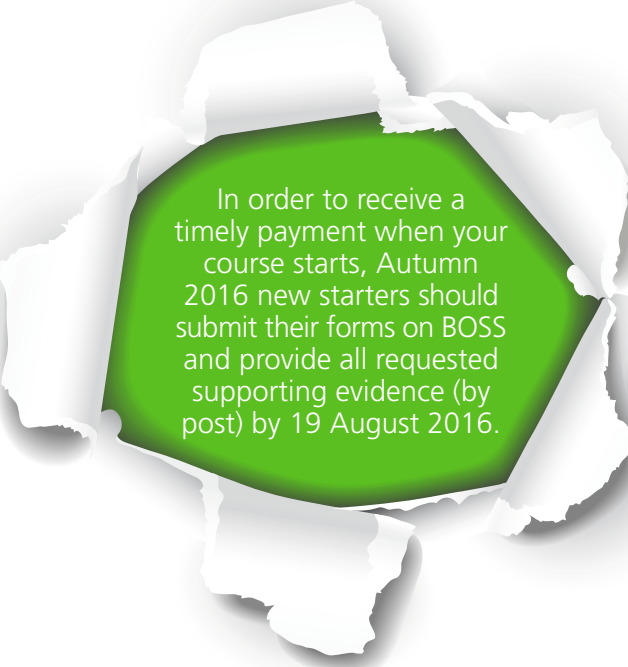
When sending your evidence to us you must include your student coversheet. If you do not, there may be a delay assessing your application as well as to any bursary payments you could be entitled to.

- If you are applying for a bursary for the first time you must provide two pieces of evidence to confirm your identity, one of which must include a photograph of yourself. This will normally be a birth certificate and a valid passport. We will return all original documentation as soon as it has been scanned (within 15 working days). You **must** enclose a self-addressed return envelope with Special Delivery pre paid on it so you can track the return of your documents once they leave us.

- When supplying confidential financial evidence from another person, ask them to place the document/s into a sealed envelope and then put them inside yours. Don't send it in separately to your own as this can cause delays with the assessment of your application. If the other person wants us to return their document/s to a different address they must include a covering letter and a prepaid, correctly addressed envelope.


When can I apply?

- If you are a new student you should wait until you receive an offer of an NHS funded place from your university. Then you should refer to our website at: www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > New Students for information about when to create a BOSS account and make your first bursary application. No invites to apply for a bursary are sent out to new students.



In order to receive a timely payment when your course starts, Autumn 2016 new starters should submit their forms on BOSS and provide all requested supporting evidence (by post) by 19 August 2016.

Medical/dental - You can apply for a bursary when you are entering your first NHS funded year (see page 5 for when this is).



You should only make one bursary application even though you may receive multiple offers from universities. Your university will send us a confirmation which will update your BOSS account automatically.

We can only accept bursary applications (which must include all supporting evidence) that we receive within six months of the start date of your academic year. This includes applications for Dependants, Parent Learning and Childcare Allowances.

Any bursary applications or supporting evidence that we receive after the six month deadline will be rejected and no bursary or additional allowances, including Practice Placement Expenses and Disabled Students Allowance, will be awarded.

- Meeting your application window deadline ensures you will have your application assessed and any bursary payments that are due will be available to view in your BOSS account ready for the start of your academic year.
- New students have separate deadlines for completing their BOSS application and sending in their supporting evidence. This depends on what month their course begins. These are shown in the tables on page 13.



Non-medical/dental students

When does my course start?	When should I apply by?	When will I receive my first bursary payment?
January 2016	27 Nov 2015	10 days after we receive confirmation from your university that you have enrolled and attended the first day of your course (as long as your application has been approved).
February 2016	31 Dec 2015	
March 2016	29 Jan 2016	
April 2016	26 Feb 2016	
May 2016	31 March 2016	
September 2016	19 August 2016	
October 2016	19 August 2016	
January 2017	25 Nov 2016	
February 2017	30 Dec 2016	
March 2017	27 Jan 2017	
April 2017	24 Feb 2017	
May 2017	31 March 2017	

Medical/dental students

When does my NHS funded academic year start?	When is my deadline to apply?	When will I receive my first bursary payment?
June 2016	29 April 2016	If the deadline is met and your application is approved, you will be paid on the third Friday of the month in which your course year starts.
July 2016	27 May 2016	
August 2016	30 June 2016	
September 2016	29 July 2016	
October 2016	26 August 2016	

Timescales for assessment and payment

Scanning

We aim to process and return documents within 15 working days. Failing to include your student coversheet may cause delays to the return of your documents and to the assessment of your application for a bursary or additional allowance.

Bursary applications

We aim to assess your bursary application within 25 working days of receiving all your supporting evidence (or within 35 working days if you did not meet your application window deadline).

Dependants Allowance and Childcare Allowance

We aim to assess these applications within 25 working days if you apply separately, at a later date, from your bursary application. If you apply at the same time, all applications will be assessed within 25 or 35 working days, as explained above.

Change in circumstances

You must notify us immediately of any change to your circumstances. If you do not tell us within one month from when the change happened, we will not be able to backdate any bursary payments that are due to you from the date of the change. If the change results in a reassessment that affects your bursary entitlement, any overpayments that have been made to you must be repaid.

We aim to process these and update your account within 25 working days.

Practice Placement Expenses (PPE) claims

We aim to pay PPE claims within 30 working days following receipt of a validated claim from a university.

Disabled Students Allowance (DSA)

We aim to pay these allowances within 20 working days of receiving the application and all requested supporting evidence.



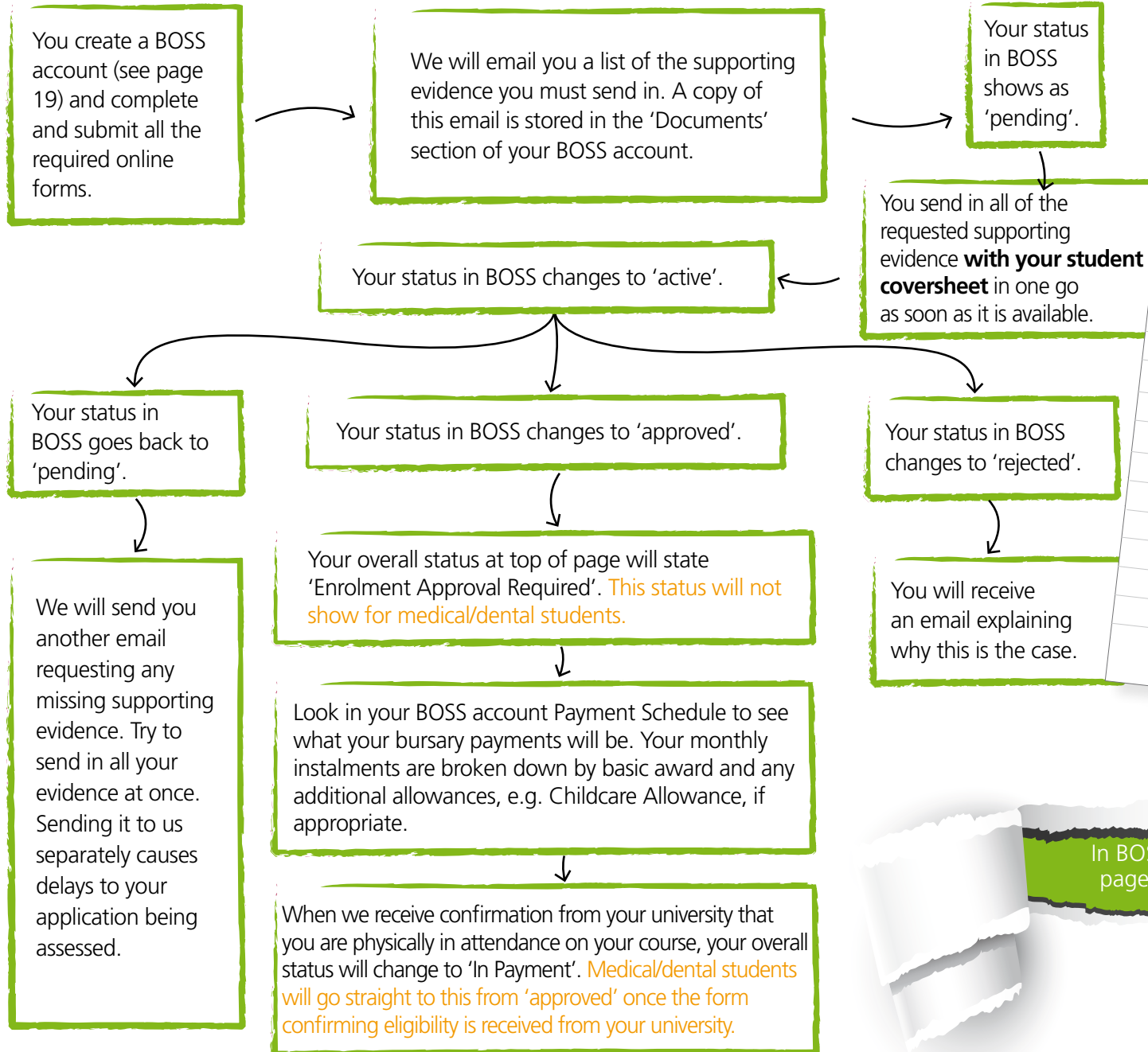
How do I apply?

See 'Your Bursary Online Support System (BOSS) account' on page 19 for guidance on how to make a bursary application.

What happens if I miss the application window deadline to apply?

If you miss the application window deadline to apply, your initial payment may not be ready for when you start your course. Make your application early and send in all your supporting evidence at the same time to avoid any delays. The latest that you can submit an online application and **send all requested supporting evidence** is six months from the start of your course.

How will I know my application has been assessed?



What does your status (activity/overall) in BOSS mean?

Pending
Your application is submitted but we are waiting for all of your evidence to be sent to us or for it to be scanned. Your application is not being assessed whilst it is 'pending'.

Active
Your application is awaiting assessment/being assessed.

Approved
Your application has been approved and is awaiting payments being released.

Rejected
Your application has been rejected.

Enrolment Approval Required
Your application has been approved and we are awaiting confirmation from your university that you have enrolled and attended the first day of your course.

In BOSS your 'Overall Status' always appears at the top of the page under your name. Your 'Activity Status' is shown under 'Activities' on the Student Details tab.

How often will I receive my bursary?

- For all continuing students, NHS Bursaries are paid in 12 equal monthly instalments each year, except in your final year of study when the bursary will be paid over the number of months you will be in study. For example, if your final year commences 16 September and ends 20 June, your bursary will be paid in 10 instalments (September – June).
- New students, **apart from medical/dental**, always receive a double bursary instalment in the first month of the course to assist with the initial costs of starting your course. The next payment will be made in month three.
- Bursary payments (apart from your first) are made on the third Friday of each month, directly into the bank account details you provided on BOSS.

Reapplying for your bursary next year

- All students must reapply for their bursary each academic year. You will receive an email from us inviting you to reapply at the appropriate time. It is important you keep your email address and mobile phone number up to date in your BOSS account. This information will also be available on our website, Facebook and Twitter pages nearer the time.
- Once you have created a BOSS account you should never create a duplicate as this could result in non-payment of your course fees and bursary. To reapply for your bursary next year, log onto your BOSS account using your existing log in details and click on the link 'apply/reapply for an NHS Bursary'.
- If you do not reapply for your bursary each academic year, your bursary payments will not continue.



Your Bursary Online Support System (BOSS) account

What can I do in my BOSS account?

Once you have set up your BOSS account it is your online portal to:

- make an application each academic year
- download a student coversheet (which **must** be sent to us with any supporting evidence, paper forms and other correspondence)
- notify us of a change in circumstances to a current bursary application (see page 23)
- monitor the activity/overall status of your application (see pages 16-17)
- change the bank details you want your bursary paid into
- view your annual bursary entitlement and the dates your payments are due to be/have been made
- view the email that outlines the supporting evidence you are required to submit before we can assess your application
- view your previous academic year applications (if any).

To create your BOSS account, follow these important steps:

1. Create a BOSS account by going to the link below and clicking on the register button on the BOSS login page.
2. Fill out your personal details and create your own username and password.
3. Provide answers to the security questions.
4. Press the register button and wait for an activation email to arrive. Don't forget to check your junk/spam folder.


Submitting an online application only registers an interest in applying for a bursary. Your application is **not** complete until we receive **all** of your requested supporting evidence.

5. Once you receive this email, you must activate your account within 72 hours or it will expire and you will have to create a new account using a different email address.

After you have completed the above, you can access BOSS and fill out your bursary application forms.

To create and access your BOSS account visit our website at: www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > My Account - BOSS.

Making an application

- Once you have created your BOSS account you can start your application by logging on and clicking the 'apply/reapply for an NHS Bursary' link.
- Please ensure you complete all application forms accurately as you will be asked to supply evidence to support the information you provide in your answers. Pay particular care when entering any financial information – make sure this matches your supporting evidence.
- If you are unsure about any part of the application, hint text is available to help you (hover your cursor over the  symbol).
- If you intend to apply for the Childcare Allowance you must apply for Dependants Allowance first. Do this by answering 'yes' to the question that asks if you will have someone who will be financially dependent upon you.
- An email will be sent to you that lists the supporting evidence you must send to us – we cannot assess your application until you send us **all** of your evidence.
- To avoid delays in the assessment of your application, please submit all of your evidence at the same time along with a self-addressed, prepaid Special Delivery return envelope.
- Don't forget to include your student coversheet which contains a barcode with your unique student reference number (beginning SBA) with any evidence or correspondence you send us (this can be printed from the 'Documents' section of your BOSS account).

- Without your coversheet we cannot link your documents to your BOSS account at the scanning stage. Failure to include it may cause delays to your application and the return of your supporting evidence.

Help and guidance

To help your bursary journey go as smoothly as possible, please watch our guidance video for new students. This will talk you through the different stages of your bursary application in BOSS. The guidance covers everything from how to find out if you are eligible to how to create a BOSS account and avoid the common mistakes that are made whilst applying. Watch it here: www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > Guidance Video.

There is also a step by step guide available at www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > Student Booklets which explains exactly what information you should provide to each question on BOSS.

The NHS Student Bursaries website contains further information for all students. Visit us at: www.nhsbsa.nhs.uk/Students.aspx From here you can also access our online knowledge base 'Ask Us' which puts the answers to your questions at your fingertips 24 hours a day, 7 days a week.





Additional allowances and forms

- You can apply for Dependants Allowance and Disabled Students Allowance using your BOSS account.
- The forms that **cannot** be completed through your BOSS account are:
 - Childcare Allowance application (this form must be countersigned by your childcare provider)
 - Practice Placement Expenses claims (this form must be countersigned by your university and they will send it to us - students at London universities, **except medical/dental students**, should claim these expenses directly from their university)
 - Current Income Assessment (PSM1 CI)
 - Confirmation of Pay (PSM60)
 - Confirmation of Personal Pension Contributions Paid (PSM90)

See www.nhsbsa.nhs.uk/Students.aspx under Student Bursaries > Student Forms for more details about the above forms, downloadable versions and completion instructions.

How to deal with any change of circumstances during your course

Your personal circumstances may change while you are attending your course. You must tell us immediately about any change as it may affect the amount of bursary you receive. This will ensure you are receiving the correct amount of bursary for your circumstances.

If you delay telling us about any changes, you may incur an overpayment which you must repay.



If you withdraw from your course you must tell us straight away as your entitlement to bursary payments ends on the day you withdraw. You will have to pay back any bursary that you have received for the time you were not in study.

We are serious about tackling fraud and employ Fraud Specialists to ensure the policies being followed are robust and reduce the opportunity for fraud to occur to a minimum.

Fraud can come to light before, during and after completion of training and may result in being unable to register or having registration removed. All reported allegations of fraud are investigated fully with a range of sanctions available (criminal, civil and disciplinary).

The NHSBSA is responsible for protecting the public funds it administers. To do this we may use the information we hold about you to detect and prevent crime or fraud. We may also share this information with other bodies that inspect and manage public funds. The NHSBSA participates in the National Fraud Initiative (NFI) which is an exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud.

This includes police authorities, local probation boards, fire and rescue authorities as well as local councils and a number of private sector bodies.

How do I notify you?

You should notify us about the changes below by completing a change of circumstances form through your BOSS account:

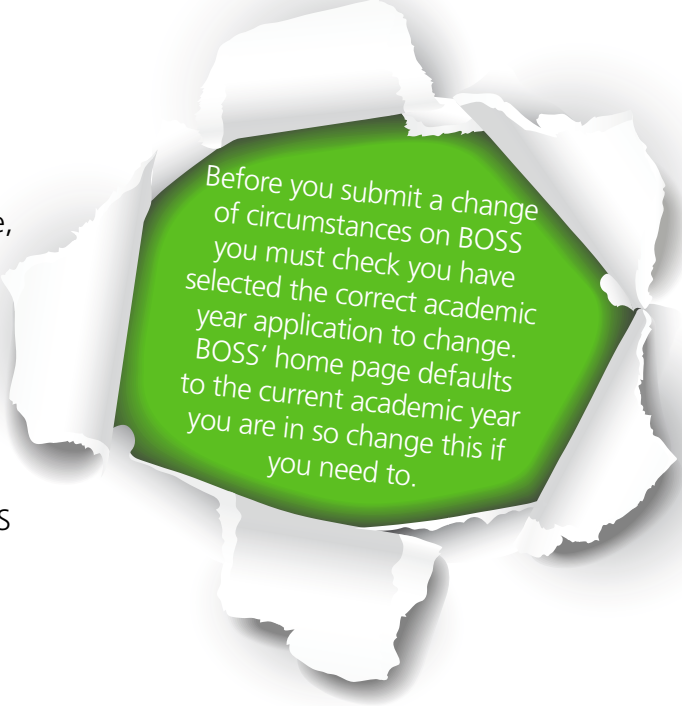
- change of address
- change of relationship status
- change of income relating to additional allowances, for example, Dependants Allowance
- additional children
- change of contact details
- change in childcare costs/provider

A separate link in your BOSS account allows you to:

- change your bank details

You must tell us through our Customer Contact Services on 0300 330 1345 if you are:

- suspending your training or leaving your course (please ensure you also notify your university so that they can submit a *Withdrawal form* to us)



Before you submit a change of circumstances on BOSS you must check you have selected the correct academic year application to change. BOSS' home page defaults to the current academic year so change this if you are in so change this if you need to.

You must notify us of the following changes by printing and completing a form from our website:

- a new/additional childcare provider (ask your old childcare provider to complete a *Childcare reconciliation form*)
- reduction of 15% or more to the previous tax year's income (complete a *Current Income Assessment form*)

If you will be going on maternity, maternity support or adoption leave, your university must submit a form to tell us. Childcare Allowance is not paid during this time.



Contacting us

If you have any questions about your bursary please contact one of our advisors.

Telephone:
0300 330 1345

Our opening hours are:
8am - 6pm Monday to Friday
9am - 3pm Saturday
Closed on Sunday

Email:
nhsbsa.sbaccount@nhsbsa.nhs.uk



<http://ow.ly/GW2g5>



NHS Student
Bursaries



@NHSBSA
_Students

Call back service

We offer a call back service via text message. Please text 07860 033056 with your name and contact details and an advisor will call you back as quickly as possible.

We also offer a call back service via email. If you would like a call back email nhsbsasbsms@nhs.net with the subject header 'call back request' and include your name and contact details in the email.

Supporting evidence/paper forms

Please send these with your **student coversheet** and **prepaid Special Delivery return envelope** to:

Ridgway House
Northgate Close
Middlebrook
Horwich
Bolton
BL6 6PQ

Childcare reconciliation forms/ evidence

Please send these with your **student coversheet** to:

NHS Student Bursaries
Childcare
PO Box 2253
Bolton
BL6 9HX

Complaints

Email us at:
nhsbsa.bursarycomplaints@nhs.net
or write to us at:

NHS Student Bursaries
Hesketh House
200-220 Broadway
Fleetwood
Lancashire
FY7 8SS

Useful contacts

Department of Health
The NHS Bursary Scheme Rules are published by the Department of Health and can be viewed at:
www.gov.uk/government/publications/nhs-bursary-scheme-rules-2015

UCAS
[Website: www.ucas.ac.uk](http://www.ucas.ac.uk)

Student Loans Company
[Website: www.slc.co.uk](http://www.slc.co.uk)

Student Finance England
[Website: www.gov.uk/studentfinancesteps](http://www.gov.uk/studentfinancesteps)

National Union of Students
[Website: www.nus.org.uk](http://www.nus.org.uk)

NASMA (National Association of Student Money Advisors)
[Website: www.nasma.org.uk](http://www.nasma.org.uk)

Student Awards Agency for Scotland
Telephone: 0300 555 0505
[Website: www.saas.gov.uk](http://www.saas.gov.uk)

NHS Wales Student Awards Services
Telephone: 029 2037 6854
[Website: www.wales.nhs.uk/sitesplus/955/page/72050](http://www.wales.nhs.uk/sitesplus/955/page/72050)

Northern Ireland
Telephone: 02895 363 988 / 363818 (Bursaries)
0300 100 0077 (Student Finance Branch)
[Website: www.delni.gov.uk](http://www.delni.gov.uk)

NHS Help with Health Costs
Telephone: NHS Low Income Scheme: 0300 330 1343
Prescription prepayment certificates (PPCs): 0300 330 1341
Medical and maternity exemption certificates: 0300 330 1341
NHS Tax Credit Exemption Certificates: 0300 330 1347
[Website: www.nhsbsa.nhs.uk/HelpWithHealthCosts.aspx](http://www.nhsbsa.nhs.uk/HelpWithHealthCosts.aspx)

General Medical Council
[Website: www.gmc-uk.org](http://www.gmc-uk.org)

General Dental Council
[Website: www.gdc-uk.org](http://www.gdc-uk.org)

Nursing and Midwifery Council
[Website: www.nmc.org.uk](http://www.nmc.org.uk)

Health and Care Professions Council
[Website: www.hcpc-uk.org](http://www.hcpc-uk.org)

(V1) September 2015

We have taken great care to ensure that the information in this booklet is correct at the time of publication. However, it is subject to change in accordance with Department of Health (DH) policy. This guide is not intended to override or replace any of the NHS Bursary Scheme Regulations as set out by the DH. You can read all of the Scheme Rules on the DH's website at:

www.gov.uk/government/publications/nhs-bursary-scheme-rules-2015

For further information please visit our website at:

www.nhsbsa.nhs.uk/Students.aspx