

NHS Bursary: Re-application for an Income Assessed Award - Academic Year 2008/09

Student Reference Number

You must write your number in the box below, failure to do so may delay your payment.

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This is your unique 7 digit number, which can be found on any correspondence we have sent you.

Complete and send to:

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

www.nhsstudentgrants.co.uk

Helpline: 0845 358 6655 Hours: Mon - Fri 8.00am - 6.00pm and Sat 9.00am - 3.00pm

All information held by the NHS Student Bursaries is treated confidentially. Your e-mail address may be used as the preferred method of communication.

1. Personal Details - All students must complete the form in CAPITALS using black ink

Surname

Other names

Title (please tick) Mr Mrs Miss Ms Other

If 'Other' - state title

Date of birth / /

Current UK address

 Postcode

E-mail address

Telephone number

Mobile number

National Insurance No.

Your status - please tick a box If your status has changed since your last application please provide the date and appropriate documentation, eg. a marriage certificate etc.

Single Married Widowed Divorced

Civil Partnership Living with a partner Separated

Date of change / /

Do you have a disability or special needs? (Please tick) No Yes

if 'Yes' do you wish to claim an additional allowance? No Yes *You need to download an application form from our website*

Do you have a child or children who will be wholly or mainly dependent on you during your training? No Yes

If 'Yes' do you wish to claim these additional allowances? No Yes *You need to download an application form from our website*

3. Student's Income & Expenses - to be completed by all students

Please complete the section below to show your expected income and expenses in the forthcoming Academic Year. You should exclude earnings for work done in the evenings, at weekends or during holidays whilst you are attending your course, unless you are a part-time student.

Estimated income for the period 1 September 2008 to 31 August 2009

(Write 'NIL' where there is no income)

	£	p
Sponsorship / Scholarship / Cadetship, <i>include any payments to be made for periods for which you have leave of absence or relief from duties</i>	<input type="text"/>	<input type="text"/>
Any income from your employer, <i>if you are to be released to attend the course or will be studying part-time</i>	<input type="text"/>	<input type="text"/>
Pensions, <i>Including Widows Pension, Occupational Pension or Private Pension</i>	<input type="text"/>	<input type="text"/>
Bank / Building Society interest (after tax)	<input type="text"/>	<input type="text"/>
Income from lettings or lodgings	<input type="text"/>	<input type="text"/>
Other unearned income <i>(after tax) eg. income from dividends</i>	<input type="text"/>	<input type="text"/>
Taxable Benefits - INCLUDE <i>Job Seekers Allowance, Incapacity Benefit, Widows Benefit. EXCLUDE tax free disability related benefit or Child Benefit.</i>	<input type="text"/>	<input type="text"/>
Any other income not shown above	<input type="text"/>	<input type="text"/>
Maintenance (before tax)	<input type="text"/>	<input type="text"/>

Estimated expenses for the period 1 September 2008 to 31 August 2009

**Acceptable Proof
(photocopies only)**

(Write 'NIL' where there are no expenses)

Income tax	<input type="text"/>	<input type="text"/>	<i>Forms P60, P45, PSM60*, March 2008 or latest payslip, or Employers letter</i>
National Insurance Contributions	<input type="text"/>	<input type="text"/>	<i>Forms P60, P45, PSM60*, March 2008 or latest payslip, or Employers letter.</i>
Employee pension contributions	<input type="text"/>	<input type="text"/>	<i>Forms P60, P45, PSM60*, March 2008 or latest payslip, or Employer letter</i>
Personal pension / retirement annuity payments	<input type="text"/>	<input type="text"/>	<i>Pension Company letter or statement, form PSM90*</i>
Life assurance premiums	<input type="text"/>	<input type="text"/>	<i>Assurance Company letter or statement</i>
Mortgage payments	<input type="text"/>	<input type="text"/>	<i>Letter or statement from your mortgage provider</i>
Rent	<input type="text"/>	<input type="text"/>	<i>Tenancy Agreement</i>
Wages for domestic help#	<input type="text"/>	<input type="text"/>	
Maintenance payments	<input type="text"/>	<input type="text"/>	<i>Child Support Agency letter, Maintenance Court Order</i>

Include cost of domestic assistance resulting from the care of a member of the household with a disability or illness

* Available from our website

4. Student Award Status: - to be completed by all students

In order to determine whether your award will be income assessed on your parents, spouse, civil partner or partner please complete the following:

On 1 September 2008* will you:

- be married, in a civil partnership or divorced? Yes No
- be irreconcilably estranged from your parents? Yes No
- have no parents living? Yes No
- have care of a child or children?* Yes No
- be aged 25 or over?^ Yes No

* Only applicable to students on courses which started on or after 1 September 2007

^ Only applicable to students on courses which started before 1 September 2007

If you answered YES to any of the above questions and you had provided relevant proof, you will be classed as an **Independent** student.

If none of the criteria above applies and you were unable to prove you have supported yourself for a total of 36 months prior to the start of your course, you will be classed as a **Dependent** student.

5A. Income Assessed Contribution - to be completed by the student's parents, spouse, civil partner or partner

If you are an **Independent** student, married, in a civil partnership, or living with someone as if you are married, please ask them to complete Person 1. If you are an **Independent** student and single please go to Section 7.

If you are a **Dependent** student please ask your parents to complete **Person 1** and **Person 2**. If you live with only one parent, please tick the box and ask them to complete **Person 1**.

	Person 1	Person 2
Title	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Other names	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Postcode	Postcode
Occupation	<input type="text"/>	<input type="text"/>
Do you wish to declare your income?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you tick 'Yes' please complete Sections 5B and 5C. If you choose not to declare your income the Bursary will be assessed at £0.00 and the student will not be entitled to the reimbursement of any additional expenses incurred whilst on practice placement. The NHS will however pay the standard tuition fee contribution on your behalf.

Whether you tick 'Yes' or 'No' please remember to sign the Declaration for Person 1 and Person 2 at Section 7 on page 8.

5B. Income Assessed Contribution: Income and Expenses - to be completed by the parents, spouse, civil partner or partner

Income

6 April 2007 to 5 April 2008

Person 1

Person 2

(Write 'NIL' where there is no income)

£ p

£ p

**Acceptable Proof
(Photocopies only)**

Salary or Wages

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Forms P60, P45, PSM60*
March 2008 payslip, or
Employers letter

Taxable Allowances, eg.
car, fuel, private health care

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Latest P2(New), P11D

Income from self employment or
Company Directorship

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Accountants letter, tax self-
assessment forms, HMRC
income confirmation,
Form PSM65*

Income from land, property
or furnished lettings

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Pensions, including State Retirement or
Widow's Pension, Occupational or Private Pension

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Form P60, Letter from DWP

Bank / Building Society Interest
(after tax)

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Other unearned income (after tax)
eg. income from Dividends

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Taxable Benefits - **INCLUDE** Job Seekers
Allowance, Incapacity Benefit, Widow's benefits.
EXCLUDE tax free disability related benefits.

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Letter from DWP, benefits
letter / statements

Maintenance received

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Child Support Agency letter,
Maintenance Court Order.

Expenses

6 April 2007 to 5 April 2008

Person 1

Person 2

(Write 'NIL' where there is no income)

£ p

£ p

**Acceptable Proof
(Photocopies only)**

Employee Pension contributions

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Forms P60, P45, PSM60*
March 2008 payslip, or
Employers letter

Personal pension / Retirement Annuity
payments

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Pension Company letter or
statement, Form PSM90*

Other loan interest (if allowed for
tax purposes)

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Professional subscriptions and any
other expenses attracting tax relief

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Latest P2(New), P11D

Wages for domestic help#

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Maintenance payments

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Child Support Agency letter,
Maintenance Court Order

Include cost of domestic assistance resulting from the care of a member of the household with a disability or illness.

* Available from our website

Please remember to sign the Declaration for Person 1 and/or Person 2 at Section 7 on page 8.

**5C. Income Assessed Contribution: - be completed by the parents, spouse
Other dependent children civil partner or partner, if applicable**

It may be possible to offset an allowance for each dependent child against the assessed contribution based on your residual income i.e. income less expenses shown in Section 5B. Please show below details of any other children who will be dependent on you in the period 1 September 2008 to 31 August 2009.

If you have another child(ren), who will also be attending a course in higher education and who will be in receipt of an income assessed award (normally a student loan) assessed by your Local Authority (LA) it should be possible to share the assessed contribution with them. **Please send a copy of any notification of funding letter as soon as possible to help speed up this process and to enable us to finalise the Bursary award.**

To avoid an overpayment of Bursary please notify us immediately if at any time in the academic year the child(ren) is no longer eligible for LA funding, eg. the child does not enrol or withdraws from the course.

Child's name	Date of Birth	Full-time Education? Please tick				If applying for a means-tested award for Academic Year 2008/09 please name LA
		Yes		No		
		Yes		No		
		Yes		No		
		Yes		No		
		Yes		No		
		Yes		No		

6. Authorisation

Third Party Authorisation

Due to Data Protection legislation, we are only able to discuss your Bursary and other personal details with you and the organisation listed in Section 7E. If you would like to authorise another person, such as a parent, to discuss your bursary, please give their details below. We will verify their details if the person contacts us. You must sign the applicant's declaration in order for the third party authorisation to take effect and to indicate that you have sought the person's permission to contact them.

Third Party's Surname

Third Party's other names

Third Party's date of birth

Your relationship with this person

7. Declaration - must be signed and dated by all students and their spouse, civil partner or partner (if applicable)

Read this declaration carefully before signing it on Page 8. If you choose not to sign it, we will be unable to process your application for a NHS Bursary.

By signing this declaration I agree to the following conditions:

A I will supply any additional information which might be reasonably required by NHS Student Bursaries to verify the information I have given on this form.

B I will inform NHS Student Bursaries immediately of any change in circumstances that might affect my entitlement to financial support or the NHS Student Bursaries records relating to me, including but not limited to:

- withdrawing, suspending, deferring or interrupting the course temporarily or permanently for any reason, regardless of whether I intend to return;
- changing my study pattern from full-time to part-time, or vice versa;
- taking a year or a term out from study;
- changing the account I want my payments made to;
- changing address; or
- gaining support from a publicly funded body (excluding Student Finance Direct, Access to Learning Fund, Government benefit agencies and bursaries from my HEI) or an employer.

C I accept that the NHS Student Bursaries will immediately terminate or suspend my funding if:

- I withdraw, suspend, defer or interrupt the course temporarily or permanently for any reason, regardless of whether I intend to return;
- I take a year or a term out from study;
- the NHS Student Bursaries determines as its absolute discretion that it is reasonable for it to do so; or
- I gain support from a publicly funded body (excluding Student Finance Direct, Access to Learning Fund, Government benefit agencies and bursaries from my HEI) or an employer.

D I will pay back to the NHS Student Bursaries within 30 days of receiving notification any excess payment, fees and any other charges, in the event of the following circumstances:

- changing my study pattern from full-time to part-time;
- withdrawing, suspending, deferring or interrupting the course temporarily or permanently for any reason, regardless of whether I intend to return;
- taking a year or a term out from study;
- being overpaid because I have failed to inform the NHS Student Bursaries of a change in my circumstances;
- a NHS Student Bursaries office error;
- where the NHS Student Bursaries at its absolute discretion determines I have been given financial support to which I am not entitled; or
- gaining support from a publicly funded body (excluding Student Finance Direct, Access to Learning Fund, Government benefit agencies and bursaries from my HEI) or my employer.

Should I fail to make full repayment of any amount due or agree an acceptable repayment plan with NHS Student Bursaries, the debt may be passed to a debt collection agency. I agree that I will be charged for any additional recovery costs at the rate of 7% which will be added to the balance outstanding on referral.

E To authorise the NHS Student Bursaries to share the information on this form, in compliance with the Data Protection Act with other organisations if necessary, including but not limited to:

- Higher Education Institutions;
- LAs throughout the United Kingdom;
- organisations from which I am receiving benefits, bursaries, grants or support;
- NHS Student Bursaries software suppliers;
- the Department for Work and Pensions;
- the Home Office;
- HM Revenue and Customs; and
- any other persons or organisation the NHS Student Bursaries deems necessary.

Please turn over

F I understand and accept that if I fail to give sufficient notice of any change to my bank or building society account details, or provide incorrect details, the NHS Student Bursaries cannot take responsibility for payments made to an incorrect account, delayed payments or non-payment of the bursary.

I understand and accept that the terms and conditions (including rates) of the bursary may change at any time without notice, and the scheme is subject to continued Government funding, which may cease at any time without notice.

I declare that the information I have given on this form is true, complete and accurate. I understand that if I give the NHS Student Bursaries false, misleading or incomplete information, I may be refused financial support or financial support may be withdrawn and I may be prosecuted.

Applicant's signature	<input type="text"/>
Applicants full name	<input type="text"/>
Date	<input type="text" value="/ /"/>

Person 1 - signature	<input type="text"/>
Person 1 - full name	<input type="text"/>
Date	<input type="text" value="/ /"/>

Person 2 - signature	<input type="text"/>
Person 2 - full name	<input type="text"/>
Date	<input type="text" value="/ /"/>

Data Protection Act 1998

The NHSBSA will use the information you have provided for the processing of your application and for the prevention and detection of fraud. We may contact you to discuss your application by any methods you have provided. Your personal data will be deleted from our systems and files no later than seven years after the end of your course. We will not disclose your personal data to any third party other than: higher education institutions; local authorities; the Home Office; HM Revenue & Customs; organisations from which you receive benefits, bursaries, grants or support; the Student Loans Company. We will not transfer your personal data outside the European Economic Area.

The NHS Bursary Scheme is made pursuant to Section 63 of the Health Services and Public Health Act 1968.

NB: NHS Student Bursaries will not be held responsible for the loss of any original documents