

**NHS Bursary: Application for Dependants Allowances
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 all our correspondence to yourself.

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

Please complete this application form if you wish to claim the dependants related additional allowances by providing details of any person(s) who will be wholly or mainly financially dependent upon you during this academic year 2008 to 2009. This application form cannot be processed unless you have completed the relevant NHS Bursary application form. You can download these forms from our website.

The Dependants allowances are all income-assessed and your entitlement will be calculated on your own income and that of your dependants, including your spouse, civil partner or partner.

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

1. Personal Details - to be completed by all students

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

Will you have a child or children in receipt of registered or approved childcare? No Yes

If 'Yes' do you wish to claim the Childcare Allowance? No Yes

You need to download
an application form from
our website

National Insurance No.

Your status - please tick a box

Single Married Widowed Divorced
Civil Partnership Living with a partner Separated

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

Date of change / /

2. Course and College details - to be completed by all students

Please complete this section to give details of your course.

Name of Course

Please tick the boxes that apply to you

Qualification MSc BSc Dip He Other - please specify

Type of Course Full Time Part Time Other - please specify

Length of Course 1 year 2 years 3 years Other - please specify

Start date of Course Month Year

Please complete the section below giving details of where you will be living during term-time. If you tick the 'Not Known' box your award will be assessed at the 'Parental Home' rate.

Name of University / College	Where will you be living during term-time? Please tick		
	Your parent's home	Other	Not Known
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3A. Parent Learning Allowance - applicable to students attending courses that have commenced, or are due to commence at any time, on or after 1 September 2007

If you are attending or are due to attend a course, which commences after 1 September 2007, you may be entitled to the Parent Learning Allowance in addition to the Dependents Allowances. This income-assessed allowance, may be payable to you if you have care of a dependent child or children under the age of 18.

We will automatically assess your entitlement to the Parent Learning Allowance at the same time as determining your entitlement to the other additional allowances.

3B. Single Parent Addition - applicable to students attending courses that commenced before 1 September 2007

If you are a lone parent you may be entitled to additional financial help, known as the Single Parent Addition. Please sign the required legal undertaking below. The Single Parent Addition is not payable at the same time as the Older Students Allowance.

I confirm that I am supporting my child(ren) and that I will not be living with a spouse, or any person as a spouse. Should my circumstances change during this period I understand that it is my responsibility to inform you immediately.

Signature of student

Date

/ /

3C. Two Homes Grant - only applicable to students on Degree or Postgraduate Diploma courses

If you have to maintain a home for yourself and one or more dependants, other than the home you live in when you attend the course, you may be eligible for an extra allowance called the 'Two Homes Grant'. *The grant is payable only if you are entitled to dependant's allowances.* To claim the Two Homes Grant please complete the following:

Where will your spouse or children be living during term-time? Please tick

With you? In a separate home maintained by you? Other? - please give details below

Please provide below details of your dual accommodation costs i.e. the costs you will incur in maintaining your permanent and term-time addresses, with supporting documentation:

Estimated Income Period Table

Course start date

If your course starts between:

Your Estimated Income / Expenses Period will be:

September 2008 and December 2008	1 September 2008 to 31 August 2009
January 2009 and March 2009	1 January 2009 to 31 December 2009
April 2009 and June 2009	1 April 2009 to 31 March 2010
July 2009 and August 2009	1 July 2009 to 30 June 2010

4A. Dependant's Allowances: Details of Spouse, Civil Partner or Partner - to be completed by all students

Surname

Other names

Date of birth

Relationship to you

Will your spouse, civil partner or partner be living with you during term time? Yes No

Occupation

Current employment status (Please tick) Full-time Part-time Unemployed

If your spouse, civil partner or partner will be undertaking a course in further or higher education in the forthcoming academic year please give details below and provide proof, eg. a photocopy of their Local Authority Award Letter or a letter from the college confirming their enrolment.

Name of college or university

Name of course

Details of any funding whilst in training

4B. Dependant's Allowances: Details of Dependent Children - to be completed by all students

Please enter below the details of all children that are financially dependent upon you. If you list details of a child that has left school or who will not be living with you during term time please give details under Additional Information. If your child, or children, are enrolled on a course in further or higher education, please provide supporting documentary evidence.

First name	Last name	Date of birth	Relationship to you	Who the child lives with	Estimated Net income* from all sources (including maintenance) in this academic year - see table on page 3. *If no income write 'NIL'
					£
					£
					£
					£
					£
					£
					£
					£
					£
					£
					£

Please ensure you provide a photocopy of a birth certificate or passport for all children listed.

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

Please complete the section below to show your expected income and expenses in the Academic Year 1 September 2008 to 31 August 2009. 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 forthcoming academic year - see table on page 3.

(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 Job Seekers Allowance, Incapacity Benefit, Widows Benefit. EXCLUDE tax free disability related benefit or Child Benefit.	<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 forthcoming academic year - see table on page 3.

**Acceptable Proof
(photocopies only)**

(Write 'NIL' where there are no expenses)

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

PSM1 (DEPS)V1.0

6. Dependant's Allowances: Spouse, Civil Partner or Partner's Income and Expenses - to be completed by the student's spouse, civil partner or partner (where applicable)

Income

see table on page 3

	Actual		Estimated		Acceptable Proof (Photocopies only)
	this academic year		forthcoming academic year		
	£	p	£	p	
Salary or Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Forms P60, P45, PSM60* March 2008 or latest payslip, or Employers letter
Taxable Allowances, eg. car, fuel, private health care	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Latest P2(New), P11D
Income from self employment or Company Directorship	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Accountants letter, tax self- assessment forms, HMRC income confirmation, Form PSM65*
Income from land, property or furnished lettings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pensions, including State Retirement or widow's pension, Occupational or Private Pension	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Form P60, Letter from DWP
Bank / Building Society Interest (after tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Other unearned income (after tax) eg. income from Dividends	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Taxable Benefits - INCLUDE Job Seekers Allowance, Incapacity Benefit, Widow's benefits. EXCLUDE tax free disability related benefits.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Letter from DWP, benefits letter / statements
Maintenance received	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Child Support Agency letter, Maintenance Court Order.

Expenses

see table on page 3

	Actual		Estimated		Acceptable Proof (Photocopies only)
	this academic year		forthcoming academic year		
	£	p	£	p	
Income Tax	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Forms P60, P45, PSM60* March 2008 or latest payslip, or Employers letter
National Insurance contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Forms P60, P45, PSM60* March 2008 or latest payslip, or Employers letter
Employee Pension contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Forms P60, P45, PSM60* March 2008 or latest payslip, or Employers letter
Personal pension / Retirement Annuity payments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pension Company letter or statement, Form PSM90*
Life assurance premiums	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Assurance Company letter or statement
Mortgage payments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Letter or statement from your mortgage provider
Rent Payments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Tenancy Agreement
Wages for domestic help#	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Maintenance payments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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
PSM1 (DEPS)V1.0

7. 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 8E. 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	<input type="text"/>
Third Party's other names	<input type="text"/>
Third Party's date of birth	<input type="text" value="/ /"/>
Your relationship with this person	<input type="text"/>

8. 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.

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

Applicants full name

Date

Applicant's spouse, civil partner
or partner's signature

Applicant's spouse, civil partner
or partner's full name

Date

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