

Student Services
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Business Services Authority

Financial help for healthcare students 2016/17



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Disclaimer

New and prospective students should not rely on current NHS Bursary rules and allowances when planning for subsequent academic years as these may be subject to review in the future and as a result may be liable to change.

Further information about NHS Bursaries is posted on the NHS Business Services Authority's [Student Services website](#) as and when it is made available. Students are advised to check the website on a regular basis.

The Department of Health and Student Services cannot accept any responsibility for the loss of any type, however suffered, by students who have relied on current rules and allowances in altering their circumstances (including but not limited to financial circumstances), whether for the current academic year, academic year to begin or indeed for any subsequent academic years.

From 1 August 2017, **new** nursing, midwifery and allied health students will no longer receive NHS Bursaries. Instead, they will have access to the same student loans system as other students. **These new arrangements will not affect NHS students who commenced their courses before this date.**

Introduction

This booklet is primarily intended to provide guidance for:

- new nursing, midwifery and Allied Health Professions (AHP) students who will be commencing an NHS-commissioned course in 2016/17
- fifth year undergraduate and second year graduate entry medical or dental students
- who commenced their course on or after 1 September 2012 and who are eligible to apply for an NHS Bursary from 2016-17

The arrangements and rates described apply to the 2016/17 academic year only. This booklet cannot cover all individual circumstances and you may need to get more details from your university or try our [Ask Us](#) service where you can find the answers to your queries 24 hours a day, 7 days a week.

The information in this booklet is correct at the time of publication, however changes may be made to the NHS Bursary Scheme and all potential applicants are advised to check [our website](#) for updated details.

2016/17 NHS Bursary Scheme arrangements

The NHS Bursary is a form of student financial support to help towards your day to day living costs whilst you are studying. Bursary awards are not subject to Income Tax deductions or National Insurance contributions.

Eligible students can receive a bursary each year of their training, which is paid in monthly instalments.

Student Services is part of the NHS Business Services Authority. We award and pay bursaries to students on pre-registration health professional training courses according to the [NHS Bursary Scheme](#) as published by the Department of Health.

The NHS Bursary award

This consists of a:

- [non-means tested grant of £1,000](#), payable in monthly instalments to all eligible new students
- [means tested bursary](#)

You may also be able to receive a reduced, non-income assessed loan from Student Finance England. More information about eligibility for student loan funding is available from <https://www.gov.uk/studentfinancesteps>

Eligible courses

To be eligible for NHS student support in the form of an NHS Bursary, you must firstly be accepted for an NHS funded place on a full or part-time course which leads to professional registration as one of the following:



However, if you are training to register in any of the above professions, **with the exception of 'doctor or dentist'**, you should check with your university in the first instance to ensure that your course is NHS commissioned.

If your course leads to registration in one of the professions listed above, you may be eligible for an NHS Bursary, even if you have already had public funding for higher education for a previous course.

Personal eligibility

Am I eligible for NHS Bursary support?

You can check if you are eligible to apply for an NHS Bursary by using [the Personal Eligibility calculator](#) located on our website.

When you apply for a bursary, you will be asked to demonstrate your personal eligibility for an NHS funded bursary. We recommend you check your eligibility before making a bursary application.

Your personal eligibility for NHS Bursary funding depends on the course you are undertaking as well as your immigration status and residency on the first day of the first academic year in which your course begins.

You are attending your course on **secondment** terms. This is where you remain employed by an organisation and you are relieved of your normal duties or you are given leave of absence in order to attend the course.

You will **not** be eligible for NHS Bursary funding if:

You are **already registered, or available for, registration** in the profession for which you are undertaking your course.*
NHS Bursary funding is only available for pre-registration training.

You do not meet the associated **residence** criteria for any one of the eligibility categories in the tables overleaf.

**For example:
A student is available for registration with the NMC as a child nurse, but now wishes to undertake an NHS funded course in another branch of nursing, (such as adult, mental health or learning disabilities). NHS Bursary funding will not be available.*

Sponsored students

If you are a sponsored student, you may still be entitled to NHS funding if you are not in receipt of income in excess of the value of an NHS Bursary. This means that your total income in any year from scholarships or employment (minus Income Tax and National Insurance contributions) must not exceed the maximum bursary that is available to you (for example, your tuition fee contribution plus the non-means tested grant and any means tested bursary allowance).

Medical and dental students

Each UK country is responsible for funding its own medical and dental students, wherever they study in the UK. Because of this, and in addition to the general immigration and residence requirements set out in the tables on the following pages, Student Services are only permitted to provide bursaries for medical and dental students who are either:

We are only permitted to provide bursaries for **medical and dental students** who are either:

Ordinarily resident in **England** on the first day of the first academic year of their course, (providing their residence in England is not wholly or mainly for the purpose of receiving full-time education).

Not ordinarily resident in the UK or Islands but qualify for an NHS Bursary under the provisions in categories 11, 12 or 15 in the eligibility tables on the following pages.

Please note that a person who is resident in England simply because they moved from another UK country for the purpose of undertaking their current medical or dental course, will be considered to be ordinarily resident in the UK country from which they moved. (This also includes any previous course which, disregarding any intervening vacation period, they undertook immediately before commencing their current medical or dental course).

Those applicants will not be eligible for NHS Bursary funding but should instead approach the education funding authority in the country from which they moved for financial assistance.

Contact details for the main national funding bodies outside England are detailed on our External Contacts webpage - <http://www.nhsbsa.nhs.uk/Students/3955.aspx>

Residency requirements

The tables on the following pages set out the categories of eligibility and the corresponding residence requirements for each one. If you do not meet all of the residency requirements in any ONE of the categories, you will not be eligible for any NHS Bursary funding.

If you are...	You must...	If you meet this requirement you will be eligible to apply for...
1. Settled in the UK other than by having acquired the right to permanent residence:	<p>Be ordinarily resident in the UK on the first day of the first academic year of the course</p> <p>and</p> <p>Have been ordinarily resident in the UK¹ and Islands² throughout the three years before the first day of the first academic year of the course.</p> <p><i>NB: If your residence in the UK and Islands during any part of this period has been wholly or mainly for the purpose of receiving full time education, you may not be eligible unless you or your family were temporarily employed abroad.</i></p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>
2. Settled in the UK by virtue of having acquired the right to permanent residence:	<p>Be ordinarily resident in the UK on the first day of the first academic year of the course</p> <p>and</p> <p>Ordinarily resident in the UK and Islands throughout the three years before the first day of the first academic year of the course.</p> <p>NB: In a case where the person's ordinary residence was wholly or mainly for the purpose of receiving full time education, they must have been ordinarily resident in the territory comprising the EEA and Switzerland immediately before the period of ordinary residence referred to above.</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>

3. A refugee:	<p>Have been ordinarily resident in the UK and Islands and you have not ceased to be resident since being recognised as a refugee by the UK government</p> <p>and</p> <p>Ordinarily resident in the UK on the first day of the first academic year of your course.</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>
4. The spouse or civil partner of a refugee	<p>Have been the spouse or civil partner of the refugee on the date on which the refugee made the application for asylum</p> <p>and</p> <p>be ordinarily resident in the UK and Islands and you have not ceased to be resident since your spouse or civil partner was granted leave to remain in the UK as refugee</p> <p>and</p> <p>be ordinarily resident in the UK on the first day of the first academic year of the course.</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>
5. The child of a refugee or the child of the spouse or civil partner of a refugee:	<p>Be the child of the refugee (or the child of a person who was the spouse or civil partner of the refugee) on the date that person made their application for asylum</p> <p>and</p> <p>have been under 18 on the date on which your parent or step-parent made the application for asylum</p> <p>and</p> <p>be ordinarily resident in the UK and Islands and you have not ceased to be resident since being given leave to enter or remain in the UK as a refugee</p> <p>and</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>

	ordinarily resident in the UK on the first day of the first academic year of the course.	
6. A person granted humanitarian protection	Be ordinarily resident in the UK on the first day of the first academic year of the course and Have been ordinarily resident in the UK and Islands throughout the 3 year period before the first day of the first academic year of the course.	The non-means tested grant. The means tested bursary. Additional allowances.
7. The spouse or civil partner of a person granted humanitarian protection:	Have been the spouse or civil partner of the person granted humanitarian protection on the date on which that person applied for asylum and have been ordinarily resident in the UK on the first day of the first academic year of the course and Have been ordinarily resident in the UK and Islands throughout the 3 year period before the first day of the first academic year of the course.	The non-means tested grant. The means tested bursary. Additional allowances.
8. The child of a person granted humanitarian protection or the child of the spouse or civil partner of a person granted humanitarian protection:	Have been the child of that person or you were the child of a person who was the spouse or civil partner of the person granted humanitarian protection and have been under 18 on the asylum application date	The non-means tested grant. The means tested bursary. Additional allowances.

	and have been ordinarily resident in the UK on the first day of the first academic year of the course and have been ordinarily resident in the UK and Islands throughout the 3 year period before the first day of the first academic year of the course.	
9. An EEA migrant worker or an EEA self-employed person or a family member of such a person:	Be ordinarily resident in the UK on the first day of the first academic year of the course; and have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the 3 year period before the first day of the first academic year of the course.	The non-means tested grant. The means tested bursary. Additional allowances.
10. A Swiss employed person or a Swiss self-employed person or a family member of such a person:	Be ordinarily resident in the UK on the first day of the first academic year of the course and have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the 3 year period before the first day of the first academic year of the course.	The non-means tested grant. The means tested bursary. Additional allowances.

<p>11. An EEA frontier worker</p> <p>or</p> <p>an EEA frontier self-employed person</p> <p>or</p> <p>a family member of such a person:</p>	<p>Have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the 3 year period before the first day of the first academic year of the course.</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>
<p>12. A Swiss frontier employed person</p> <p>or</p> <p>a Swiss frontier self-employed person</p> <p>or</p> <p>a family member of such a person:</p>	<p>Have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the 3 year period before the first day of the first academic year of the course.</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>
<p>13. A person entitled to support by virtue of Article 12 of Regulation 1612/68 on Free Movement of Workers as extended by the EEA agreement:</p>	<p>Be ordinarily resident in the UK on the first day of the first academic year of your course</p> <p>and</p> <p>have been ordinarily resident in the territory comprising the EEA and Switzerland throughout the 3 year period before the first day of the first academic year of your course.</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>

<p>14. You were settled in the UK but you have since exercised a right of residence elsewhere in the EEA:</p>	<p>Be ordinarily resident in the UK and settled in the UK immediately before leaving the UK</p> <p>and</p> <p>be ordinarily resident in the UK on the first day of the first academic year of the course</p> <p>and</p> <p>have been ordinarily resident in the territory comprising the EEA and Switzerland throughout the 3 year period before the first day of the first academic year of the course.</p> <p>NB: If you're ordinary residence in the EEA was wholly or mainly for the purpose of receiving full time education, you must have been ordinarily resident in the territory comprising the EEA and Switzerland immediately before the above period of ordinary residence.</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>
<p>15. An EU national (including a UK National) on the first day of the first academic year of the course or you are the family member of such a person:</p>	<p>Have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the 3 year period before the first day of the first academic year of the course.</p> <p>NB: In a case where a person's ordinary residence was wholly or mainly for the purpose of receiving full time education, he or she must have been ordinarily resident in the territory comprising the EEA and Switzerland immediately before the period of ordinary residence referred to above.</p>	<p>An EU fees only bursary.</p> <p>Your course tuition fees will be paid but you will not be entitled to any other forms of NHS Bursary support.</p>

<p>16. An EU national, other than a UK national:</p>	<p>Be ordinarily resident in the UK on the first day of the first academic year of the course</p> <p>and</p> <p>have been ordinarily resident in the UK and Islands throughout the 3 year period immediately before the first day of the first academic year of the course.</p> <p>NB: If your ordinary residence in the UK was wholly or mainly for the purpose of receiving full time education, you must have been ordinarily resident in the EEA or Switzerland immediately prior to this period.</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>
<p>17. A child of a Swiss national who is entitled to support in the UK by article 3(6) of Annex 1 of the Swiss Agreement:</p>	<p>Be ordinarily resident in the UK on the first day of the first academic year of the course</p> <p>and</p> <p>Have been ordinarily resident in the EEA or Switzerland throughout the 3 year period before the first day of the first academic year of your course.</p> <p>NB: If your ordinary residence in the UK was wholly or mainly for the purpose of receiving full time education, you must have been ordinarily resident in the EEA or Switzerland immediately prior to this period.</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>
<p>18. The child of a Turkish worker:</p>	<p>Be ordinarily resident in the UK on the first day of the first academic year of the course</p> <p>and</p> <p>Have been ordinarily resident in the EEA, Switzerland or Turkey throughout the 3 year period before the first day of the first academic year of your course.</p>	<p>The non-means tested grant.</p> <p>The means tested bursary.</p> <p>Additional allowances.</p>

Ordinary residence

'Ordinary Residence' is defined as habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences.

Temporary employment outside the UK

If you lived away from the UK for all or some of the three year period immediately prior to your course because you or your family were temporarily employed abroad, you may be treated as if your residence in the UK had not been interrupted, but you will be expected to demonstrate that the absence was temporary when you make an application for a bursary.

Armed forces and family members

Members of the regular armed forces serving abroad and members of their close families are treated as living in the UK. If you were away from this country during all or part of the three year period because you or one of your parents, spouse or civil partner were serving abroad as an active member of the regular armed forces (the army, navy or air force), you, or your parent, will be treated as having been temporarily employed overseas during that period. This will not prevent you from being eligible for an NHS Bursary.

Asylum seekers

If your status is currently that of an asylum seeker in the UK, you will not be eligible for NHS Bursary funding.

Student visa

If you are currently in the UK on a temporary student visa, and you have Limited Leave to Remain in the UK, you will **not** be eligible for an NHS Bursary because you will not meet the NHS Bursary Scheme requirement to be settled in the UK without any restrictions on the length of time you may stay.

Students from the Channel Islands and the Isle of Man

If you are normally resident in any of the Channel Islands or the Isle of Man, and you intend to come to the UK mainland wholly or mainly for the purpose of studying, you will not be eligible for NHS Bursary funding, including payment of your tuition fees.

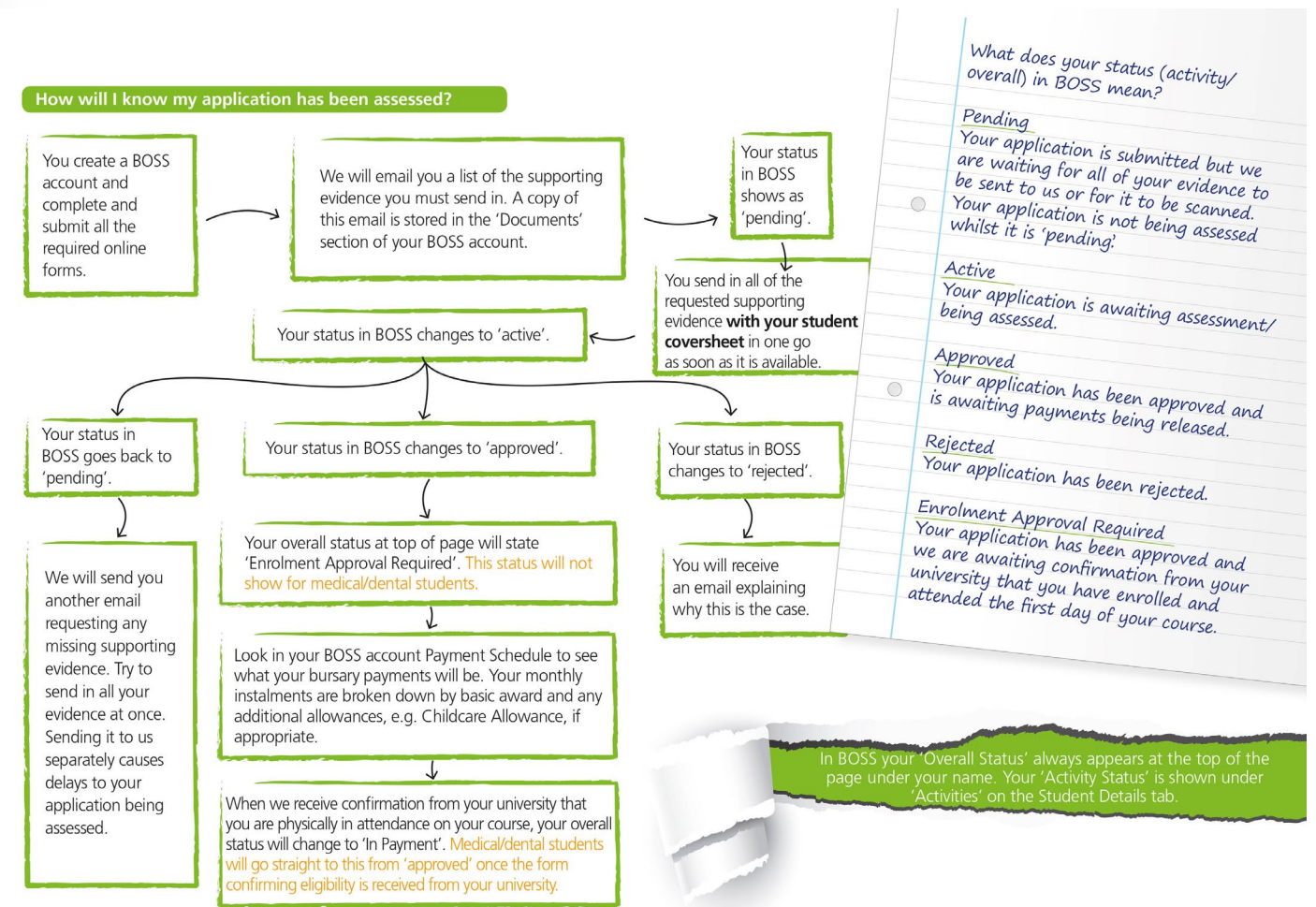
This is because you would not meet the requirement to be ordinarily resident in the UK on the first day of the first academic year in which your course begins, because the definition of 'UK' for NHS Bursary purposes is limited to England, Scotland, Wales and Northern Ireland.

However, you may still be able to take up an NHS commissioned training place, but you would be expected to approach your own Island's educational authority for financial support.

Applying for an NHS Bursary

1. If you have not applied for an NHS bursary via the Bursary Online Support System (BOSS) before, you should wait until you receive an offer of an NHS funded place from your university (where applicable) and consult our [website](#) for information about creating a BOSS account and submitting an online application.
2. We strongly recommend that you refer to our guidance booklet [Completing your NHS Bursary application - A step by step guide to the Bursary Online Support System \(BOSS\)](#), when filling in your BOSS application.
3. After you have submitted your BOSS application, you will receive an email listing the supporting documentation you need to send to us. Once we have received and scanned this, you will receive a further email from us to indicate that your activity status in BOSS has changed from 'pending' to 'active' which will explain what the next steps in the assessment process will be.
4. If we decide you meet the personal eligibility criteria, and we have received all of the information and documentation necessary to finalise your entitlement, once we have done this, we will send you an email notifying you that a Notification of Award is available to view in your BOSS account. This outlines the amount of NHS Bursary you have been awarded and the scheduled monthly payment dates for your first academic year.
5. Any amount you may be entitled to for the 2016/17 academic year will be calculated, based on the [NHS Bursary Scheme Rules](#) relevant to that academic year as well as the information you provide to us.
6. If you do not provide all the necessary information and supporting documentation by your specified deadline, the assessment and payment of your bursary (where applicable) may be delayed.
7. All applications and requested supporting evidence must be received by NHS Student Bursaries **no later than six months** from the first date of your course in the academic year for which you are making an application.

More information about the bursary application process is detailed in the diagram below:



How the NHS Bursary is assessed

Independent or dependent?

If you are assessed as being personally eligible, we then need to determine whether you are a dependent student or an independent student in order to work out how much means tested bursary you will be entitled to.

We use the information you provide in your online BOSS application, as well as the relevant supporting evidence you send, to make this decision.

Dependent students

If you are classed as a dependent student, the means tested element of your bursary will be calculated on the income of your parent/s for the last financial year.

Independent students

Being classed as an independent student means that your bursary will be assessed using the income of your spouse, partner or civil partner, if you have one. If you are a single, independent student we will only use any income you have declared.

A spouse, partner or civil partner's contribution will only apply to independent students who are married, co-habiting³ or in a civil partnership.

The [Student Status Calculator](#) on our website will give you an idea of whether you will be classed as dependent on your parent/s or independent when calculating your entitlement to a basic award.

Independent student criteria

You will be classed as being independent of your parent/s if you satisfactorily demonstrate that you meet any one of the criteria below.

1. Self-support

A student must have supported themselves from their own income for at least 36 months via earnings from employment. (The period of self-support does not have to be a continuous 36 months, but must add up to an aggregate total of 36 months).

To qualify, a student must be able to satisfactorily demonstrate that they have earned enough to support themselves during the period in question.

³ As co-habitation in itself is not a criteria for independent status, co-habiting students will be required to demonstrate that they are independent through any of the other criteria listed here and only then will their partner's income be taken into account for the bursary calculation.

part or full-time employment - not including periods of full time education

Self-support from your own income or earnings can include:

periods where you were in receipt of state benefits

periods for which you were receiving a pension, allowance or other benefit paid because of a disability, injury or sickness

periods where you were in receipt of a state studentship or a similar award

Students will not normally be regarded as having supported themselves if they were in part-time or casual employment and were living in the parental home. Exceptionally, if they can clearly demonstrate that they contributed appropriately to the household budget during the period in question, they may be regarded as self-supporting.

2. Marital status

You have been married or are in a civil partnership at the start of the academic year.

3. Both of your parents are deceased

You have no living parents.

4. You are irreconcilably estranged from your parents

This means that you are **permanently and irreconcilably** estranged from both of your parents, (where applicable).

A student will normally be regarded as 'irreconcilably estranged' from his or her parents if:

they have not communicated with either parent (where applicable) for at least one year or more before the beginning of the academic year for which an application has been made

If the student has only been irreconcilably estranged for a short period of time, we may still be able to accept estrangement, but the onus is on the student to provide solid and reliable evidence of this.

Where the only reason for estrangement is one of the following, the application as an independent student will **not** be accepted and the student should instead apply as a dependent student on BOSS:

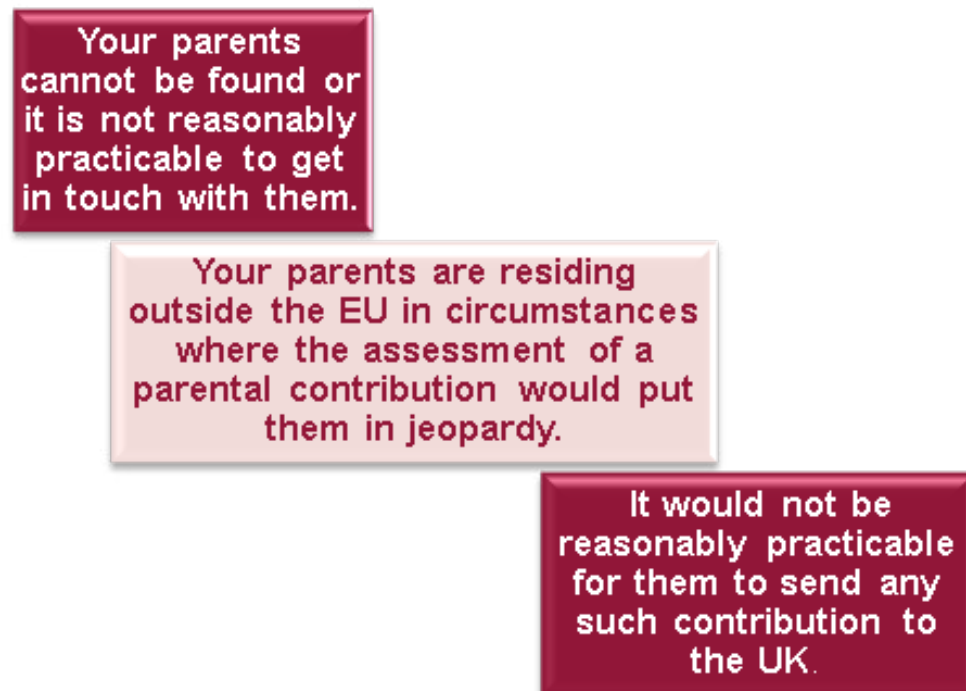
The student's parents refuse to provide their income details or in any way refuse to co-operate in the completion of the bursary application form.
The student's parents choose not to or cannot provide financial support to the student whilst they are attending their course.
The student does not 'get on' with their parents or they have had some sort of argument or disagreement very recently.
The student does not live in the same house as their parents.

Students wishing to claim independent status because they are irreconcilably estranged from their parents should provide as much information as possible about their family circumstances. We will also ask for written evidence from an external body, professional person or authority, to support your claim.

All information provided is treated in the strictest confidence.

If you are having difficulties demonstrating irreconcilable estrangement for any reason, more advice is available from the following organisation's website - <http://standalone.org.uk/students/>

5. Your parents' whereabouts are unknown



6. You were previously in care

You are a care leaver who, as a result of a court order, was in care⁴ for at least three months up to or after your 16th birthday and you have not since been returned to the care of your parent/s.

7. Religious order

You are a member of a religious order and you live in a house belonging to that order.

8. Care of a child

You are responsible or you have joint custody for the care of a person under the age of 18 who is dependent on you.

Means testing

Where appropriate, your unearned income and/or the earned and unearned income of your parents, spouse, partner⁵ or civil partner⁶, will be taken into account to calculate your NHS Bursary award. The amount of means tested bursary you could receive will be reduced in proportion to that income, minus certain allowable expenses.

In contrast, any casual earnings you receive whilst you are a full-time student (such as from evening or weekend work) will not affect your bursary entitlement.

If you are attending your course on a part-time basis, any income you receive from employment undertaken during the academic year will be taken into account in the assessment of your means tested bursary entitlement.

Student's own income

Regardless of whether you are classed as independent or dependent, if you have income of your own that you will receive during the forthcoming academic year; this may be taken into account in the assessment of your NHS Bursary entitlement.

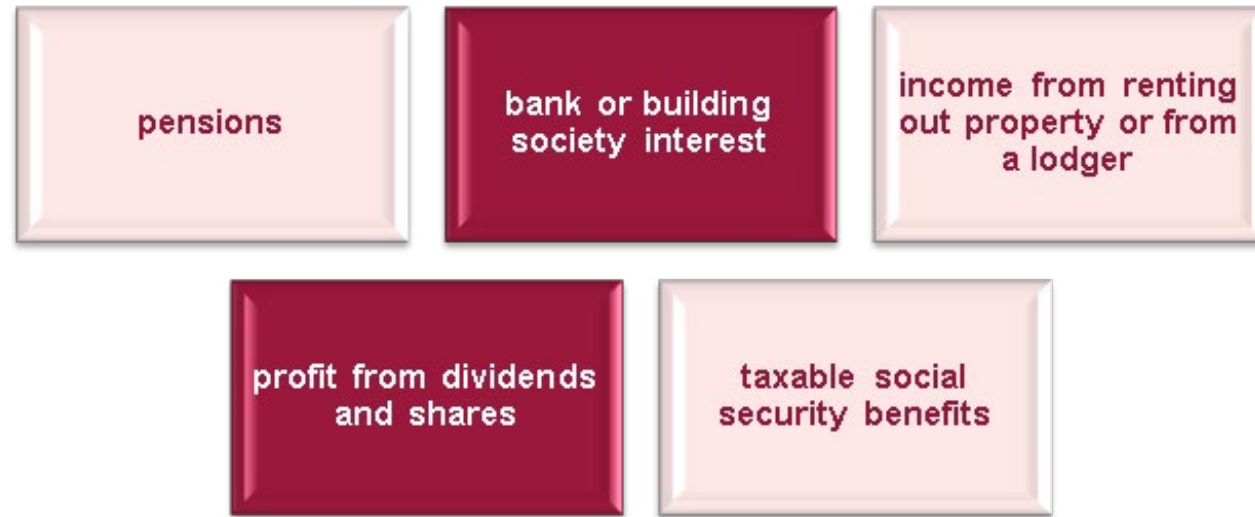
However, income/earnings from work done in the evenings, weekends and during holidays whilst you are in training will **not** be taken into account and you do not have to declare such income in your bursary application, unless you will be attending a part-time course.

⁴ "In-care" means in the custody or care, or provided accommodation by a state authority, or national, or regional or local authority, or a voluntary or charitable organisation, or any other person who is not your parent.

⁵ **Partner** means a person of the same or opposite gender with whom you live as if you are married.

⁶ **Civil partner** means someone with whom you have entered into a formal legally recognised Civil Partnership in the UK or the equivalent if this has taken place overseas.

If you receive income from other sources (listed below), these will be taken into account if they are taxable.



However, certain disregards of income will also be used to reduce this amount. These are outlined in the following table.

Type of income	Amount disregarded
(a) Sponsorship income, or remuneration for work done while on a part time course.	Up to £4,921
(b) Income under a trust deed or similar (independent students only).	Up to £2,306
(c) Any pension, allowance or other benefit payable by reason of: <ul style="list-style-type: none"> incapacity old age retirement the death of a spouse, civil partner, parent or other person on whom the student was dependent military or public service 	Up to £3,959
(d) Any income not otherwise disregarded for either:	
<ul style="list-style-type: none"> a single parent 	Up to £2,270
<ul style="list-style-type: none"> a single independent student 	Up to £8,891
<ul style="list-style-type: none"> any other student 	Up to £1,044

If you are a **part-time student**, the income you expect to receive from an employer (if you have a main job during term time or have been released by your employer to attend the course as a result of sponsorship) will be taken into account. However, the relevant disregards will be applied as above.

You should declare any allowable expenses whilst you are applying (Income Tax, National Insurance contributions, mortgage or rent), which may also help to reduce the income you declare.

Parent, spouse, partner or civil partner contribution

This section applies to students who will have another person's income taken into account for the calculation of their bursary entitlement i.e. all students except any single, independent ones.

Residual income

This is the amount of income that will be used to calculate your bursary entitlement, once any disregards and allowable expenses have been deducted. There is more information about disregards and allowable expenses below.

To calculate the residual income, the parent/s, spouse, civil partner or partner's gross taxable income for the previous financial year is used. For the 2016/17 academic year, the applicable financial year will be the period running from 6 April 2015 to 5 April 2016.

Expenses

The expenses that we can take into account to offset against a parent, spouse, partner or civil partner's income are as follows:

- employee pension contributions
- personal pension contributions (if they attract tax relief)
- loan interest - if allowed for tax purposes (self-employed persons only)
- professional subscriptions and any other tax relievable expenses

Contribution rates

The tables below can be used to give you an idea how much your parent/s, spouse, partner or civil partner will be assumed to contribute to your bursary, based on their residual income.

You should note that a 'contribution' is not a direct payment that they will be required to make. A contribution is the amount that will be deducted from the means tested bursary you are awarded.

Contribution rate for parent(s), spouse, civil partner or partner			
If the residual income is:	The contribution will be:	If the residual income is:	The contribution will be:
Under £24,279	£Nil	£67,500	£4,594
£24,279	£45	£70,000	£4,857
£25,000	£120	£72,500	£5,120
£27,500	£384	£75,000	£5,384
£30,000	£647	£77,500	£5,647
£32,500	£910	£80,000	£5,910
£35,000	£1,173	£82,500	£6,173
£37,500	£1,436	£85,000	£6,436
£40,000	£1,699	£87,500	£6,699
£42,500	£1,963	£90,000	£6,963
£45,000	£2,226	£92,500	£7,226
£47,500	£2,489	£95,000	£7,489
£50,000	£2,752	£97,500	£7,752
£52,500	£3,015	£98,000	£7,805
£55,000	£3,278	£98,500	£7,857
£57,500	£3,541	£99,000	£7,910
£60,000	£3,805	£99,833	£7,998
£62,500	£4,068	NB: there is no maximum contribution threshold.	
£65,000	£4,331		

NB: The assessed contribution is calculated at £1 in £9.50 on residual income of £24,279 and over, plus £45.

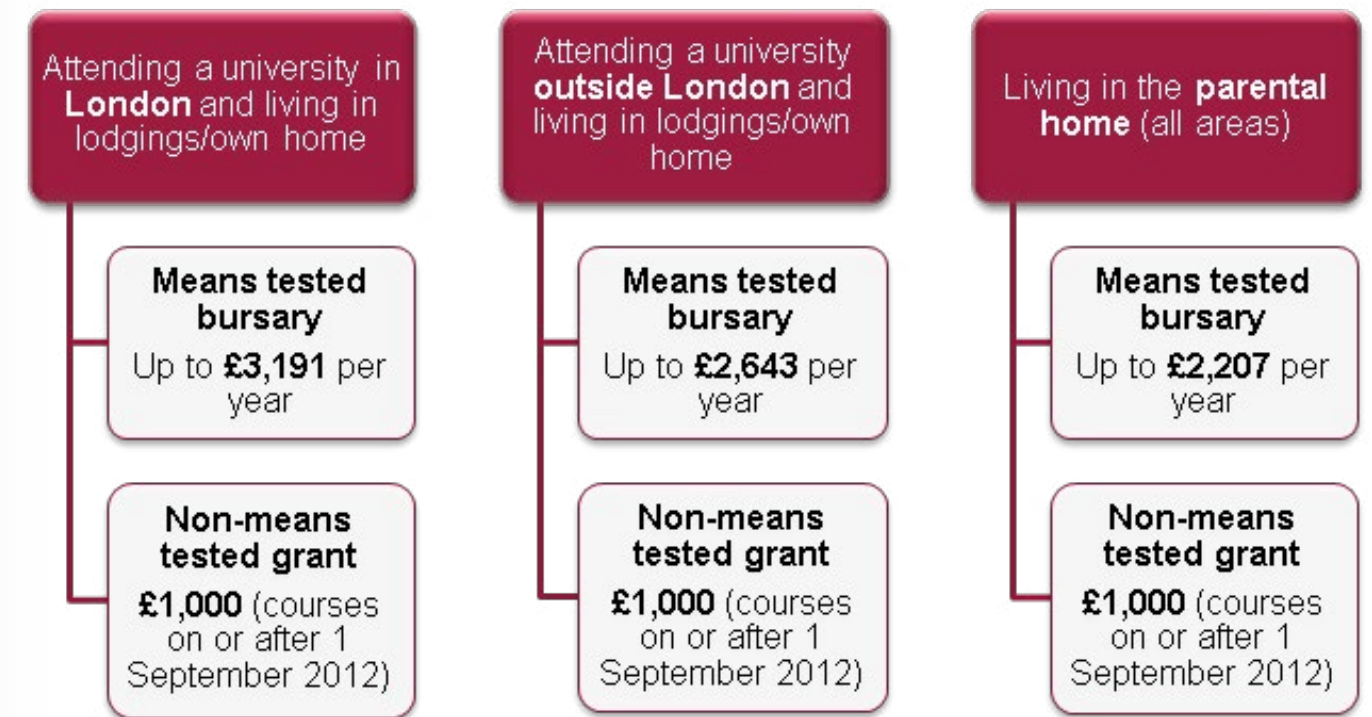
The non-means tested grant

The non-means tested grant in 2016/17 is £1,000. This is payable to eligible new full-time students, regardless of the course they are undertaking.

Students assessed as 'EU fees only' students after applying for a bursary are not eligible for the £1,000 grant (or the means tested bursary).

The non-means tested grant is payable for each year of your course. It is paid in monthly instalments to your bank account at the same time as the rest of your monthly bursary entitlement.

The maximum rates for the means tested bursary and the non-means tested grant payable to full-time students in 2016/17 are as follows:



Nil awards

If the amount shown in the 'contribution' column is more than your maximum bursary entitlement would be, the actual amount of means tested bursary you will receive will be £0.00. If this happens, the standard course tuition fee contribution will still be met on your behalf, and you will still receive the £1,000 non-means tested grant.

If you are eligible to apply for an NHS Bursary but believe you will be awarded a £0.00 means tested bursary after income assessment due to, for example, your household income being over the threshold, or your parents/spouse/partner/civil partner do not wish to declare their income, you must still make an application in order for us to pay the standard course tuition fees contribution and award you the £1000 non-means tested grant.

If your parent(s), spouse, civil partner or partner do not wish to declare their income, in order to save time they should answer 'no' to this question on the online form. This means you will receive a 'fees only bursary' and you will not be entitled to any means tested bursary additional allowances e.g. help towards your childcare costs.

Fees only awards

If your parent/s, spouse, partner or civil partner do not wish to declare their income when you apply for your bursary, they may answer 'no' to this question when asked on BOSS.

This means that if you meet the eligibility criteria the NHS will pay the standard course tuition fee contribution on your behalf, but you will not receive the means tested bursary and you will not be entitled to claim for any of the additional allowances (with the exception of Disabled Students Allowance).

Students whose parent/s, spouse, partner or civil partner choose not to declare their income, will still receive the £1,000 non-means tested grant.

'EU Fees Only' students will only ever receive the standard course tuition fee contribution.

Part-time students

If you are attending your course on a part-time basis, and you are personally eligible, the non-means tested grant and any means tested bursary you are entitled to will also be available to you, but these will be awarded at a reduced rate depending on your course attendance⁷.

For courses which are normally three years full-time, the part-time equivalents are as follows:

Part-time course length	Paid at
4 years	75% of the full-time rate
5 years	60% of the full-time rate
6 years	50% of the full-time rate

⁷ The Childcare Allowance, Practice Placement Expenses and any payments from the Disabled Students Allowance will be always paid at the appropriate full-time rate regardless of whether you are a part-time or full-time student.

Course tuition fees

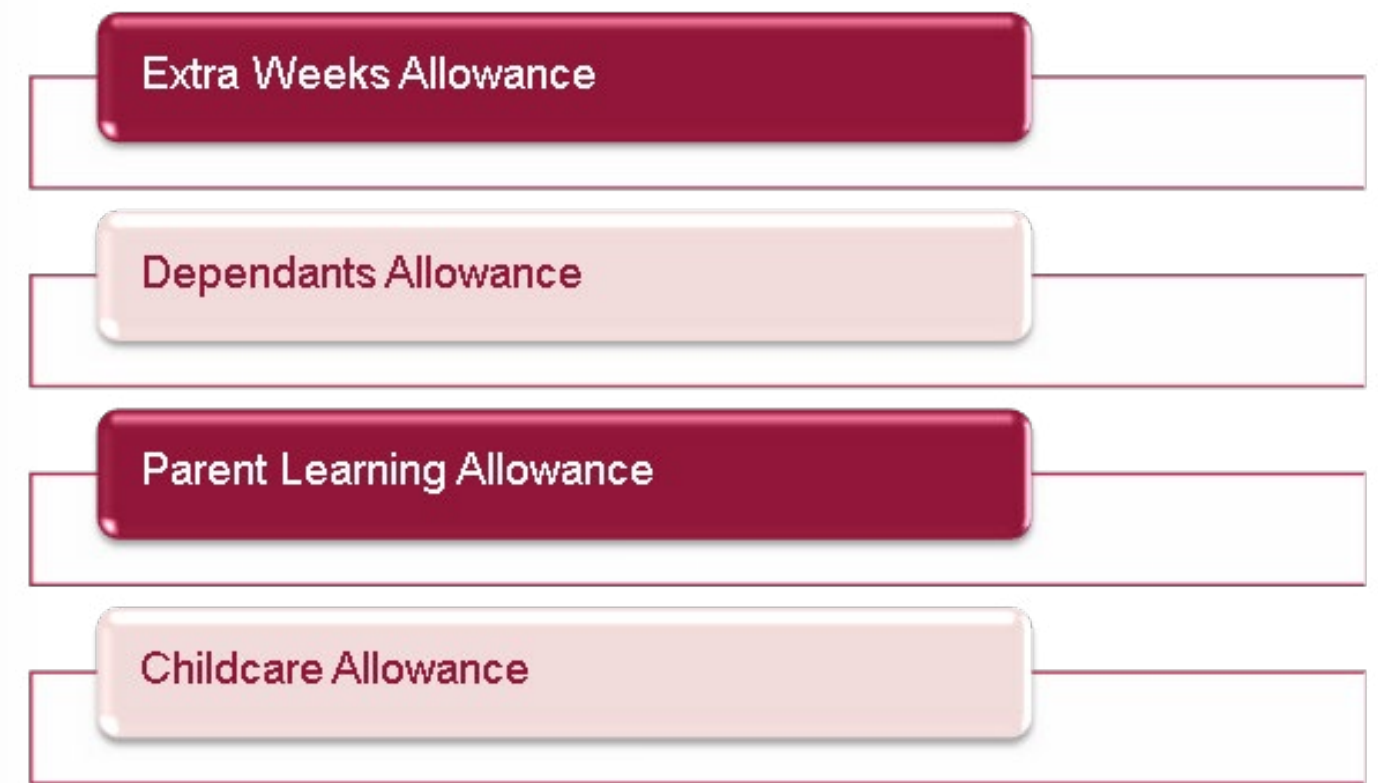
If you are personally eligible for an NHS Bursary, the NHS will meet the standard tuition fee contribution on your behalf.

Your course tuition fees are paid directly to your university by the relevant NHS commissioning authority.

For medical/dental students, we will pay the standard course tuition fee contribution directly to your university on your behalf once we receive an invoice from your university, which must be after 1 December in the academic year in question.

Additional allowances

These are extra payments which may be paid in addition to the non-means tested grant and any basic bursary you may be entitled to. They are subject to means testing. Depending on your circumstances, you may be eligible for the following additional allowances:



Extra Weeks Allowance

Most health professional students have longer academic years than other students. If your course runs for more than 30 weeks and 3 days in the 2016/17 academic year (excluding vacation periods), you may also be entitled to Extra Weeks Allowance, as illustrated below.

If you have to attend the course for 45 weeks or more in any academic year, you will receive Extra Weeks Allowance to ensure your bursary covers all 52 weeks of the year.

Full-time rates



Dependants Allowance (all students)

These are payable to you for people who are wholly or mainly financially dependent on you during your time in training.

This is a means tested allowance, so the income received by your spouse, civil partner or partner, where applicable, your children and other dependent adults during the academic year (after allowable expenses and disregards have been deducted) will be used to determine how much you will be entitled to.

The table below shows the type of income and expenses we will use to determine your entitlement.

Types of income	Types of allowable expenses
Salary or wages	Income Tax
Taxable allowances	National Insurance contributions
Income from self-employment/company directorship	Mortgage payments
Maintenance (via a court order, voluntary agreement or Child Support Agency arrangement)	Rent
Pensions	Maintenance payments
Bank or Building Society interest	Taxable social security benefits
Other unearned income	
Income from land, property or furnished lettings	

Dependants Allowance rates

Declared expenses from your Dependants Allowance application are deducted from the income declared to give a net annual income figure. Disregards of £1,000 per eligible dependant are then taken from this to give the resulting residual income.

If your residual income is more than the maximum Dependants and Parent Learning Allowances available to you, you will not be entitled to these, but if you are also applying for help with your childcare costs, you may be entitled to some assistance with these, depending on the level of your residual income and the cost of your childcare provision.

The following shows the applicable rates for the 2016/17 academic year (per annum).



If your spouse, partner or civil partner is also a student

If your spouse/partner or civil partner will be in receipt of publicly funded student support, such as a student loan and/or grant from Student Finance (or an NHS Bursary in their own right), we will not be able to award you any Dependants Allowance for them.

However, if they are not in receipt of, or not able to apply for, any grants relating to your children, we may still pay the maximum Dependants Allowance for your child or children at the maximum published rates (above).

If your spouse/civil partner/partner is in receipt of any grants or loans relating to your dependants, we may only pay you a Dependants Allowance at 50% of the eldest or first child rate (plus 50% of the appropriate rate for any subsequent child or children).

If they are also an NHS Bursary funded student, you may both receive Dependants Allowance at 50% of the full rate, or one of you may opt to receive the full rate for each of your dependent children.

Parents Learning Allowance

This will pay up to **£1,204** per academic year to students who have a dependent child or children. It is calculated by determining your residual income and applying this firstly to any Dependants Allowance entitlement you may have. Where there is still a residual income amount available this will be applied on a pound for pound basis to your Parent Learning Allowance entitlement (if applicable) and then any Childcare Allowance you may have applied for, in that order.

Childcare Allowance

This allowance is available to students with dependent children aged under 15 (or aged under 17 for children with special educational needs) on the first day of the academic year. As this allowance is subject to means testing, the level of support you receive will be dependent upon your individual circumstances.

The allowance pays up to 85% of your actual registered childcare costs to a net maximum payable of £128.78 per week for one child and £191.45 per week for two or more children. However, the amount awarded will depend on your circumstances and the income available to you and your family.

Therefore, not all students who apply for Childcare Allowance will be entitled to receive it.

For a detailed overview about the Childcare Allowance please read the [Help with childcare costs for NHS Bursary students](#) booklet on our website.

Further information is available from [Ask Us](#) where you can find the answers to your queries 24 hours a day, 7 days a week.

How we pay your bursary

Your first bursary instalment is payable subject to the following conditions:

- your application has been received and approved
- You are personally eligible to receive a bursary award
- You have enrolled on the course on your first day of training

If the above conditions are have all been met, your first bursary payment will be made within 10 working days of our receiving confirmation of your attendance from your university.

All new bursary students, apart from those undertaking medical/dental courses, receive a double instalment as their first payment. The next payment is then made in month three.

Payments will be made directly into your bank account via the BACS method; therefore, it is essential that you provide details of a bank account which accepts BACS payments to enable us to credit any monthly bursary instalments to you.

Medical/dental students

Once your application is approved, your first payment will be made on the third Friday of the month or the next available payment run (if you did not meet the application window deadline).

Please note that in order for payments to be available in your bank account on a Friday, we send any due payments to your bank around six working days prior to this. So, if you are updating your bank details, you will need to do this at least six working days before a payment is going to be made to you, in order to receive that payment into your new bank account.

Other bursary allowances

Bursary students may also claim for help with:

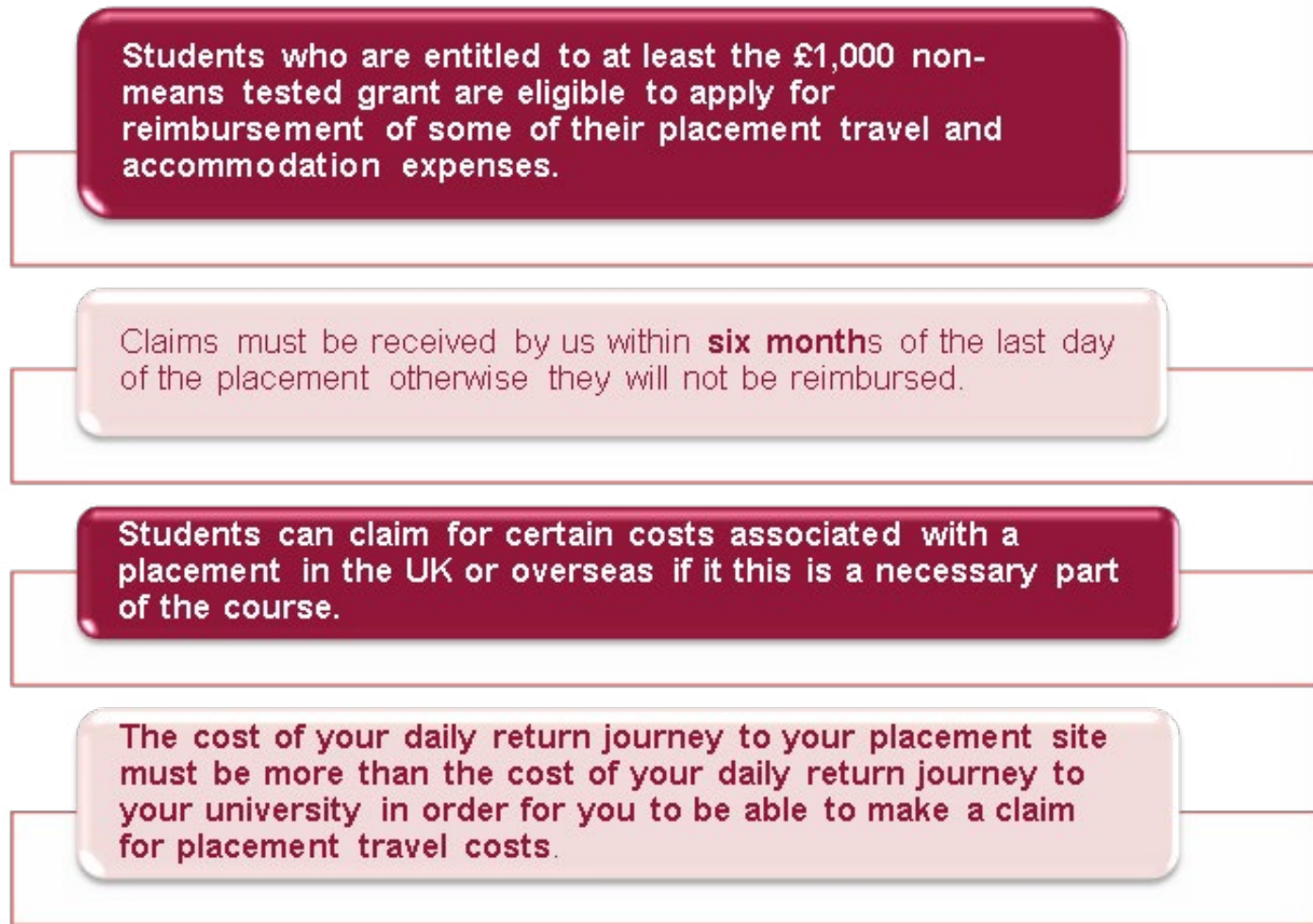
- placement travel and accommodation expenses
- Disabled Students Allowances (if they have a recognised disability or a specific learning difficulty)
- taking time off their course due to pregnancy/childbirth, adoption (or to support someone who is due to give birth or adopt)

These allowances are detailed below.

Practice Placement Expenses (PPE)

For most healthcare students, part of their course will include practice placements, which will involve training in hospitals or community health services rather than in a classroom.

Under the rules of the NHS Bursary Scheme, students are entitled to have some of the costs arising from attendance at practice placements reimbursed to them, **providing the claim is made within six months of the cost being incurred.**



2016/17 rates for PPE

Cost	Limit
Travel costs	
Public transport	Actual cost
Pedal cycle	20p per mile
Parking, tolls and ferries	Actual cost
Motor vehicle up to 125cc	28p per mile
All other motor vehicles over 125cc	28p per mile
Passenger(s)	5p per passenger per mile
Temporary accommodation costs	
Commercial accommodation (e.g. hotel, bed and breakfast)	Up to £55 per night
Non-commercial accommodation	Up to £25 per night

How to claim PPE

PPE claim forms are available from the [Student Forms](#) section of our website. Please only download a form when you need it to ensure you are using the latest version available.

When making a claim for placement expenses, you are strongly advised to consult the information in our booklet [A step by step guide to completing your PPE claim form](#). Incorrectly completed claim forms cannot be processed and you may be asked to submit a new form, resulting in any payment due to you being delayed. So please ensure you read the guidance first.

When you have completed your form, you must hand it to your university. They will check your claim and, if satisfied, they will authorise it and post it to us on your behalf.

You **must** ensure that **you provide** your university with a copy of your student coversheet which can be printed from the 'Documents' section of [your BOSS account](#). Any PPE claims we receive without these will not be processed as we will not be able to link them to your BOSS account.

Disabled Students Allowances (DSAs)

Students are eligible to apply for DSAs if they are likely to satisfy the definition of a disabled person contained in the [Equality Act 2010](#). A person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term effect on the student's ability to carry out normal day to day activities.

No contribution will be required from your income or that of your family towards any of the DSAs. Seconded students, and those who are in receipt of an EU Fees Only bursary award, are **not** eligible for assistance from the DSAs.

2016/17 DSAs arrangements

From 2016/17, the Secretary of State has discretion to determine whether the additional costs a student is obliged to incur in connection with undertaking a course because of their disability will be covered by DSAs. This reflects the support that universities and colleges should be providing under their duty to make reasonable adjustments under the Equality Act 2010.

All disabled students will be required to contribute £200 towards the cost of any computer provided under the DSAs. This is considered to be the minimum cost that any student is likely to incur when buying a computer.

These changes will apply to any bursary students who are **applying for DSAs for the first time** in the academic year beginning on or after 1 September 2016.

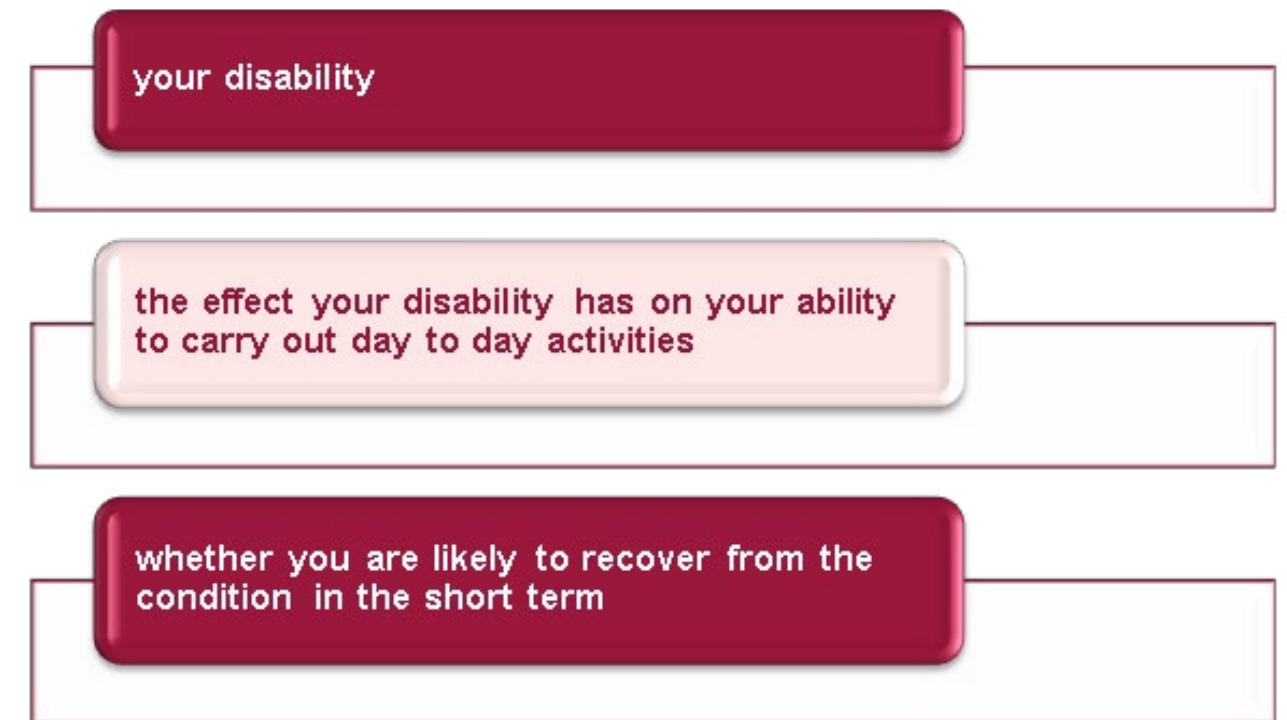
How to apply for DSAs

The link to apply for Disabled Students Allowances will appear on your [BOSS account](#) homepage once you have submitted your application for an NHS Bursary.

Evidence

Please provide evidence of your disability once your application for DSAs has been submitted. If you have more than one medical condition, you should provide evidence of each of them.

You can do this by providing an up to date, original letter from your GP or specialist detailing all of the following:



If you have a **specific learning difficulty**, please send us a full psychologist's report. If the diagnosis was carried out before you were 16 years old, you will need an 'Assessment of Performance Attainment' ('top-up' diagnosis).

You cannot use proof of your benefits (such as Disability Living Allowance or Personal Independence Payment) as evidence of your disability, and we cannot reimburse you for any associated costs of obtaining diagnostic or other medical evidence.

Once you have completed and submitted your application for DSAs through BOSS, you must send your supporting medical evidence to:

NHS Student Bursaries
Ridgway House
Northgate Close
Middlebrook
Horwich
Bolton
BL6 6PQ

Don't forget to include a copy of your student coversheet with everything you post to us.

This can be printed from the 'Documents' section of your Bursary Online Support System (BOSS) account.

Make sure you send everything to us by Special Delivery post and include a self-addressed envelope with Special Delivery pre-paid on it so you can track the return of your documents once they leave us. If you don't include a pre-paid return envelope, we will be unable to return these documents to you.

Your documents will be scanned and if you include a self-addressed return envelope with the postage paid on it, we can return them to you within 15 working days of receipt.

What will happen next

Once you have completed an online application for DSAs and we have received and scanned all suitable medical evidence, we will assess your entitlement within 10 working days.

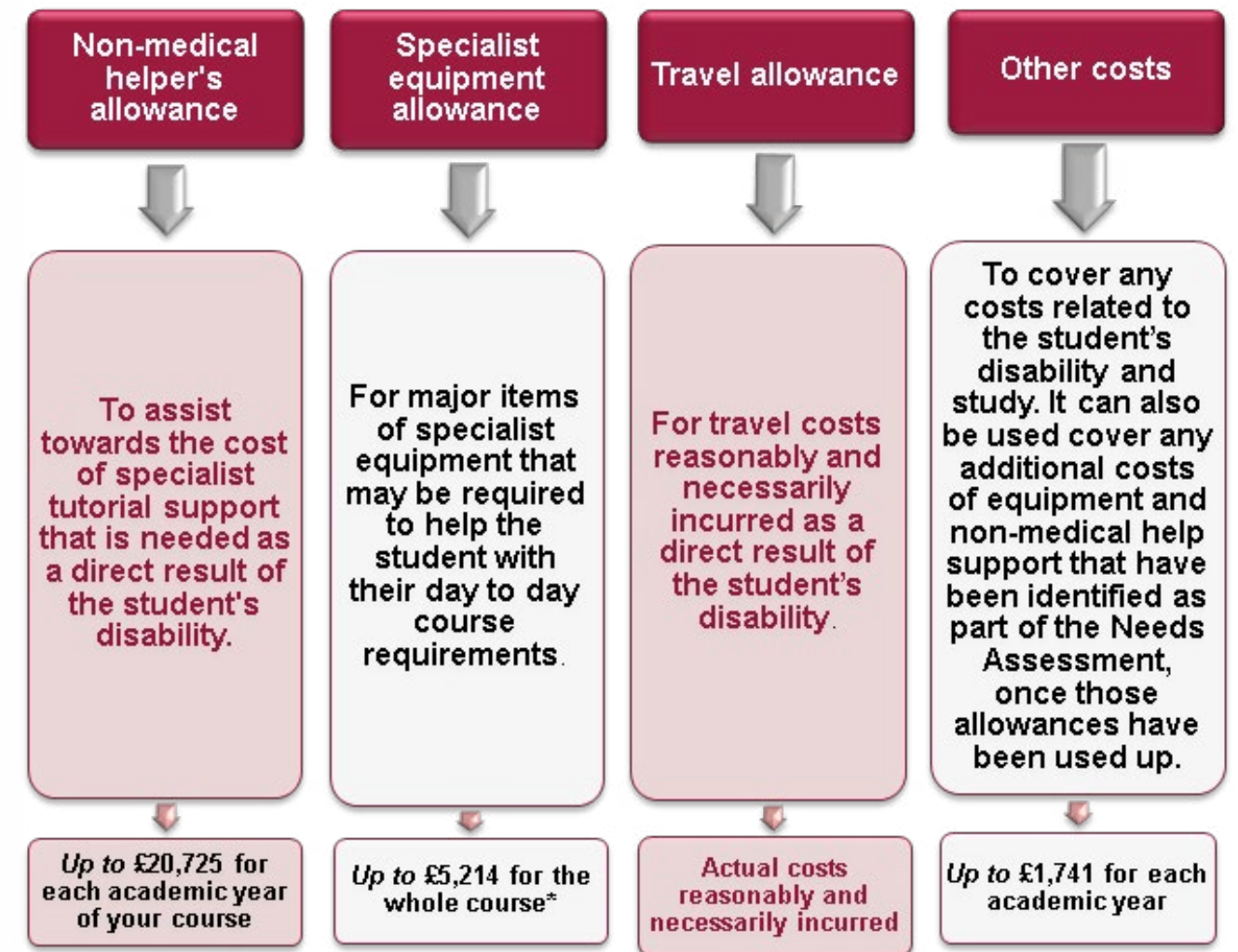
We will send you a letter by email to inform you of our decision and if your application is successful, you will be advised to go for a Needs Assessment at a DSA-QAG approved Assessment Centre.

We strongly advise that you contact the Disability Adviser at your university, as they may be able to assist you in the arrangement of your assessment. If you have any problems finding an Assessment Centre near to you, the DSA-QAG (Quality Assurance Group) website provides contact details for a variety of Assessment Centres in the UK. You can find out more by visiting www.dsa-qag.org.uk.

Please do not arrange a Needs Assessment until you have been advised by us that your application has been approved and that you have been authorised to arrange a Needs Assessment.

We will normally pay for the Needs Assessment, but if your application for DSAs is not approved and you have already had a Needs Assessment, you may have to meet the cost yourself.

Rates of DSAs for 2016/17



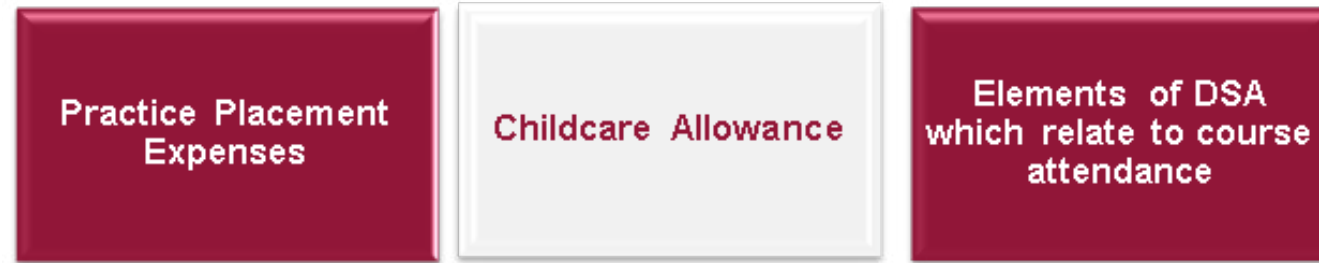
* From September 2016/17 all new DSAs applicants will be expected to contribute £200 towards the cost of a computer, therefore any entitlement for specialist equipment will be the amount equal to the purchase cost of the computer **less £200**.

2016/17 arrangements
Eligibility
Making an application
How the NHS Bursary is assessed
Additional allowances
Maternity/adoption leave
Other help available
Change in circumstances

Maternity, maternity support and adoption leave

A student who is eligible for a full bursary is entitled to a maternity award of up to 12 months in respect of maternity leave authorised by the university providing the course.

A maternity award may include all elements of the existing bursary award **except those relating to actual attendance on the course such as:**



A bursary award will continue to be paid to a student for **up to four weeks** authorised leave to enable the student to provide support to a mother and child during and after childbirth. This is known as a maternity support award.

Maternity leave cannot commence any later than the day after the date of birth of a child and must last for a minimum of two weeks. This is the statutory minimum amount of maternity leave that must be taken by any student who gives birth.

Further details of the NHS Bursary Scheme maternity arrangements are covered in our [Ask Us](#) service.

Other forms of help for NHS Bursary student

Student loans

You may be entitled to a reduced student loan to provide an additional source of income while you study.

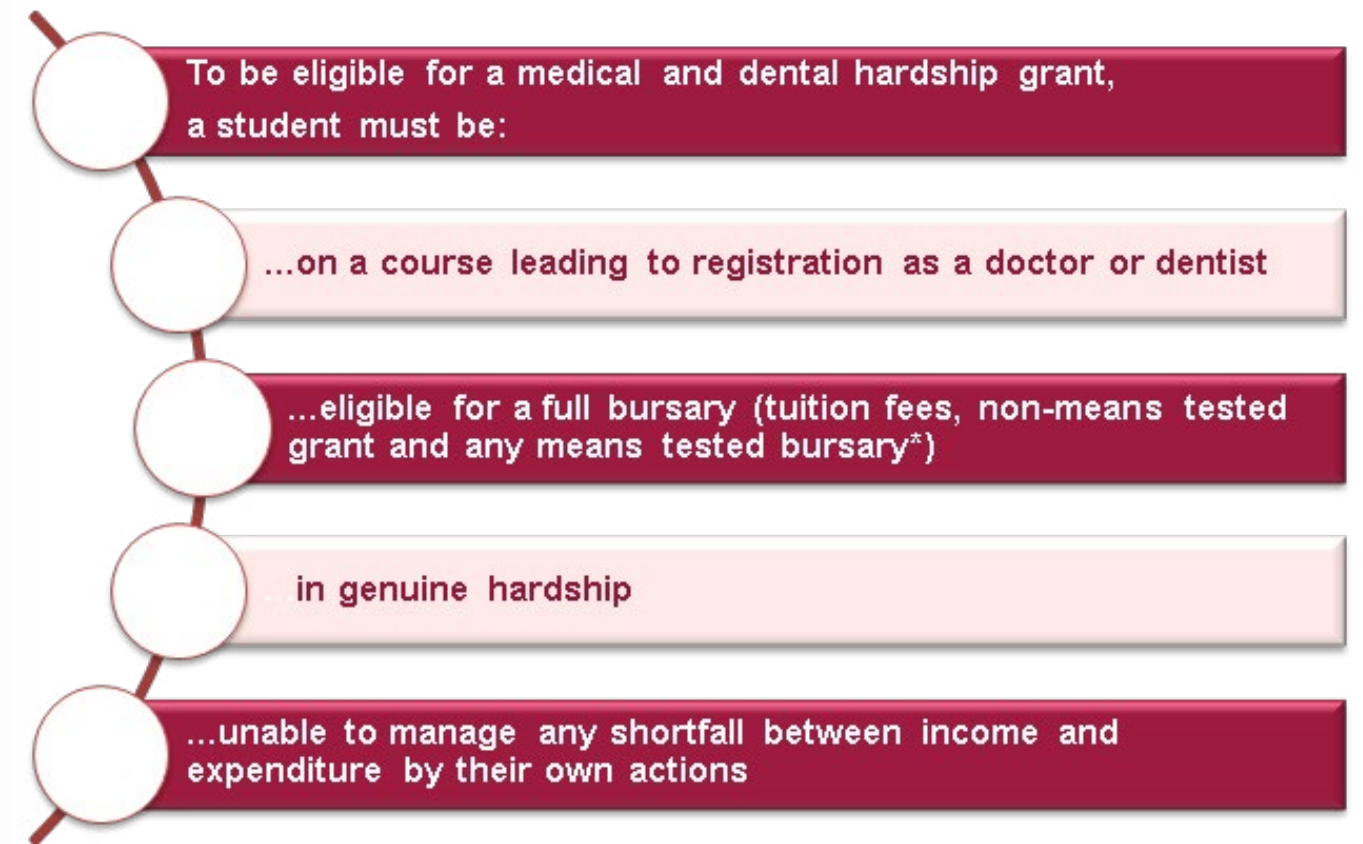
You should contact [Student Finance England](#) (or your own relevant national funding body if you are applying from Scotland, Wales or Northern Ireland) for information on the type of student loan or other statutory funding that may be available to you before the course starts.

University hardship funds

If you are experiencing financial difficulties and you have exhausted all other forms of support, your university may be able to help you, either through hardship funds or by finding other sources of support for you. You should contact your university for further information. If you are applying for hardship funding, you will normally be expected to have applied for a NHS Bursary and a student loan (if you are eligible for one).

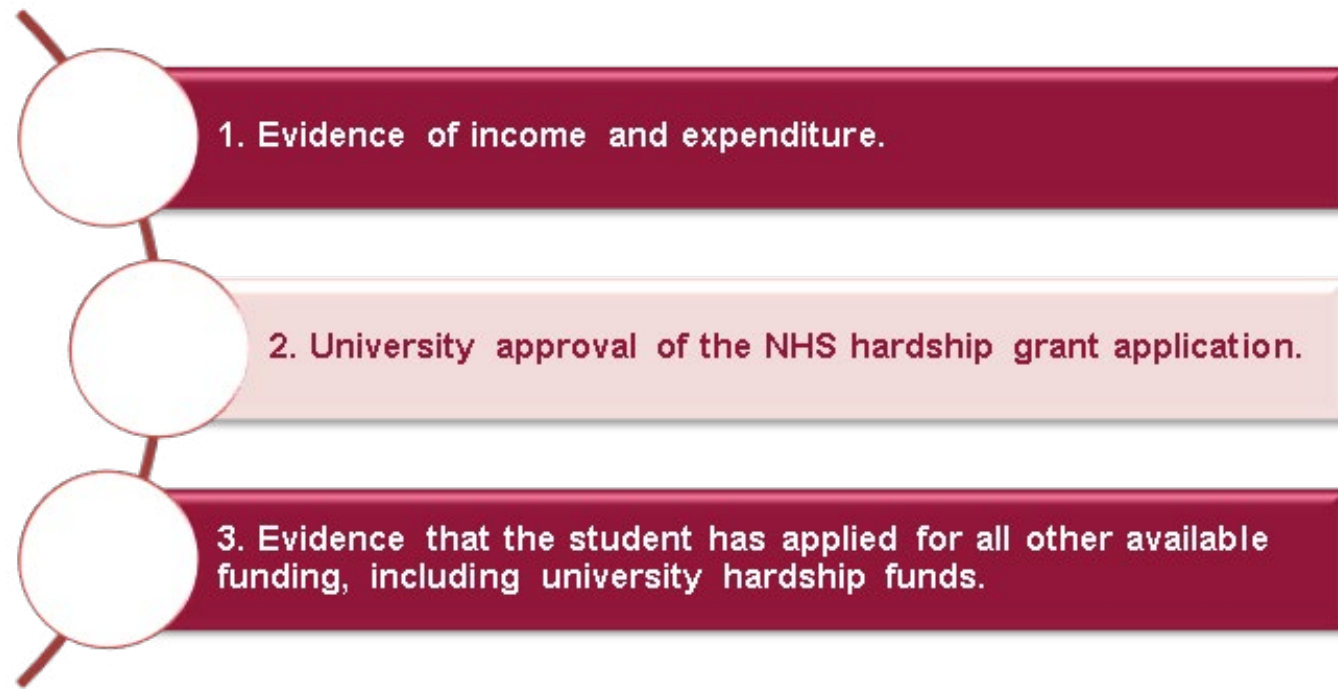
The NHS Hardship Grant for Medical and Dental Students

The hardship grant has been made available to medical and dental students only, due to the length of the courses and the other funding that is available. A grant of between £100 and £3,000 (awarded at the discretion of Student Services) can be made to assist a student in genuine financial hardship.



* even if this is £0.00 as a result of the means testing process.

An application for hardship funding must include:



Payments will not be made if the student has chosen not to take up their full student loan entitlement and any other form of funding or financial assistance that may be available to them.

Applying for a NHS Hardship Grant

Applications should be made in writing, attaching details and evidence of their personal financial circumstances and a copy of their student coversheet (available to print from the 'Documents' section of their BOSS account) to:

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

Council Tax

Full-time students may either be exempt from Council Tax or entitled to discount disregards. You should seek advice about this from your Local Authority or benefits office.

Help with Health Costs

The [NHS Low Income Scheme](#) provides income related help with health costs to students, as for all other adults.

The Scheme provides income related help to people who are not automatically exempt from charges but who may be entitled to full or partial help if they have a low income.

The NHS Low Income Scheme covers:

- NHS prescriptions
- NHS dental treatment
- Sight tests, glasses and contact lenses
- Travel to receive NHS treatment
- NHS wigs and fabric supports

If your circumstances change: important information for all NHS Bursary students

It is essential that you inform us as soon as possible if your circumstances change, to ensure that you are receiving the correct amount of bursary support. If you do not, you could receive an incorrect amount and you may have to pay some money back to us if this results in an overpayment.

If you knowingly withhold information, or provide false information, in order to receive more bursary funds than you are entitled to, you will be committing fraud. If at any time we suspect that a claim is fraudulent a referral will be made to our Local Counter Fraud Specialists for further investigation.



If you suspect that someone may be claiming a bursary fraudulently, you can use the Freephone NHS Fraud and Corruption Reporting Line (FCRL) to pass on information anonymously. All calls are treated in confidence and investigated by professionally trained staff.

Alternatively, you can report suspected fraud online anonymously at www.reportnhsfraud.nhs.uk.

If a person is found to be guilty of fraud following an investigation, they may be liable to prosecution and/or civil proceedings. *Students are reminded that if they commit fraud, and it is found at a later date, as well as repaying the bursary, they may be removed from the register by their professional body.*

Recent case study

A student failed to inform us that she had withdrawn from her course.

She continued to complete application forms and claim her bursary for the following 10 months. After suspicions were raised, NHS Protect investigated and discovered the deliberate fraud. The student nurse was arrested and charged with one count of theft and two counts of false accounting.

She pleaded guilty and had to repay £16,920.24.