

Student Services

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Business Services Authority

NHS Bursary and tuition fee payments for medical and dental students

**A guide for university
administrators**



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1. General funding arrangements

NHS Student Bursaries is responsible for administering the NHS Bursary Scheme to eligible pre-registration health professional students on courses designated for NHS funding. The Department of Health and the Department for Business Innovation and Skills share responsibility for the financial support of medical and dental students that are ordinarily resident in England.

Currently, NHS Bursaries are administered to eligible students under two different NHS Bursary Scheme rules. Both Schemes cover the academic year 1 September 2016 to 31 August 2017.

For medical and dental courses commencing **before 1 September 2012** students will be awarded a bursary under the regulations of the [NHS Bursary Scheme Old Rules 16th Edition](#).

For medical and dental courses which commenced **on or after 1 September 2012**, students are awarded a bursary under the regulations of the [NHS Bursary Scheme New Rules 5th Edition](#).

1.1 Important information regarding 2017/18

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.

It is not currently anticipated that existing medical and dental students will be affected and NHS Bursary support will remain available as before.

Any additional information will be made available when our literature is updated for 2017/18.

1.2 Online bursary information for students

General information on the financial support available to means tested NHS funded students is given in the [Financial help for healthcare students booklet](#) and students can obtain additional individualised information by using our [Bursary Calculators](#) which provide information on personal eligibility, student status and also provide award estimates.

In addition, our 'Ask Us' service provides the answers to a wide variety of queries students may have about their application. Students should click on the [Ask Us](#) logo on



our website or go to <http://ow.ly/GW2g5>.

Students can follow our Twitter feed at [@NHSBSA_Students](#) and they can also like the [NHS Student Bursaries Facebook page](#) to find out the latest news and information.

1.1 Which NHS Bursary Scheme arrangements apply?

Students on 5/6 year undergraduate medical or dental courses (includes graduates undertaking a second degree at this level) where Year 1 begins or began on or after	Academic year student first becomes eligible for a bursary	Which NHS Bursary Scheme Rules apply in 2015/16?
Sept 2011	2015/16	Old Rules 16 th Edition
Sept 2012	2016/17	New Rules 5 th Edition
Sept 2013	2017/18	Not applicable in 2016/17
Sept 2014	2018/19	
Sept 2015	2019/20	

Students on 4 year graduate entry medical or dental courses where Year 1 began on or after	Will be eligible for a bursary from	Which NHS Bursary Scheme Rules will apply in 2016/17?
Sept 2012	Sept 2013	New Rules 5 th Edition
Sept 2013	Sept 2014	
Sept 2014	Sept 2015	
Sept 2015	Sept 2016	
Medical/dental students on 3 year graduate entry programmes where Year 1 began on or after	Will be or became eligible for a bursary	Which NHS Bursary Scheme Rules will apply in 2016/17?
Sept 2013	Sept 2014	New Rules 5 th Edition
Sept 2014	Sept 2015	
Sept 2015	Sept 2016	

2. Residency and immigration status

Each UK country is responsible for the funding of its own medical and dental students, wherever they study within the UK. Therefore, UK students studying outside the UK are **not** eligible to receive an NHS Bursary. Because of this, and in addition to the general immigration and residence requirements set out below, the NHS Bursary Scheme will only provide bursaries for medical and dental students who:

Are ordinarily resident in England on the first day of the first academic year of their course	Are not ordinarily resident in the UK or Islands but qualify for an NHS Bursary under the provisions highlighted in any of the relevant categories on pages 5 to 12 of this guide.
or...	

2.1 Students who were not ordinarily resident in England on the first day of their course

Medical and dental students who were ordinarily resident in Scotland, Wales or Northern Ireland before the beginning of their medicine or dentistry degree course should apply to their own national funding authority for support. Funding from these bodies would be in accordance with their respective eligibility criteria. Contact details are provided near the end of this guide.

A student who is ordinarily resident in England, Wales, Scotland, Northern Ireland or the Islands as a result of having moved from another of those areas for the purpose of undertaking their current course (or a previous course, which disregarding any intervening vacation the student undertook immediately before undertaking the current course) will be considered as being ordinarily resident in the place from which they moved.

For example, a student was ordinarily resident in Scotland, but moved to England to undertake a foundation level science degree for a year. They were funded by the Student Awards Agency for Scotland for that course. The student remained in England for the following summer vacation period and then began their undergraduate Medicine course at another English university in the Autumn.

They would be regarded as being ordinarily resident in Scotland for NHS Bursary purposes, regardless of whether their normal national funding body offered any further financial support for a second degree or not.

2.1.1 EU students

EU students who do not qualify for a full bursary because they have not been ordinarily resident in the UK are still entitled to have their tuition fee contribution met by a UK funding authority, provided that they have been ordinarily resident in the EEA for at least three years prior to the start of their course.

In general, EU students studying at universities in England should apply to NHS Student Bursaries. EU students studying at a university in Scotland, Wales or Northern Ireland should apply to the national authority for the country in which they are studying.

To be eligible for payment of tuition fees and the maintenance grant, all medical and dental bursary applicants have to at least demonstrate ordinary residence in England on the first day of the first academic year in which their course began.

Various other eligibility criteria apply. These are shown in more detail in Section 2.2 below.

2.1.2 The EU referendum result and NHS Bursary eligibility in 2016/17

The UK remains a full member of the EU and all the rights and obligations of EU membership remain in force.

EU students who are eligible under current rules to receive NHS Bursaries from the NHS Business Services Authority (NHSBSA) remain eligible for courses they are currently enrolled on or about to start in the 2016/17 academic year. Information on the eligibility criteria, including residency rules, is available on the gov.uk or NHSBSA websites.

2.2 NHS Bursary Scheme eligibility categories

Students will be eligible to apply for a full bursary if they meet the relevant requirements in the categories outlined below, except for [Category 6](#) where students who meet the requirements are only entitled to a tuition fees only bursary.

Category 1: Students who are settled in the UK

Eligibility category	Residency requirements
<p>1(a)</p> <p>Students who are settled in the UK other than by having acquired the right to permanent residence on the first day of the first academic year of the course.</p> <p><i>(UK nationals who have always lived in the UK may also qualify under this entry)</i></p>	<p>(i) Ordinarily resident in England on the first day of the first academic year of the course; AND</p>
	<p>ii) 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>If the student's residence in the UK and Islands during any part of this period was wholly or mainly for the purpose of receiving full time education, they will not be eligible unless they or their family were temporarily employed abroad.</p>
<p>1(b)</p> <p>Students who are settled in the UK by virtue of having acquired the right to permanent residence</p>	<p>i) Ordinarily resident in England on the first day of the first academic year of the course; AND</p>
	<p>ii) 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>Important: In a case where the student's ordinary residence was wholly or mainly for the purpose of receiving full-time education, the student must have been ordinarily resident in the EEA or Switzerland immediately before the period of ordinary residence in the UK.</p>

Category 2: Refugees and relevant family members

Eligibility category	Residency requirements
2(a) The student has refugee status in his/her own right	i) They must have been ordinarily resident in the UK and Islands and have not ceased to be so since they were recognised as a refugee; AND
	(ii) have been ordinarily resident in the UK on the first day of the first academic year of the course
2(b) The student is the spouse or civil partner of someone who has refugee status (this does not include a partner)	(i) They must have been the spouse or civil partner of the refugee on the date on which the refugee applied for asylum; AND
	(ii) They must be ordinarily resident in the UK and have not ceased to be so since being given leave to enter or remain in the UK (as the family member of the refugee); AND
	(iii) They must be ordinarily resident in the UK on the first day of the first academic year of the course.
2(c) The student is the child of a refugee OR The student is the child of the spouse or civil partner of the refugee	i) The student must have been the child of the refugee or the child of the refugee's spouse or civil partner on the date the refugee made the application for asylum; AND
	(ii) The student must have been under 18 when the refugee applied for asylum; AND
	iii) The student must be ordinarily resident in the UK and Islands and has not ceased to be so resident since being given leave to enter or remain in the UK; AND
	(iv) The student must be ordinarily resident in the UK on the first day of the first academic year of the course.

Category 3: Persons granted humanitarian protection and relevant family members

Eligibility category	Residency requirements
3(a) The student has been granted humanitarian protection	(i) They must have been ordinarily resident in the UK on the first day of the first academic year of the course; AND
	ii) ordinarily resident in the UK and Islands throughout the three year period before the first day of the first academic year of the course.
3(b) The student is the spouse or civil partner of a person granted humanitarian protection	(i) They must have been the spouse or civil partner of the person granted humanitarian protection on the date on which that person applied for asylum in the UK; AND
	(ii) They must have been ordinarily resident in the UK (not Islands) on the first day of the first academic year of the course; AND
	(iii) They must have been ordinarily resident in the UK and Islands throughout the three year period before the first day of the first academic year of the course.
3(c) The student is the child of a person granted humanitarian protection OR the student is the child of the spouse or civil partner of a person granted humanitarian protection	i) They must have been the child of that person (or the child of a person who was the spouse or civil partner of the person granted humanitarian protection); AND
	ii) They must have been under 18 on the parent or step-parent's asylum application date; AND
	(iii) They must be ordinarily resident in the UK (but not the Islands) on the first day of the first academic year of the course; AND
	(iv) They must have been be ordinarily resident in the UK and Islands throughout the three year period before the first day of the first academic year of the course.

Category 4 – Persons who have been granted Leave to Remain in the UK¹

Eligibility category	Residency requirements
<p>4(a) The student has Leave to Remain in the UK</p>	<p>On the first day of the first academic year of the course the student must</p> <p>(i) be ordinarily resident in England; and</p> <p>(ii) have been ordinarily resident in the UK and Islands throughout the three year period immediately before the first day of the first academic year of their course.</p> <p><i>(Their three year residence in the UK and Islands must not during any part of this period been wholly or mainly for the purpose of receiving full-time education.)</i></p> <p>and</p> <p>(iii) If they are under 18 years they must have lived in the UK throughout the seven year period before the first day of the first academic year of the course.</p> <p>OR</p> <p>(iv) If they are 18 years or above, they must have lived in the UK throughout either:</p> <ul style="list-style-type: none"> - half their life or - a period of twenty years² <p>before the first day of the first academic year of their course.</p>

¹ This category **only** applies to students who commenced Year 1 of their course prior to 1 September 2012.

² The minimum residency period is capped at twenty years for those aged 40 and over.

Category 5: EEA/Swiss nationals - workers, employed persons, self-employed persons and relevant family members

Eligibility category	Residency requirements
<p>5(a) An EEA migrant worker or an EEA self-employed person or a family member of such a person</p>	<p>(i) Ordinarily resident in the UK on the first day of the first academic year of the course; AND</p> <p>(ii) Ordinarily resident in the territory comprising the EEA or Switzerland throughout the three year period before the first day of the first academic year of the course.</p>
<p>5(b) A Swiss employed person or a Swiss self-employed person or a family member of such a person</p>	<p>(i) Ordinarily resident in the UK on the first day of the first academic year of the course; AND</p> <p>(ii) Ordinarily resident in the territory comprising the EEA or Switzerland throughout the three year period before the first day of the first academic year of the course.</p>
<p>5(c) An EEA frontier worker or an EEA frontier self-employed person or a family member of such a person</p>	<p>(i) Ordinarily resident in the territory comprising the EEA or Switzerland throughout the three year period before the first day of the first academic year of the course.</p>
<p>5(d) A Swiss frontier employed person or a Swiss frontier self-employed person, or a family member of such a person</p>	<p>(i) Ordinarily resident in the territory comprising the EEA or Switzerland throughout the three year period before the first day of the first academic year of the course.</p>
<p>5(e) 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>i) Ordinarily resident in the UK on the first day of the first academic year of the course; AND</p> <p>(ii) Ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of the course.</p>

Category 6: Persons who are settled in the UK but have exercised a right of residence elsewhere in the EEA

The student will be eligible to apply for a bursary if they meet the relevant requirements outlined below:

Eligibility category	Residency requirements
<p>(6a) The student was settled in the UK but has since exercised a right of residence elsewhere in the EEA</p>	<p>(i) They must have been ordinarily resident in the UK and settled in the UK immediately before leaving the UK.</p>
	<p>(ii) They must be ordinarily resident in the UK on the first day of the first academic year of the course.</p>
	<p>(iii) They must have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of the course.</p>
<p>If the student's ordinary residence in the EEA 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 this period of residence.</p>	

Category 7: EU nationals (and family members – 7a only)

The student will be eligible to apply for a **tuition fees only bursary** if they meet the relevant requirements outlined below.

Eligibility category	Residency requirements
<p>7(a)</p> <p>The student is an EU national on the first day of the first academic year of the course</p> <p>or</p> <p>the student is the family member of such a person who is not or has not been ordinarily resident in the UK</p>	<p>(i) The student must have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of the course.</p>
<p>7(b)</p> <p>The student is an EU national on the first day of the first academic year of the course, other than a UK national</p>	<p>(i) Ordinarily resident in the UK on the first day of the first academic year of the course.</p> <p>(ii) Ordinarily resident in the UK and Islands throughout the three year period immediately before the first day of the first academic year of the course.</p>
<p>If the student's ordinary residence in the UK was wholly or mainly for the purpose of receiving full-time education, they must have been ordinarily resident in the EEA or Switzerland immediately prior to this period.</p>	

Category 8: Children of Swiss nationals

The student will be eligible to apply for a bursary if they meet the relevant requirements outlined below.

Eligibility category	Residency requirements
8(a) The student is 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	i) They must be ordinarily resident in the UK on the first day of the first academic year of the course; AND
	(ii) They must have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of the course.
If the student's ordinary residence in the UK was wholly or mainly for the purpose of receiving full time education , they must have been ordinarily resident in the EEA or Switzerland immediately prior to this period.	

Category 9: Children of Turkish workers

The student will be eligible to apply for a bursary if they meet the relevant requirements outlined below.

9 (a) The student is the child of a Turkish worker	(i) They must be ordinarily resident in the UK on the first day of the first academic year of the course; AND
	(ii) They must have been ordinarily resident in the EEA, Switzerland or Turkey throughout the three year period before the first day of the first academic year of the course.

3. Which course years attract NHS Bursary funding?

Only the later years of courses leading to professional registration as a doctor or dentist are eligible for an NHS Bursary. These years are set out in the table below.

Type of medical or dental pre-registration course	Part of course eligible for an NHS Bursary					
Course year:	1	2	3	4	5	6
Five or more years pre-registration course (including any integral foundation or intercalating years at bachelor or master's degree level)	Not eligible	Not eligible	Not eligible	Not eligible	NHS Bursary	NHS Bursary
Accelerated pre-registration course for graduates with relevant prior learning	Not eligible	NHS Bursary	NHS Bursary	NHS Bursary		
Accelerated pre-registration course for graduates with relevant prior learning	Not eligible	NHS Bursary	NHS Bursary			

For the course years in which a bursary is applicable, the following types of NHS Bursary are available:

Eligible students who commenced the first year of their course prior to 1 September 2012	Eligible students who commenced the first year of their course on or after 1 September 2012
A means tested bursary	A means tested bursary
Payment of the student's tuition fee contribution	A non-means tested grant of £1,000
Students will also be entitled to apply to Student Finance England for a reduced-rate non-income assessed student loan	Payment of the student's tuition fee contribution
	Students may also be entitled to apply to Student Finance England for a non-income assessed student loan

3.1 Second degrees

If a student is undertaking their medical or dental course as a second degree, provided they meet the residency criteria described in Section 2 and are in a bursary-funded course year, they will be able to apply for bursary funding as follows.

After a first degree a student joins...	They will be eligible to apply for NHS Bursary support from
...an undergraduate five or six year medical or dental course.	Course year 5 onwards
...a four year graduate entry course specifically intended for graduates in other disciplines.	Course years 2 to 4 of the four-year programme
...another accelerated graduate-entry programme (e.g. a three year course).	Course years 2 and 3 of the three year programme

3.2 Foundation years

Foundation years can be counted towards funding years, provided that such a year constitutes an integral part of the course as a whole and that students enroll at the outset for its full duration.

3.3 Intercalation

Intercalating years at bachelors or masters level (but not PhD) can be counted towards the qualifying period for NHS Bursary support. If intercalation takes place in the first four years of the undergraduate programme, students can transfer to NHS support in course year 5 (and beyond for six year courses), which could, in effect, be the fourth or earlier year of the medical or dental course.

Students intercalating in their **fifth** year of study are also eligible to apply for NHS Bursary support, and, if their application is accepted, they will receive a bursary for the remaining years of the course as well as the intercalation year.

3.3.1 Intercalating at a different university

Initially, where students indicate that they will be on an intercalation year at a different university to the one they are attending for their medical or dental course, their bursary is calculated at a basic rate of 30 weeks and they do not receive any Extra Weeks Allowance. We can adjust this if we receive the term dates for the intercalation year. These can be confirmed by the student's usual university or by the university where they are undertaking their intercalation course.

Intercalation undertaken in earlier years of the course		
Example	Eligibility	
An undergraduate medical student chooses to intercalate in year 3 of their 5 year course.	The student will be eligible for NHS support from their fifth year of study, which, because of their intercalation year, will be course year 4.	
Timeline		
Academic year	Course year	Year of study
2012/13	1	First
2013/14	2	Second
2014/15	Intercalation year	Third
2015/16	3	Fourth

Intercalation undertaken in earlier years of the course		
2016/17	4	Fifth The student is eligible to apply for an NHS Bursary and will receive funding in course year 4 and course year 5.

Intercalation undertaken in the fifth year of study – Five year course		
Intercalation year	Student is eligible to apply for:	
Year 5 2015/16	<ul style="list-style-type: none"> the intercalation year course year 5 any subsequent years of their course, which may include one repeat year 	
Timeline		
Academic year	Course year	Year of study
2011/12	1	First
2012/13	2	Second
2013/14	3	Third
2014/15	4	Fourth
2015/16	Intercalation year	Fifth – NHS Bursary funded
2016/17	5	Sixth – NHS Bursary funding available

3.5 Repeat study

Medical or dental students who are required to repeat a year of their course due to academic failure, illness or other mitigating circumstances should be aware that repeat years do not count towards the qualifying year for bursary funding purposes.

However, students who are already attending a later year of their course which is normally eligible for NHS Bursary funding may still receive a bursary for a maximum of **one** repeat twelve month period.

If a medical or dental student requires more than one 12 month period of repeat study, **no further bursary funding can be awarded.** The maximum amount of repeat study that can be eligible for additional bursary funding is 12 months and no more. There is no scope within the NHS Bursary Scheme Rules to allow for mitigating or exceptional circumstances where students require more than the maximum.

3.5.1 Examples of repeat study patterns and corresponding bursary funding

(i) Tables A and B: Undergraduate courses

A. Repeat study (one occasion)		
A dental student on an undergraduate five year programme was required to repeat course year 2 in the 2013/14 academic year. Their eligible bursary funded years would be as follows.		
Academic year	Course year	Year of study
2011/12	1	First
2012/13	2	Second (<i>failed the year</i>)
2013/14	2 repeat study year - completed successfully	Not counted towards qualifying year of bursary funding
2014/15	3	Third
2015/16	4	Fourth
2016/17	5	Fifth entitled to apply for NHS Bursary funding

B. Repeat study (two occasions)		
A medical student on an undergraduate six year programme is required to repeat course year 3 in the 2012/13 academic year and course year 5 in 2015/16. Their eligible bursary funded years would be as follows.		
Academic year	Course year	Year of study
2009/10	1	First
2010/11	2	Second
2011/12	3	Third
2012/13	3 – repeat study year	Not counted
2013/14	4	Fourth
2014/15	5	Fifth – NHS Bursary funded
2015/16	5 - repeat study year	Sixth - NHS Bursary funding can be paid for this repeat year as student is now an NHS Bursary student, but no further repeat funding can be awarded

2016/17	6 – (if student repeats course year 5 successfully)	Seventh - Entitled to apply for NHS Bursary funding NB: This would be the final year of bursary funding. If the student was required to repeat year 6 in 2017/18 for any reason, NHS Bursary funding would not be available.
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(ii) Table C: Graduate entry course:

C. Repeat study (one occasion)		
A graduate entry medical student on a four year programme is required to repeat course year 3 in the 2015/16 academic year. The student's eligible bursary funded years would be as follows.		
Academic year	Course year	Year of study
2012/13	1	First
2013/14	2	Second – NHS Bursary funding starts from this academic year
2014/15	3	Third (failed the year) – NHS Bursary funded
2015/16	Repeat of Year 3	Fourth – NHS Bursary funding available for the repeat year
2016/17	4	Fifth – NHS Bursary funding available for final year

3.5.2 Repeat study on a part-time basis

Where a student is required to attend on a part-time basis to repeat one or more course modules, their NHS Bursary will be calculated and awarded **pro rata** according to the mode of attendance, if the student is not required to repeat a full academic year.

Students must already be in receipt of some element of the bursary award in order to receive additional payments during the repeat/additional period of training.

We require an *Extension request form (medical and dental students)* to be submitted on behalf of the student. Information about completing any of our HEI bursary forms is available from the [Stakeholder Guidance page](#) of our website.

4. Applying for an NHS Bursary

Eligible NHS funded medical and dental students, including EU fees only students, will have their tuition fee contribution paid by the NHS.

In order for us to pay a tuition fee contribution on a student's behalf, the student **must** submit a bursary application so we can determine whether they are eligible to receive NHS Bursary funding. If they do not wish to apply for the means tested bursary, they should apply for a Fees Only award to insure that they are eligible for the payment of their tuition fees.

4.1 The application deadline

Applications must be made within **six months** of the start of the academic year for which a claim for an NHS Bursary (including the tuition fee contribution) is being made.

Please encourage your students to apply online for their bursary through the Bursary Online Support System (BOSS) as soon as possible. Students can create a BOSS account and submit their application by going to:

<https://myaccount.nhsbsa.nhs.uk/Pages/Login.aspx>

Please note that students who only wish to apply for their tuition fees to be paid on their behalf must still submit an application through BOSS.

Students can view information about the 2016/17 bursary application window deadlines [here](#).

Under NHS Bursary Scheme Rules, an application **and all supporting evidence** must be submitted within six months of the start of the student's academic year.

A student's NHS Bursary application is their responsibility and it is essential that they submit an application **and** any requested supporting evidence in a timely manner. If they do not, they will **not** receive the funding they may have been entitled to for the academic year in question and they should be aware that they will be liable for the payment of their own tuition fees as a result.

5. 2016/17 NHS Bursary award rates

5.1 Students who commenced the first year of their course before 1 September 2012

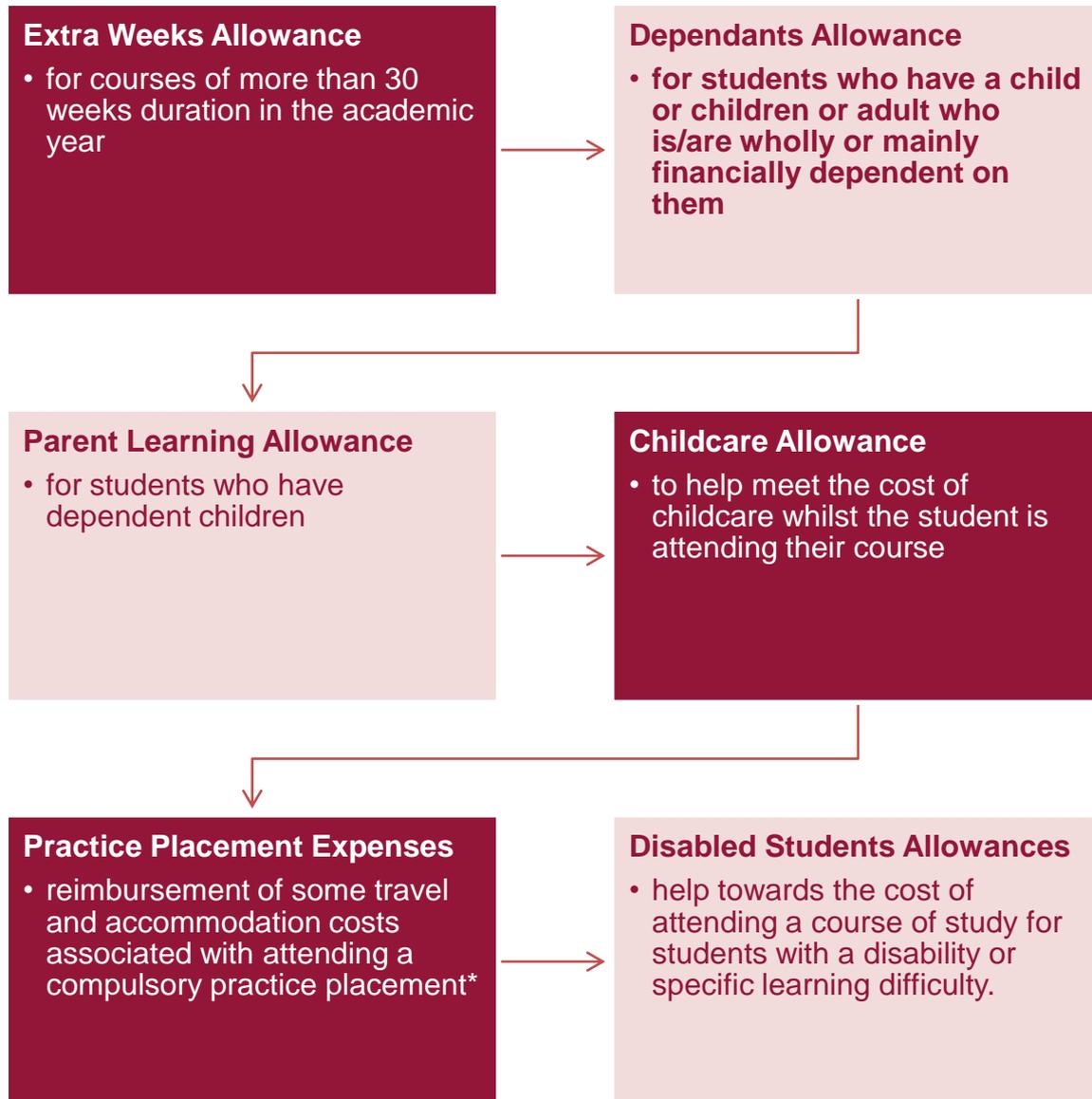
Student is living in...	1. Means tested bursary	2. Extra Weeks Allowance
London lodgings	£3,571	£108
Lodgings elsewhere	£2,958	£84
Parental home	£2,470	£56

5.2. Students who commenced the first year of their course on or after 1 September 2012

Student is living in...	1. The non means tested grant	2. The means tested bursary	3. Extra Weeks Allowance
London lodgings	£1,000	up to £3,191 per year	£108 (per additional week)
Lodgings elsewhere	£1,000	up to £2,643 per year	£84 (per additional week)
Parental home	£1,000	Up to £2,207 per year	£56 (per additional week)

5.3 Other bursary allowances

In addition to the basic bursary award for 2016/17, medical and dental students can also apply for the following additional allowances (where applicable).



*To assist administrators/placement coordinators in the checking of student placement claims, our booklet *A university's Guide to Practice Placement Expenses* is available from the [Stakeholder Guidance](#) section of our website.

Detailed information about these allowances is available for your students from the [Student Booklets](#) section of our website and specific questions can be answered via our 'Ask Us' service.



Look out for this logo on our website:

5.4 Payment of NHS Bursaries to medical and dental students

Any bursary entitlement, excluding the tuition fee contribution (see earlier in this guide for more information), is calculated on an academic year basis, but the actual payments are made to students in monthly instalments.

Payments are credited directly into the student's bank account via the BACS system, normally on the third Friday of each month.

A [Payment Schedule for the 2016/17 academic year](#) is available to view or print from our website.

5.5 The NHS hardship grant for medical and dental students

The Department of Health has made an NHS hardship grant available to medical and dental students, due to the length of their courses. A grant of between £100 and £3,000 can be made to assist students, subject to the conditions outlined below.

To be eligible for a medical and dental hardship grant, a student must be:

1. on a course leading to registration as a doctor or dentist

2. currently eligible for a full NHS Bursary (both tuition fees and basic bursary)

3. in genuine hardship

4. unable to manage any shortfall between income and expenditure by their own actions

1. evidence of income and expenditure

An application for NHS Bursary hardship funding must include:

2. university approval of the hardship application

3. evidence that the student has applied for all other available funding

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.

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

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

Students must send us evidence that they have already applied for a student loan and any other relevant forms of funding/financial assistance, such as other forms of university hardship funding.

NHS hardship grant applications will not be considered if the student has not already tried to access these other forms of support first.

All applications will be treated in the strictest confidence.

6. Payment of course tuition fees

The maximum amount of help a medical or dental student will get towards their tuition fees for the academic year 2016/17 is set out in the table below.

This also includes students who are intercalating in 2016/17.

6.1 Tuition fee rates 2016/17

In 2016/17 there will be a change in the tuition fee rate for some medical/dental students. Undergraduates who commenced their course on or after 1 September 2012 may be now eligible for the maximum £9,000 rate, as illustrated below.

Type of course	Maximum annual tuition fee contribution for 2016/17	
	Courses which started before 1 September 2012	Courses which started on or after 1 September 2012
Undergraduate course lasting 5 or more years	£3,465 (or £3,686 for English-domiciled students studying in Northern Ireland)	£9,000
Graduate entry course (3 or 4 years)	£3,465 (or £3,925 for English-domiciled students studying in Northern Ireland)	£3,465 (or £3,925 for English-domiciled students studying in Northern Ireland)
Any final year of a course required to be completed after less than 15 weeks' attendance	£1,725	£4,500

6.2 Payment

1. If the student's tuition fees are **higher** than the rates above for any reason, the student will have to pay the balance themselves.

2. Invoices that exceed the relevant maximum amount will **not** be paid and will be returned to the issuing university with a covering letter explaining why we are unable to make a remittance.

3. If a student's tuition fees are **less than** the relevant rates stated above, the tuition fee contribution will be limited to the student's actual invoiced fees.

6.3 Submitting tuition fee invoices to the NHS Business Services Authority for payment

The tuition fee contribution is paid annually on behalf of the student, directly to the university providing the course. This is subject to the student being in attendance on their course on 1 December of the year for which the fees are payable.

We do not accept invoices that are submitted to us before 1 December in the academic year in question. Invoices sent before this date will normally be rejected and returned to the issuing university.

In 2015/16, we introduced a new method for HEIs to submit one consolidated invoice for a list of pre-approved medical and dental students' tuition fees.

Over 8,450 medical and dental students' fees were processed using this method, ensuring the majority of funding was delivered to the universities in December 2015.

We are offering this method again for 2016/17, and the timeline for this will be as follows:

Mid-September 2016

A sample list of medical and/or dental students (who may be eligible for payment of their tuition fees) will be issued to you.

This will be provided to allow you to cross check, code and validate the information we hold.

Please do not take any action to invoice from this list, however, you may use it to check which eligible students have not yet applied for their bursary and actively encourage them to do so, as students must complete their NHS Bursary application within six

months of the first date of their academic year or they will not receive a bursary or payment of their tuition fees if they do not do this.

Mid-October 2016

A revised sample list of medical and dental students (who may be eligible for payment of their tuition fees) will be issued to you.

Please do not take any action to invoice from this list.

21 and 25 November 2016:

A revised list of medical and dental students who are in payment as at 18 November 2016 will be issued.

We ask that you:

- check each student is in attendance as of 1 December 2016
- send one referenced invoice to our Accounts Payable team at nhsbsa.accountspayable@nhs.net or at the postal address on the next page
- date your invoice no sooner than 1 December 2016
- attach your list to the email (this will mean that you do not have to type each student's name and reference number)

December 2016

The above process will be repeated in order to allow for students who may be late submitting and completing their NHS Bursary application.

Intercalating students

Intercalating students will not initially be included in the consolidated invoice process, due to the university data field on the worksheet containing the students' main university details, rather than the university at which they are intercalating (if this is different from their normal university).

If you would like to provide a list of intercalating students, we can validate and provide a pre-approved worksheet in order to generate a consolidated invoice for these students.

Alternatively, these may be invoiced individually (see next page).

Standard invoicing procedure

If you are not taking part in the process above, please ensure that the following details are always included on any individual tuition fee invoices you send to us:

1.

The student's full name.

2.

Their NHS student bursary reference number, beginning 'SBA'.

3.

The course and cohort details.

4.

The total tuition fee amount.

5.

Your invoice number - please ensure that there is only ONE invoice number per student.

If you are not taking part in the process above, all your tuition fee invoices should be posted to:

Accounts Payable
NHS Business Services Authority
Stella House
Goldcrest Way
Newburn Riverside
Newcastle upon Tyne
NE15 8NY

Students who are not in attendance on 1 December 2016

Medical or dental students who are not in attendance on their course on the above date may still be entitled to a pro rata tuition fee payment on their behalf for 2016/17 if:

1. their absence was due to medically certified illness or injury

and

1. (ii) they return to their course **in the same academic year** for which the tuition fees are applicable.

Where agreed, fee payment will only be made on a **pro rata** basis from the point the student returned to study to the end of their academic year, so please invoice us appropriately in the case of part-year attendance.

7. Changes in course attendance

7.1 Absence from the course due to illness or injury

A student may continue to receive their NHS Bursary during periods of **authorised** absence due to a medically certified illness or injury of **up to** 60 days in an academic year. This includes any holidays between continuous periods of absence due to illness or injury at the end of one term and the beginning of the next.

If a student's illness or injury requires more than 60 days' leave to be taken in an academic year, the student must inform the university and NHS Student Bursaries as soon as possible and no later than one month after it is known that more than 60 days leave will be required. Their NHS Bursary award will be suspended from the 61st day of absence until such a time as the student returns to the course. **In all cases, bursary funding will no longer be available after 60 days continuous absence.**

If during or after the 60 day period, the student informs the university and NHS Student Bursaries that they will not be returning to the course, then we will withdraw the NHS Bursary award from the day it becomes known that the student will not be returning, as they are no longer entitled to the full 60 days. The bursary should be stopped from that point so please inform us as soon as possible, via a *Withdrawal form*, so that the student's payments can be stopped. This will help to reduce the chance that a student will be overpaid.

7.2 Maternity leave – when does it count towards a bursary funded year?

If a student is already in a bursary funded year, maternity absence, if authorised by the university, means that any existing bursary award will continue to be paid, with the exception of Practice Placement Expenses, Childcare Allowance and any Disabled Students Allowances that are wholly related to attendance on the course.

If a student takes time off from the course because of pregnancy and childbirth during an **earlier** part of their course which is not a bursary funded year, it cannot be counted towards the qualifying year of study.

Example

A student takes time out from her medical course for maternity reasons after course year 2. Her bursary funding would be as follows.

Academic year	Course year	Year of study
2011/12	1	first
2012/13	2	second
2013/14	Year off from course due to maternity absence	N/A
2014/15	3	third
2015/16	4	fourth
2016/17	5	Fifth – bursary funding can be applied from this academic year

Further guidance on maternity absence and NHS Bursary funding can be found at [Appendix 1](#) at the end of this booklet. However, please [contact us](#) if you have any queries about student maternity leave that are not covered here.

7.3 Telling us about changes in student attendance

To enable us to assess and pay bursary awards for your students, standard forms are available for HEI use, depending on the student's circumstances. These must be completed in full and sent to us at the appropriate time. Please ensure you provide all the information asked for on each form.

Briefly, these are:

Medical and dental dates of attendance form

University/College contact details form

Confirmation of medical and dental student eligibility to apply form

Withdrawal form

Resumer form

Maternity withdrawal form

Maternity resumer form

Course change (medical and dental students) form

Extension request (medical and dental students) form

The forms must be completed electronically and emailed to nhsbsa.heiforms@nhs.net

Please see our separate guidance booklet [A university's guide to NHS Bursary forms](#).

This explains in detail which forms need to be submitted according to the student's circumstances.

8. Contact details

NHS Student Bursaries aims to work in partnership with universities to ensure the prompt and accurate assessment, review and payment of NHS funded bursaries and practice placement claims.

If you have any queries you can use our online '[Ask Us](#)' enquiry system which is available 24 hours a day, 7 days a week. If you can't find the answer through 'Ask Us' you can contact the NHS Student Bursaries HEI helpline on **0300 330 1372**. Please ensure you quote the current password when you call.

Our helpline opening hours are:

Monday to Friday:	8am - 6pm
Saturday:	9am - 3pm
Sunday:	Closed

Please **do not** disclose the password or the HEI helpline number to students, as this number is for university use only.

Our full contact details are:

NHS Student Bursaries

Hesketh House

200-220 Broadway

Fleetwood

FY7 8SS

Student helpline: 0300 330 1345

Website: <http://www.nhsbsa.nhs.uk/Students>

8.1 Other national funding bodies

Medical or dental students who are ordinarily resident in Wales, Scotland or Northern Ireland prior to beginning their medical or dental training should be referred to the following national authorities for queries on student support matters – including payment of tuition fees. The contact details for these are shown below.

Scotland

Student Awards Agency for Scotland

Saughton House

Broomhouse Drive

Edinburgh

EH11 3UT

Tel: 0300 555 0505

Website: www.saas.gov.uk

Wales

NHS Wales Student Awards Services

6th Floor Churchill House

17 Churchill Way

Cardiff

CF10 2TW

Tel: 02920 376854

Website: <http://www.nwsspstudentfinance.wales.nhs.uk/home>

Northern Ireland

Student Finance Northern Ireland

Tel: 0300 100 0077

Website: <https://www.nidirect.gov.uk/articles/health-professional-courses#toc-1>

Appendix 1: NHS Bursary Scheme guidance on maternity, maternity support and adoption leave

1. If a student who has already been granted a place on a pre-registration course becomes pregnant before the course begins, she should contact the university for advice on whether to start her training as planned or to defer starting her course until a later date.
2. If a student becomes pregnant after she has started her course, she should let her tutor know as soon as possible and provide the university with the baby's estimated date of arrival. This is important because the university will need to make provision for the student's antenatal needs and to assess the health and safety risks of her undertaking any scheduled placements during that time.

Arranging for maternity leave

3. It is for the student and the university to agree when her authorised absence for maternity leave should begin, taking into account her own health and the health of her baby, and the point in the course when it would be best to begin the break.
4. The student should provide the university with confirmation of the pregnancy before commencing maternity leave (usually the official form MAT B1 available from her GP or midwife after she has been pregnant for 20 weeks).

How to apply for maternity awards and additional benefits

5. To apply for an award, students and their tutors will need to complete *Maternity withdrawal form* for the university to submit to NHS Student Bursaries. The form must be completed by both the university and the student and the student given a copy of the completed form. The form should give an estimated return date to ensure payment of the award during the period of leave, but the date may be re-negotiated between the student and the university at a later stage.
6. A student on maternity leave should also inform NHS Student Bursaries of the birth of her child as she may be entitled to additional allowances as a result. Further information on these allowances and the relevant application forms can be found on our website.
7. The student should also contact the university to confirm when she will be returning to her course. If she fails to do this, she will receive a letter from the university confirming the return date as originally given on *Maternity withdrawal form (MAT)* and the bursary administrators will stop making bursary payments on that day.

Students returning to the course after giving birth

8. Students on maternity leave are encouraged to take at least 12 weeks' paid absence before returning to their training after giving birth, and must not return to the course for at least two weeks after giving birth.

Students who wish to defer their return to training

9. Students on maternity leave who wish to extend the period of absence beyond that originally agreed with the university will need to request an extension and specify a reason for it. Any student wishing to do this must contact the university, and a member of staff (usually a tutor) will then meet with the student at the university (or, in the case of difficult circumstances, at the student's home) to fill out a further *Maternity withdrawal form*.

Additional factors to consider when arranging maternity leave

10. Students should check whether their course or the relevant professional body requires them to complete their training within a set period of time, so that they can take this into account when arranging, or requesting to extend, a period of maternity leave with their university.

11. Students should not assume that the NHS Bursary rules concerning maternity awards will still apply when planning for subsequent academic years as they may be subject to change in the future. Further information concerning any updates or changes to the current rules will be posted on our website.

Arranging for maternity support leave

12. Students who are about to become biological fathers, adoptive fathers or nominated carers of a new-born or newly-adopted child, or whose spouse, civil partner or partner is scheduled to give birth to a child, should provide the university with some form of confirmation of this, such as a copy of form MAT B1, or, in the case of adoption, the relevant documents issued by the adoption agency.

13. It is for the student and the university to agree when his or her four weeks of authorised absence for maternity support leave should begin and end, and whether it will be taken as one period of absence or split severally. Students will need to arrange time-off for antenatal appointments separately with the university and this will not affect their ordinary bursary payments.

14. A full bursary student applying for a maternity support award will need to sign a declaration to be sent to his or her course tutor (see also item 9.17 of the [NHS Bursary Scheme Rules](#)) in order for to be able to receive a maternity support award and for the continuation of the maintenance award when they return to the course.

15. The university should also send NHS Bursaries the completed *Maternity withdrawal form* when the student goes on leave.

Extending NHS Bursary payments after taking maternity support leave

16. The NHS expects that students receiving a maternity support award will need to extend maintenance payments of their NHS Bursary after their return to training for up to four weeks at the end of the academic year, depending on the length of time that they have been absent from the course. This extension payment will be paid in one sum regardless of whether the student's period of authorised leave has been taken in one go or split. However, students may not need an extension payment if they have caught up with their training by the end of the academic year or the end of the course.

17. Universities should send a completed *Extension request (medical and dental students) form* if the student receives extended payments of his or her maintenance award as a result of taking maternity support leave.

Additional factors to consider when arranging maternity support leave

18. Students requiring maternity support leave should check whether their course or the relevant professional body requires them to complete their training within a set period of time, so that they can take this into account when arranging periods of leave with their university.

19. Students should not assume that these NHS Bursary rules concerning maternity support leave will still apply when planning for subsequent academic years as they may be subject to change in the future. Further information concerning any updates or changes to the current rules will be posted on our website.

Arranging for adoption support leave

20. Students who have already been selected for a pre-registration course, but have not yet begun their training, should inform the university of their plans to adopt at the earliest opportunity and discuss with them whether it would be better to start the course as planned or to defer their studies until the adoption process is complete.

21. Students who have already started their training should inform tutors that they will be adopting children at the earliest opportunity. This is important as the university will need to arrange for students to take time off to attend official meetings as part of the usual proceedings for adoption.

22. Students should inform their tutors of the week that the child or children will be placed with them and when they would like to start and end their period of leave. They should also provide the university with confirmation of the impending adoption from the relevant adoption agency before beginning their leave period. This could take the form of official documents specifying the:

- name and address of the agency
- name and date of birth of the child/children

- date on which the student received notice that he/she had been matched with the child/children
- date on which the agency expects the child/children to be placed with the student
- any other relevant confirmation from the adoption agency

23. The student and the university should discuss when the period of authorised absence for adoption support leave should begin. The final decision as to when the leave should be taken rests with the university.

How to apply for an adoption support award

24. To apply for an award, students and their tutors will need to complete a *Maternity withdrawal form* for the university to submit to NHS Student Bursaries. The form must be completed by both the university and the student and the student given a copy of the completed form.

25. The form should give an estimated return date to ensure payment of the award during the period of leave, but the date may be re-negotiated between the student and the university at a later stage.

26. Students on adoption support leave should also inform NHS Student Bursaries when their adopted children are placed in their care as they may be entitled to additional allowances as a result. Further information on these allowances and the relevant application forms can be found on our website.

27. Students on adoption support leave are responsible for maintaining contact with the university during their leave and they should contact the university to confirm when they will be returning to their courses. If they fail to do this, they will receive a letter from the university confirming the return date as originally given on the *Maternity withdrawal form*) and the bursary administrators will stop making bursary payments on that day.

Additional factors to consider

28. Students should check whether their course or the relevant professional body requires them to complete their training within a set period of time so that they can take this into account when arranging, or requesting to extend, a period of adoption support leave with their university.

29. Students should not assume that these NHS Bursary Scheme Rules concerning adoption support awards will still apply when planning for subsequent academic years as they may be subject to change in the future. Further information concerning any updates or changes to the current rules will be posted on our website.