**Student Services**

**Social Work Bursaries – Extended Studies Form (SWB04)**

To be considered for extended funding, the Social Work student must be taking their final year placement, and be in receipt of a Social Work Bursary for that year. The reason for placement extension must include at least one of the following:

* Serious illness (either the student or a close family member)
* Lack of available places resulting in the late start of a placement (but not where the student has previously refused an available placement)
* Breakdown of a placement resulting in the need to start again (but not where the breakdown was at the fault of the student)
* Bereavement in the student’s close family

Additional funding **will not be considered** in the following circumstances:

* Delay to the placement due to holidays
* Unsubstantiated absence
* Academic failure of placement (but not where the failure occurred due to one of the allowable reasons stated above)

Please complete the form on the next page before emailing it to [nhsbsa.swbteam@nhs.net](mailto:nhsbsa.swbteam@nhs.net). Please ensure that you keep a copy for yourself.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Student’s name: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student’s date of birth: | |  | |  | | | / | | |  | | |  | | | / | | |  | | |  | | |  | | |  | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| University: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start date of original placement: | |  | |  | | | / | | |  | | |  | | | / | | |  | | |  | | |  | | |  | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expected end date of original placement: | |  | |  | | | / | | |  | | |  | | | / | | |  | | |  | | |  | | |  | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Main reason(s) why the placement needs to be extended/why it broke down: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If reason is ‘no available placement’, please tell us the start and end date of when students would normally be on placement. | Start: | |  | | |  | | | / | | |  | | |  | | | / | | |  | | |  | | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| End: | |  | | |  | | | / | | |  | | |  | | | / | | |  | | |  | | |  | | |  |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How many placement days did the student complete before it broke down (if applicable): | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date the new placement started: | |  | | |  | | | / | | |  | | |  | | | / | | |  | | |  | | |  | | |  | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date the new placement will finish: | |  | | |  | | | / | | |  | | |  | | | / | | |  | | |  | | |  | | |  | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How many placement days has the student left to complete: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How many days per week will this student be on placement (give details of expected attendance on placement): | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Information supplied by: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email address: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | |  | | |  | | | / | | |  | | |  | | | / | | |  | | |  | | |  | | |  | |

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FOR OFFICE USE ONLY

PLACEMENT EXTENDED (Days/Weeks) =

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| --- | --- | --- | --- |
| ALLOWANCE | ENTITLEMENT | ALLOWANCE | ENTITLEMENT |
| BASIC |  | ADA |  |
| MAINTENANCE |  | C/C |  |
| PLA |  | DSA GEN ALL |  |