

Social work bursary capping guidance for universities

Year 2 undergraduate students

Contents

Social Work Bursary criteria.....	3
Social Work Bursary application deadline dates	3
Completing the <i>Capping nomination form</i>	3
Nominating students.....	4
Part-time students.....	4
Reserve students	4
Vired allocation	5
Bursary allocation not filled	6
The <i>Capping nomination withdrawal form</i>	6
Completing the form.....	7
Contact details.....	8

Social Work Bursary criteria

Nominated students will only receive a bursary if:

- they complete and return the correct application form before the deadline
- they pass the residency criteria and are eligible for funding
- they are nominated for a bursary or are nominated as a reserve and due to other students not taking up their allocation, are awarded an unused bursary place
- we receive attendance data from their university confirming they started the course/year

Students who have not been nominated will only receive the Placement Travel Allowance (PTA) if:

- they complete and return the correct application form before the deadline
- they pass the residency criteria and are eligible for funding
- they are not nominated for a bursary or as a reserve
- they are a reserve list student who does not get a bursary due to the full allocation being filled before their name is reached on the list
- we receive attendance data from their university confirming they have started the course

Important: Please advise all of your students to apply to us, even if they are not nominated or a reserve, as they may still be entitled to the PTA.

Social Work Bursary application deadline dates

Please remind all of your students to complete and submit a Social Work Bursary application to us by the following dates:

Course start	Deadline
September 2016 (Autumn) courses	1 November 2016
January 2017 (Winter) courses	14 February 2017

Applications received by us after the relevant deadline date will not be accepted.

Please remember to:

- provide details of the number of students you are nominating on the green rows
- ensure the total is equal to your actual allocation after the deduction for vired places, and not your original allocation

Important: The new allocation will be carried over to the final year for both the undergraduate and postgraduate courses.

Bursary allocation not filled

If you do not want to, or cannot, fill all of your allocation before the start of the academic year, please send us the spreadsheet with the list of students you'd like to nominate at that point.

You can send us another spreadsheet with additional names at a later date, if applicable.

Please do not supply the names of any reserves until you have provided enough student names to fill your bursary allocation.

The Capping nomination withdrawal form

The *Capping nomination withdrawal form* should be used to inform us of any changes to your undergraduate and postgraduate bursary nominations for this year.

The form should be completed when you are certain that one of your nominated students will not be taking up a bursary place.

This form also helps us build up a clearer picture of why changes to nominations are made and it enables us to keep a record of the amendments made to capping lists in case of queries

Completing the form

The image shows a sample of the 'Capping nomination withdrawal form 2016/17' from the NHS Business Services Authority. The form is titled 'Capping nomination withdrawal form 2016/17' and includes the NHS logo. It contains the following text and fields:

Student Services provided by...

Capping nomination withdrawal form 2016/17

Please complete this form if you have already nominated a student for a bursary for the 2016/17 academic year, but would now like to withdraw your nomination.

Please provide the student's name, date of birth and the reason they are no longer nominated for the bursary.

Student's name: [text box]

Student's date of birth: [text box]

University: [text box]

Course and year: [text box]

Reason for withdrawing nomination:
(e.g. student is deferring, no longer wants to start course, is taking up place at another university* etc.) [text box]

...know which university the student will now be [text box]

Please supply the student's name, date of birth, name of your university, study year and level of course of the student initially nominated. You do not need to send us a revised spreadsheet. You also do not need to provide us with details of another student you would like to nominate, as we will use the list of reserve names already supplied.

If your reserve list has been exhausted, we will contact you.

When a form is received from a university, we will remove the named student from the list of nominees. The next available student on the reserve list will have their bursary application assessed and we will notify them of their entitlement.

Important: Please save a blank copy of the form before you use it as you may need to send us information several times. If more than one person within your department/university deals with the bursary allocation, please provide them with a copy of this booklet and the form.

Contact details

Reason	Contact
1. Queries about the nomination process. 2. To send your: <ul style="list-style-type: none"> • Social Work Bursaries Postgraduates <i>Capping nomination form</i> • Enrolment data • <i>Capping nomination withdrawal forms</i> 	Email us at nhsbsa.swbenroldata@nhs.net
1. General Social Work Bursary queries. 2. Queries regarding your students (not related to the nomination process).	Email the SWB team at nhsbsa.swbteam@nhs.net
If any of your students need to contact us themselves.	Email us at nhsbsa.swb1@nhsbsa.nhs.uk or Call our Customer Contact Services on 0300 330 1342

Additional information about Social Work Bursary funding and the allocation methodology is available online in the Department of Health and Department for Education's publication [Social Work Education in the 2016 Academic Year – information for HEIs and students.](#)