Social Work Bursary Capping Process – Postgraduate Students

**NHSBSA:**

- **April**
  - Application forms available on web
- **May**
  - Applications received – eligibility confirmed to students
- **June**
  - Attendence & capping data request sent
- **July**
- **August**
  - Applications received – eligibility confirmed to students
- **Sept.**
  - Inform HEIs which students are eligible
  - Inform students of bursary entitlement
  - Submit PG Sept cohort attendance data
  - Submit PG Sept cohort capping data
  - Submit PG Sept cohort capping reserve list
  - Final capping data changes (Sep cohort)
- **Oct.**
- **Nov.**
  - Application period closes
- **Dec.**
- **Jan.**
  - Process tuition fee invoices
  - Submit Jan cohort attendance/capping data
  - Submit Jan cohort capping reserve list
  - Submit tuition fee invoices (In respect of students within cap)
  - Final capping data changes (Jan cohort)
- **Feb.**
- **March**

**HEI:**

- **April**
  - Completes application form
- **May**
- **June**
- **July**
- **August**
- **Sept.**
  - Receives confirmation of eligibility status
  - Receives confirmation of bursary (within cap) Sept cohort
  - Receives 1st instalment of bursary and/or PTA Sept cohort
- **Oct.**
- **Nov.**
- **Dec.**
- **Jan.**
  - Receives confirmation of bursary (within cap) Jan cohort
  - Receives 1st instalment of bursary and/or PTA Jan cohort
- **Feb.**
- **March**

**Student:**

- **April**
  - Complete attendance & capping data request sent
- **May**
- **June**
- **July**
- **August**
  - Receive confirmation of bursary entitlement
  - Receive 1st instalment of bursary and/or PTA Sept cohort
- **Sept.**
  - Receive confirmation of bursary (within cap) Sept cohort
- **Oct.**
  - Receive confirmation of bursary (within cap) Jan cohort
  - Receive 1st instalment of bursary and/or PTA Jan cohort
- **Nov.**
  - Submit Jan cohort attendance/capping data
  - Submit Jan cohort capping reserve list

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