

Student Services

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Business Services Authority

A university's guide to NHS Bursary forms



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Introduction

NHS Student Bursaries is a national service provided by the NHS Business Services Authority. It supports front-line delivery of the NHS.

We assess, award and pay bursaries to eligible students on pre-registration health professional training courses on behalf of the Department of Health. We currently pay bursaries worth over £500 million to over 80,000 students at over 120 universities each year.

Our aim is to offer an attentive, customer-friendly service that provides information, help and support about student bursaries when you need it.

This guide has been produced to assist with the completion of the forms used by universities which are then sent to NHS Student Bursaries for processing. The accurate completion of these forms is of paramount importance as these are used to ensure that NHS funded students receive their correct bursary entitlement and universities receive the latest information with regards to NHS Bursaries.

All of the forms listed in this guide should be returned to nhsbsa.heiforms@nhs.net once they have been completed.

All enquiries about forms and any requests for form templates should be sent to nhsbsa.heienquiries@nhs.net.

Dates of Attendance Form (BUR100)

This form enables us to calculate the correct level of bursary payable to students so we need to know the exact number of days they will be in training or on placement in the academic year.

According to the NHS Bursary Scheme Rules, “An **eligible week** consists of any educational time spent in attendance on the course at a Higher Education Institution (HEI) or on a clinical placement.”

It is important that the form is completed accurately as incorrect dates will result in incorrect payments being made to all the students on the course. Any later changes to these dates cause an administrative burden and delays to the students receiving their correct bursary payment.

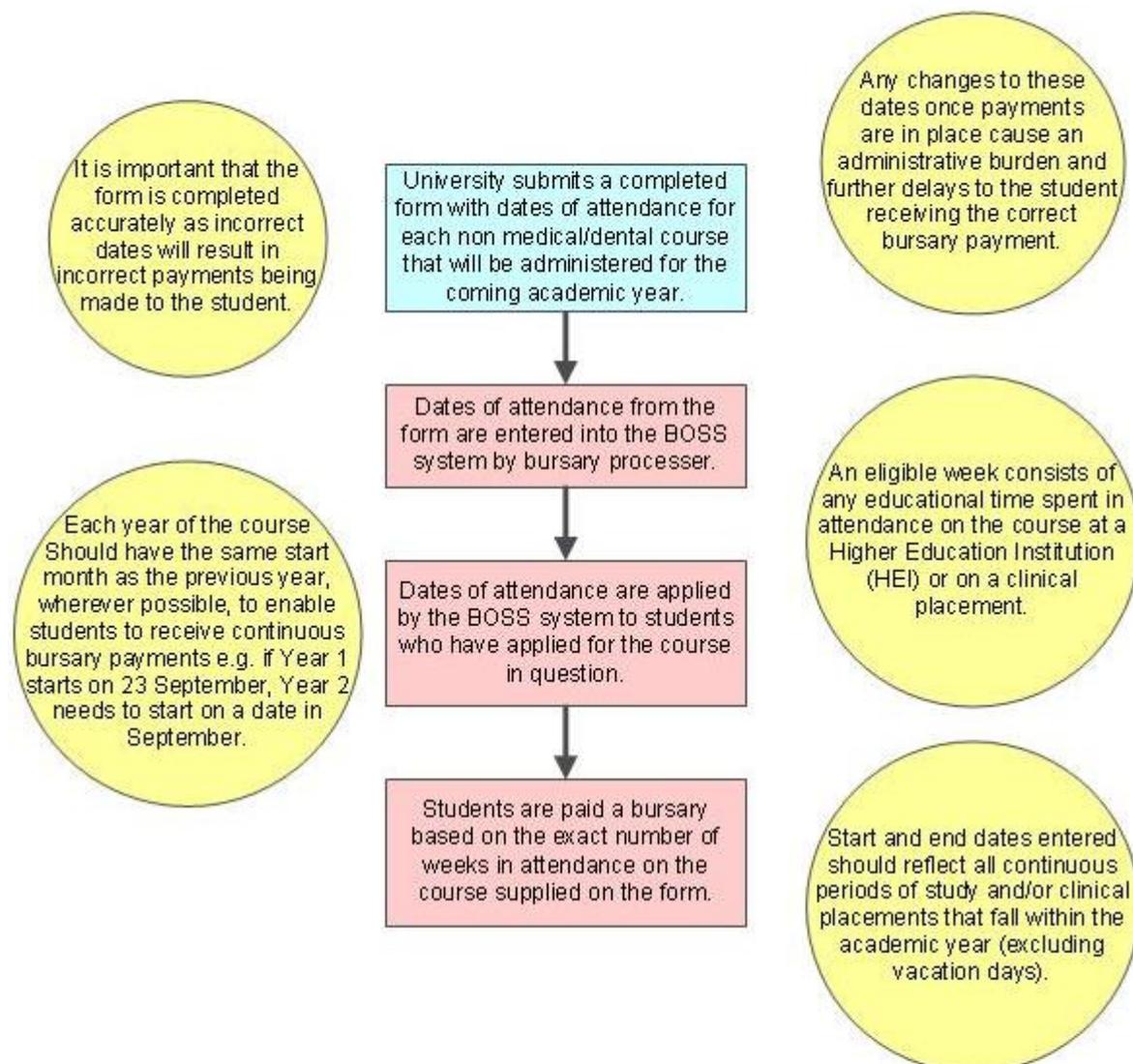
Only universities hold this information, so we would be grateful if you would complete a separate form for each of your health professional courses (including any DipHE level Nursing or Operating Department Practitioner programmes) and email them to us **by 31**

March in preparation for the following academic year for September/October courses and **by 1 October** for January – May courses.

Please ensure that this form is completed and returned on time, as we cannot finalise your students' entitlement until we have this information.

Please be aware that dates of attendance totalling 315 days or more result in a full year (365 day) bursary entitlement.

Dates of Attendance (non Medical/Dental) (BUR100) Flowchart



Key:



Medical and Dental Dates of Attendance Form (BUR100 MED)

This form enables us to calculate the correct level of NHS Bursary payable to medical and dental students so we need to know the exact number of days they will be in training or on placement in an academic year for which NHS Bursary funding is available (see further advice below).

It is important that the form is completed accurately as incorrect dates will result in incorrect payments being made to all the students on the course. Any later changes to these dates cause an administrative burden and delays to the students receiving their correct bursary payment.

Only universities hold this information, so we would be grateful if you would complete a separate form for each of your medical and dental courses and email it to us **by 31 March** in preparation for the following academic year (courses commencing from June onwards).

In general, NHS Bursary funding is available to medical and dental students in the later years of training, as follows:

- **Medical and dental students undertaking five or six year undergraduate programmes (including, where applicable, an integral foundation year).** Students are eligible to apply for an income assessed bursary and payment of their tuition fee contribution from their fifth year of study, and beyond where applicable. In years one to four of training, they remain supported under mainstream Department for Business Innovation and Skills (DBIS) arrangements.
- **Graduates undertaking shortened versions of the standard undergraduate course.** Graduates who have commenced a shortened undergraduate medical or dental course are eligible to apply for NHS funding from year five of the course (which could be their fourth or earlier year of study if they have been allowed to skip part of the course due to prior learning or a previous relevant qualification).
- **Pre-registration medical students on courses where a degree is a requirement for entry.** This covers courses such as a four year fast track medical or dental programme. Students are eligible to apply for an income assessed bursary and help with tuition fees from year two of the four year graduate entry course. NHS bursary funding is not available for the first year of training.

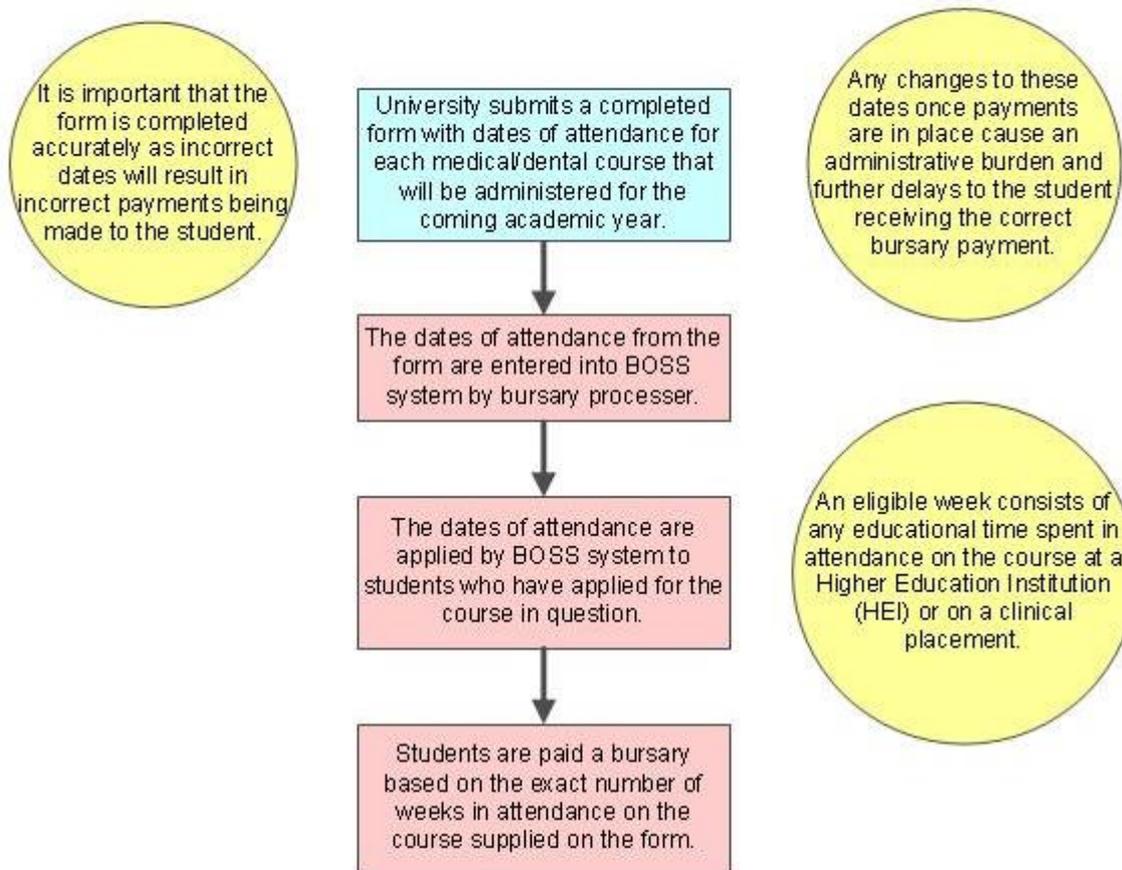
Students who are undertaking an intercalation year in their fifth year of study

Students who intercalate will be eligible for NHS funding from their fifth year of study, irrespective of in which year they intercalate. The NHS will fund intercalation years where the student undertakes a course at Bachelors or Masters level, but where the student

intercalates to undertake a two or three year PhD course, they will not be eligible for NHS Bursary support during this period.

NHS Bursary funding will also be available if the student chooses to intercalate at a different university, but they should be aware that a maximum tuition fee contribution is applied. The amount payable is decided by the Department of Health and any change to this amount will be communicated each academic year. The Department of Health cannot pay a higher amount for intercalation courses. Students affected by this should be advised that, if the tuition fees for their intercalation course are set higher than the standard amount, the student will be expected to meet the balance of the cost themselves.

Dates of Attendance (Medical/Dental) (BUR100) Flowchart



Key:

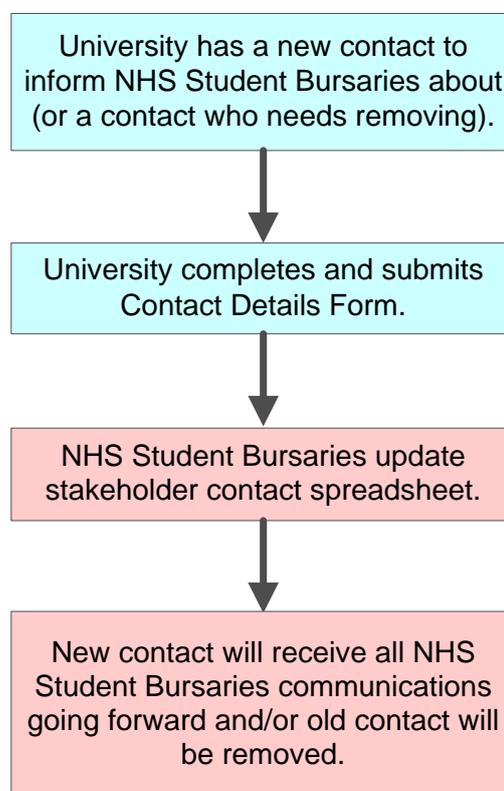


University/College Contact Details Form (BUR200)

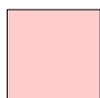
Please use this form to notify us of all of your contacts in any departments that will need to be kept up to date with NHS Student Bursaries news and updates e.g. Administration, Finance, Practice Placements and Disability Support Service.

Please note that it is essential you complete this form and send it to us as soon as possible if any of your contact details change at any point during the year. This includes removing old contacts from the list we hold for your university/college.

University/College Contact Details Form (BUR200) Flowchart



Key:



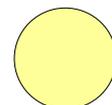
NHS Student Bursaries



University/College



Student



Hint/Tip

Confirmation of Student Attendance (COSA) Form

This form replaces the Final College Place Notification (FCPN) that has been used in previous years.

This form should not be used for students on medical or dental courses.

A COSA form must be completed once students have enrolled and are in attendance on their chosen course. Please complete a separate COSA for each of your health professional courses listing details of all students that have been confirmed as enrolled and in attendance and email it to us to enable us to authorise their bursary payment. If a course is split between more than one commissioning authority, please complete a separate COSA, listing the students funded by each authority on each COSA.

Once the spreadsheet has been received by us and uploaded to the Bursary Online Support System (BOSS), any bursary payable to the students listed on that spreadsheet will be released to the student's bank account on the next available payment run (as long as their bursary application has been assessed and approved).

Please also ensure that the start date of the course matches the date quoted on the Dates of Attendance Form previously supplied as if these differ the list cannot be uploaded to BOSS, resulting in delays to the payment of the students' bursaries.

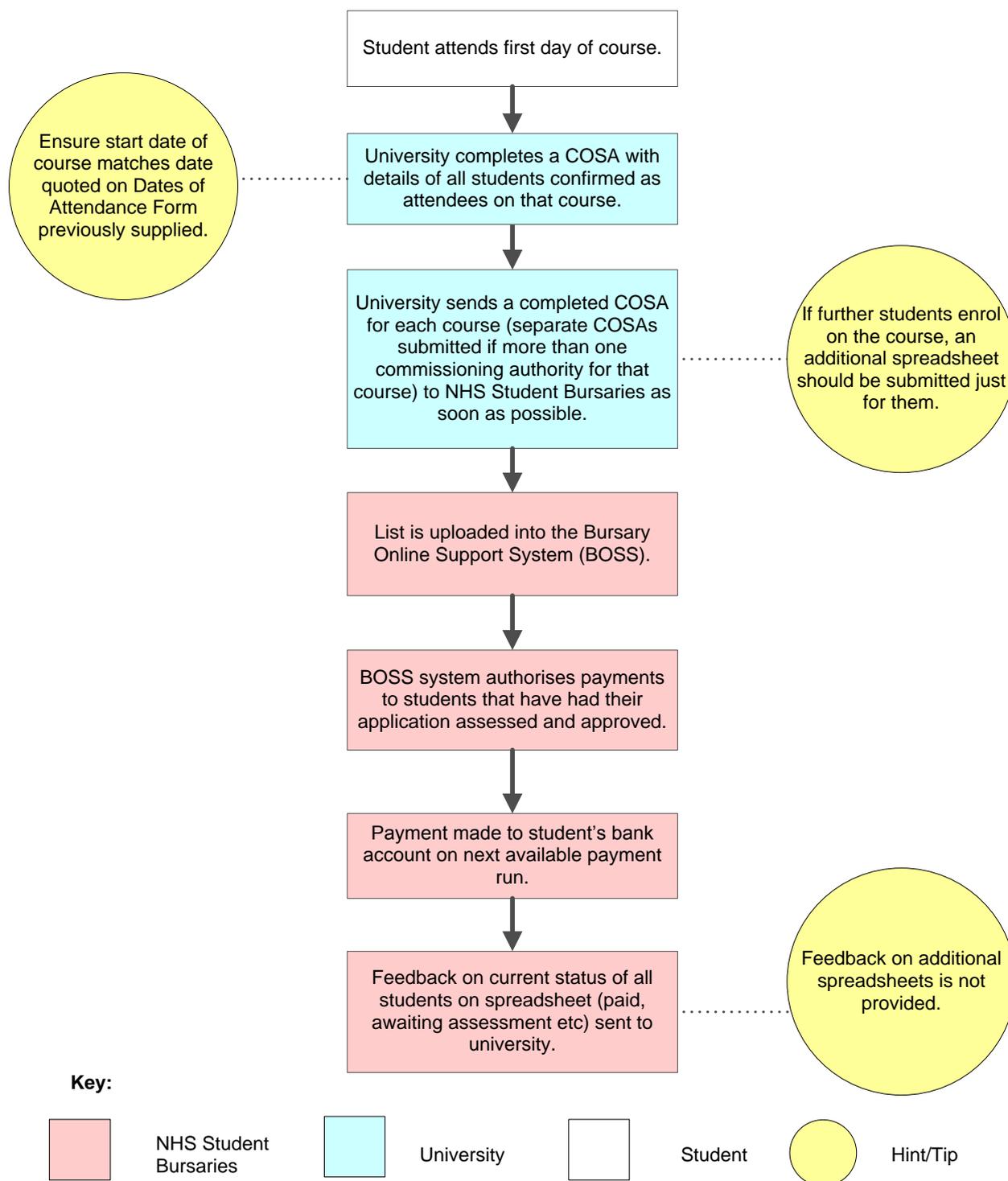
We ask that students enter their name on their Bursary Online Support System (BOSS) application as it appears on their passport and this would include any middle names. When we upload the COSA to BOSS, it searches for the student based on their name and date of birth so it is also important that the COSA contains the same student details as they have supplied to us as any incorrect information e.g. transposed surname and forename, incorrect dates of birth etc will result in a longer processing time and possible delays to the students receiving their correct bursary payment.

Please ensure that this form is completed and returned on time, as we cannot release payments to your students until we have this information.

If you have more students starting on the course after the first day, please send a further COSA for those too. You do not need to include any previous students' names on any additional COSAs.

Please note that if you could group additional students onto as few COSA lists as possible, it will assist with the processing of these and ensure the fastest payment possible for your new students. It would also be helpful if you could number any additional lists that you send us by renaming the file to include the name of your university and 'COSA list 2' or 'COSA list 3' etc.

Confirmation of Student Attendance (COSA) Flowchart



Confirmation of Medical and Dental Student Eligibility to Apply

The Confirmation of Medical and Dental Student Eligibility to Apply form replaces the BUR99 MED form that has been used in previous years.

The forms purpose remains the same - it enables us to register details of medical and dental students who are eligible to apply for NHS Bursary support in their later years of training.

Any part-time students should be entered on a separate form.

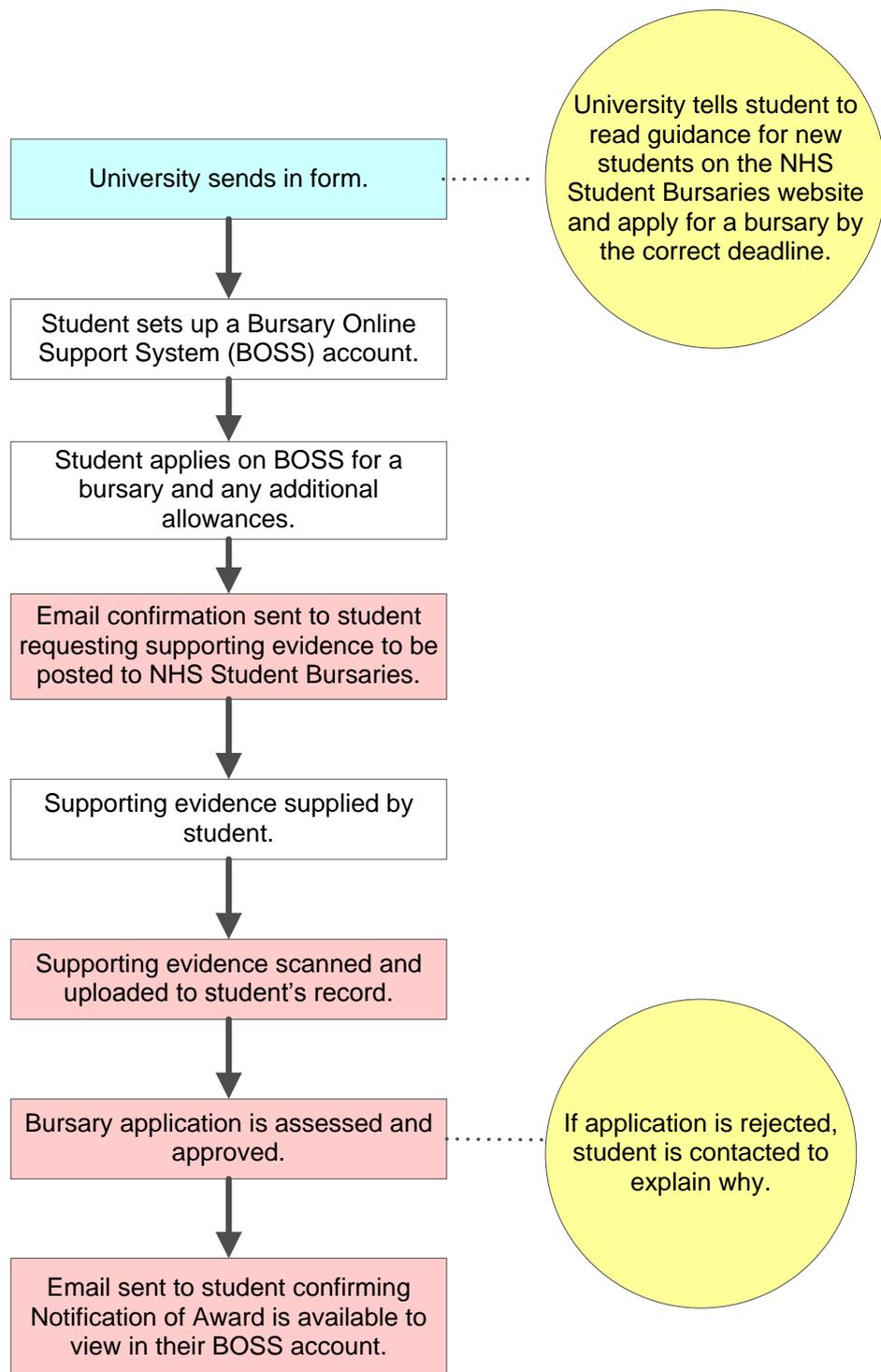
It is essential that the student's personal email address and mobile phone number are included, as this information will be used to help us communicate effectively and successfully with your students regarding any updates to their bursary or entitlement.

Please note that NHS Student Bursaries no longer use the information contained on the form to send a personalised invite to apply for a bursary to students. All new students are advised to read the information on our website at <http://www.nhsbsa.nhs.uk/Students/4002.aspx> for up to date guidance and information about applying for a bursary. No new students will receive an invite to apply.

When are medical or dental students eligible to apply for an NHS Bursary?

For guidance about when medical and dental students are eligible to apply for NHS funding, please read the notes about the [Medical and Dental Dates of Attendance Form](#).

Confirmation of Medical and Dental Student Eligibility to Apply Flowchart



Key:



NHS Student Bursaries



University



Student



Hint/Tip

Withdrawal Form (BUR101W)

A Withdrawal Form should be completed and returned whenever a student withdraws from, or suspends, training. It is essential that you supply the last date of attendance, as the bursary is only payable to that date.

We will use the form to suspend bursary payments and to calculate if an under or overpayment has occurred so that the student can be notified of the outcome.

It is extremely important that you notify us as soon as a student leaves training. Failure to do so may result in the release of inappropriate payments and any overpayment of bursary will have to be repaid by the student.

Please do not use this form to notify us about students taking authorised absence for reasons of maternity, adoption or maternity support - a Maternity Withdrawal Form (BUR101W MAT) should be used in these circumstances.

A Withdrawal Form should be completed for each student who has:

- left the course permanently from choice
- taken temporary absence from the course for personal reasons (**not** including authorised maternity, adoption or maternity support absence as a Maternity Withdrawal Form (BUR101W MAT) should be used in these cases)
- been withdrawn from the course at the discretion of the university due to academic failure
- been withdrawn from the course at the discretion of the university for any other reason

Please note that if a period of temporary withdrawal is later confirmed as permanent, a further Withdrawal Form is **not** required as payments will have already ceased.

What should be entered for the 'last date of attendance'?

In most cases this should be the last date the student was actually in attendance, either for any formally taught part of the course or a practice placement.

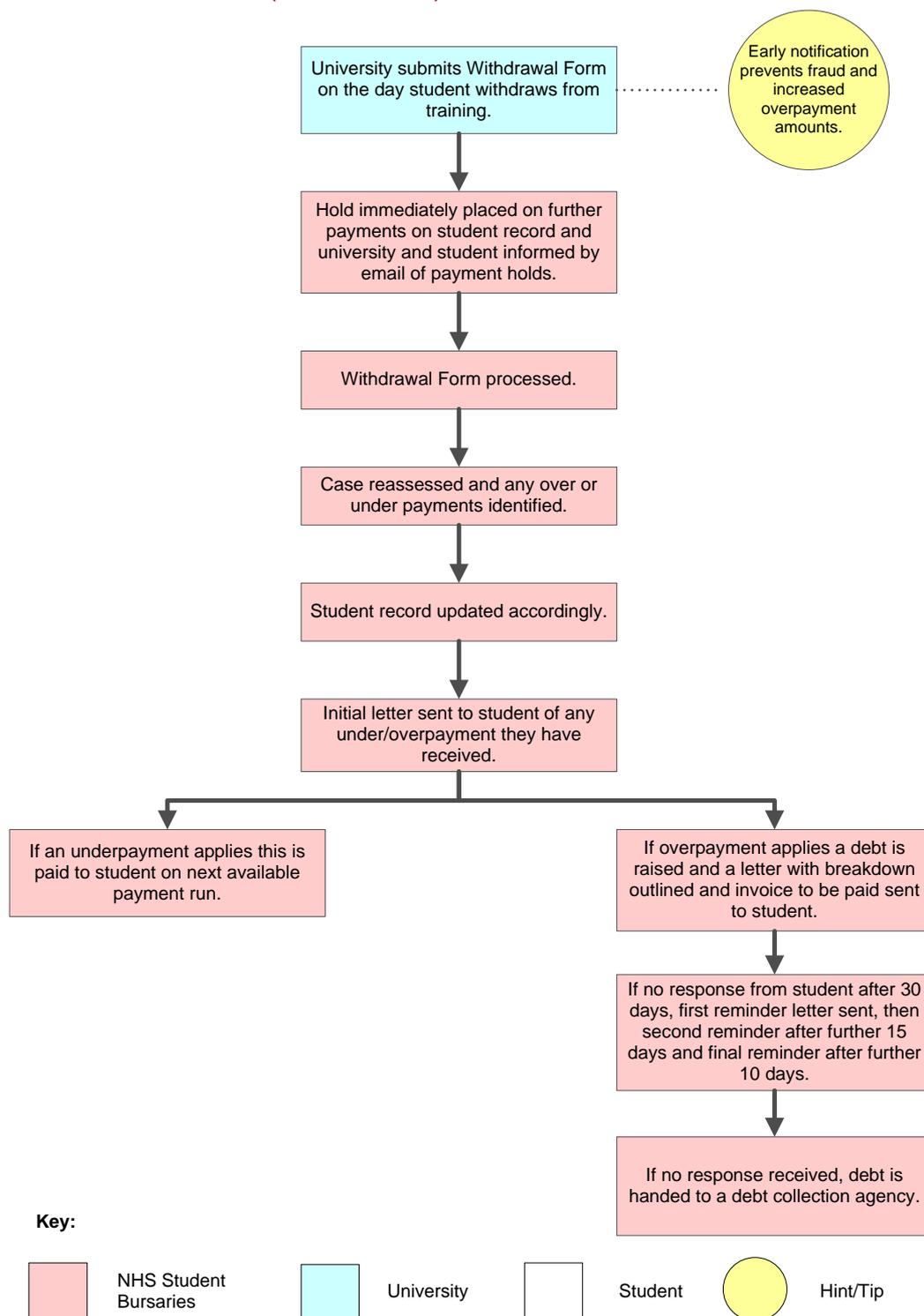
What date should be entered if the student has been on authorised sick leave from their course?

Under the NHS Bursary Scheme Rules, students are permitted to take up to 60 consecutive days authorised sickness absence from their course without their bursary payments being affected. Where this is the case, any authorised period of sickness should be taken into account when providing information on their last date of attendance.

For example

A student's last date of actual attendance at university/placement is 15 May, but they have provided sick notes from their GP to cover them up until 30 June (45 days). On 1 July, the student gives notice that they have decided to withdraw from the course, so the last date of attendance to give on the Withdrawal Form would be 1 July.

Withdrawal Form (BUR101W) Flowchart



Resumer Form (BUR101R)

This form should be completed once a student has returned to training after a period of withdrawal. It is essential that you supply details of the cohort the student is joining so that we can accurately schedule future bursary payments.

Please be aware that we cannot accept Resumer Forms which have been completed in advance of the student's return date.

Please do not use this form to notify us about students returning from a period of authorised absence for reasons of maternity, adoption or maternity support - a Maternity Resumer Form (BUR101R MAT) should be used in these circumstances.

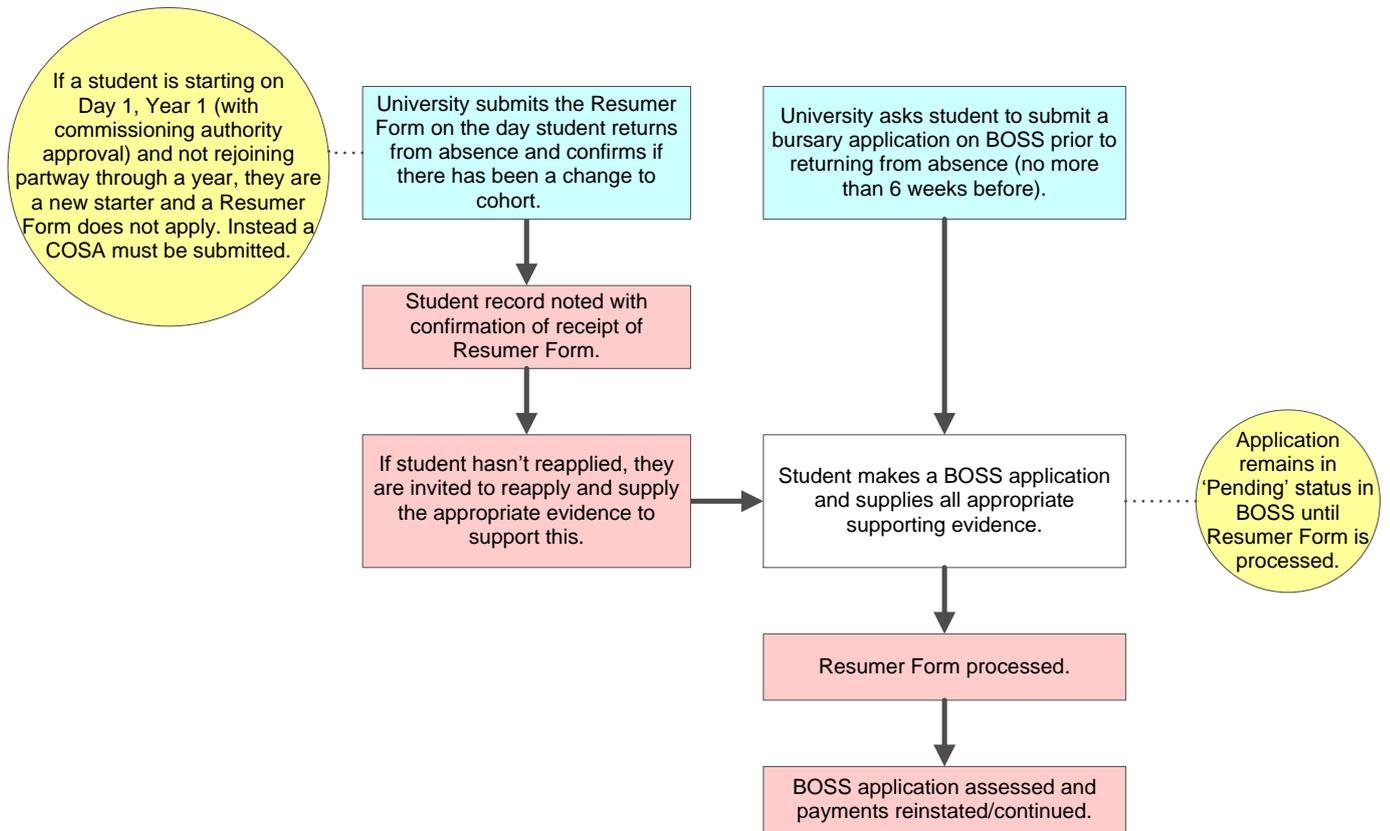
Should a Resumer Form be completed in the case of a resuming student who is restarting the course again from the beginning of Year 1?

No. Providing the student had been officially withdrawn from the course when they stepped off, they should be advised that they must reapply for a bursary as a new starter, along with their student colleagues on that cohort. As such, a Confirmation of Student Attendance (COSA) must be submitted in order to commence bursary payments.

Please be aware that if a student is resuming on a different cohort, a new academic year or towards the end of an academic year, they must make a new bursary application in accordance with the invite schedule for continuing students (<http://www.nhsbsa.nhs.uk/Students/4183.aspx>). All applications should be made by logging onto their current Bursary Online Support System (BOSS) account at: <http://www.nhsbsa.nhs.uk/3942.aspx>.

Once a student's application has been approved in BOSS, we will not be able to authorise the release of any payment which may be due to them until we have received and processed their Resumer Form.

Resumer Form (BUR101R) Flowchart



Maternity Withdrawal Form (BUR101W MAT)

This form should be completed whenever a student commences a period of authorised absence for reasons of maternity, adoption or maternity support.

Please be aware that the form should be completed and submitted on the day the student starts their maternity leave. We cannot accept Maternity Withdrawal Forms which have been submitted prior to the first day of a student's maternity leave.

Please note that maternity leave cannot commence any later than the day after the date of birth of a child and must last for a minimum of 2 weeks. This is the statutory minimum amount of maternity leave that must be taken by any student who gives birth.

What are the current NHS Bursary Scheme Rules regarding students taking paid maternity, adoption or maternity support leave?

The NHS Bursary Scheme Rules can be read in full at:

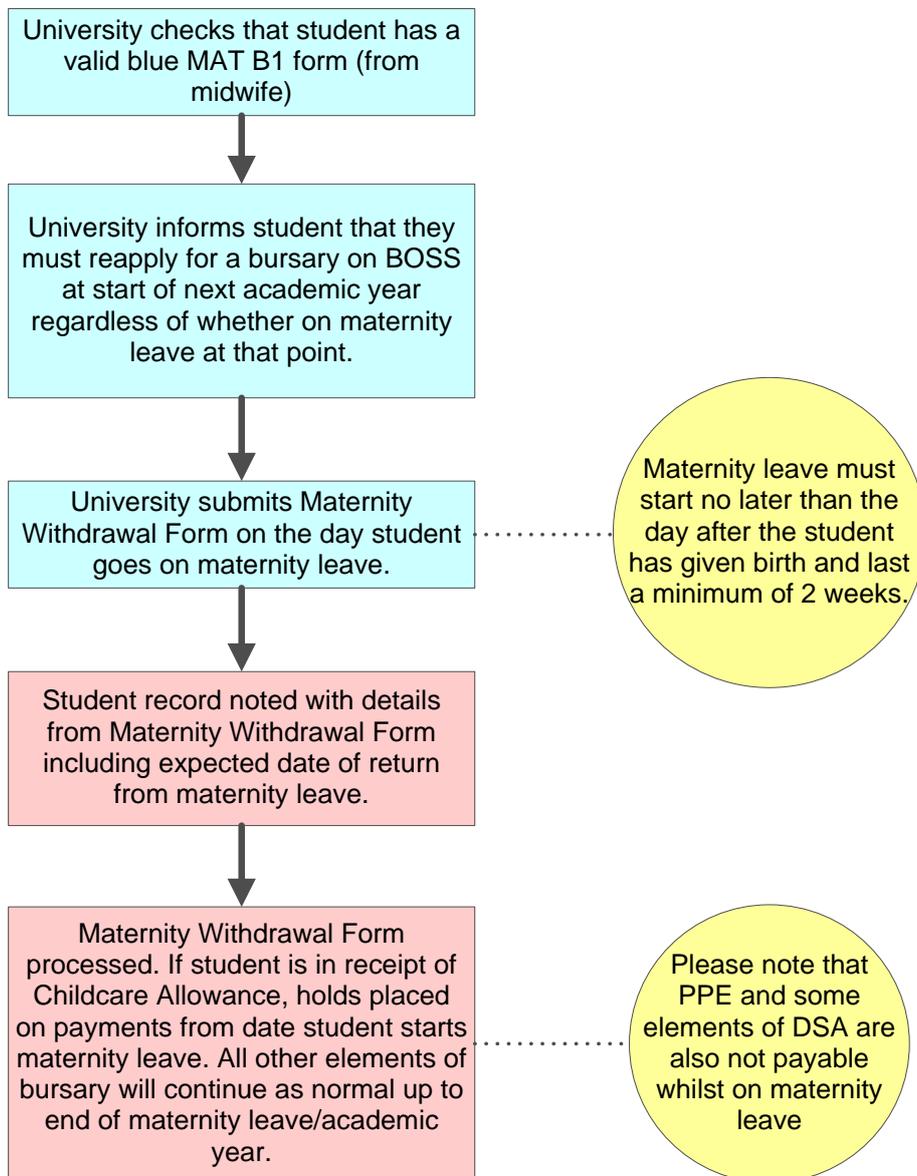
<https://www.gov.uk/government/publications/nhs-bursary-scheme-rules>

A summary of these rules has been made available for students (you may also find it useful) in a section of the Financial Help for Healthcare Students booklet which is available on our website at: <http://www.nhsbsa.nhs.uk/Students/4032.aspx>.

There is also an FAQ on our website about what a student should do if they have to take time off due to pregnancy or adopting a child (FAQ 23):

<http://www.nhsbsa.nhs.uk/Students/3946.aspx>.

Maternity Withdrawal Form (BUR101W MAT) Flowchart



Key:



NHS Student Bursaries



University



Student



Hint/Tip

Maternity Resumer Form (BUR101R MAT)

This form should be completed whenever a student returns to training following a period of authorised absence for maternity, maternity support or adoption purposes.

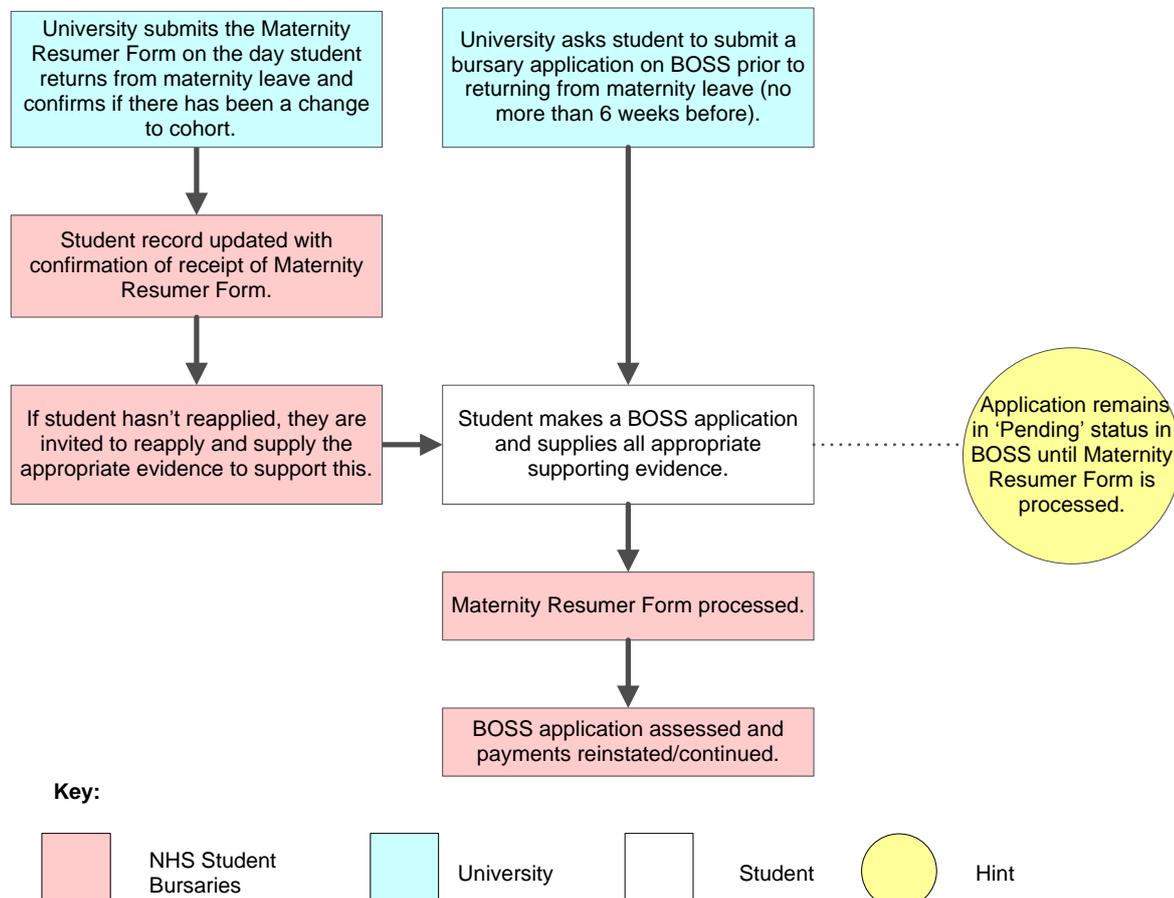
Please be aware that we cannot accept Maternity Resumer Forms which have been completed in advance of the student's return date.

Please be aware that if a student is resuming on a different cohort, a new academic year or towards the end of an academic year, they must make a new bursary application in accordance with the invite schedule for continuing students

(<http://www.nhsbsa.nhs.uk/Students/4183.aspx>). All applications should be made by logging onto their current Bursary Online Support System (BOSS) account at: <http://www.nhsbsa.nhs.uk/3942.aspx>.

We can only authorise any payment to a student once we have received their bursary application and approved it, and received and processed the Maternity Resumer Form from the university.

Maternity Resumer Form (BUR101R MAT) Flowchart



Change Form (BUR102)

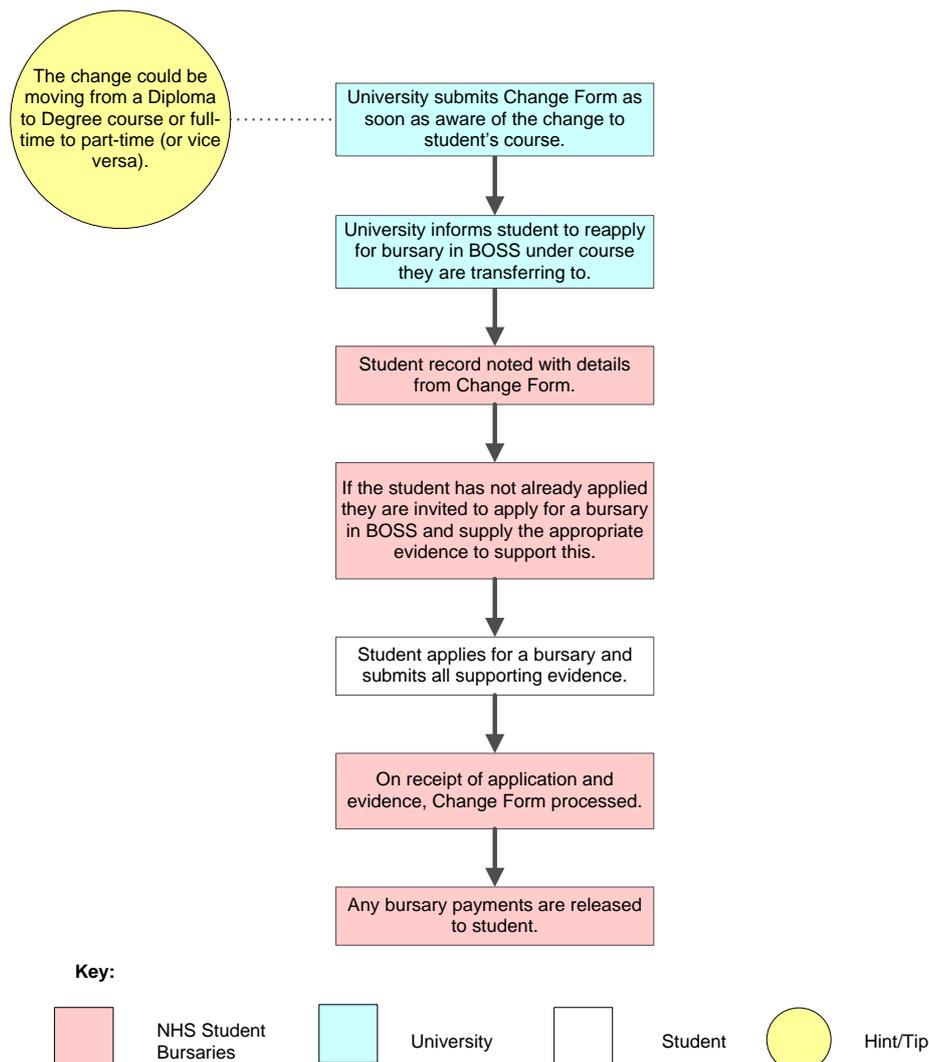
Please complete and return this form as soon as you are aware of any changes to the student's course e.g. full-time to part-time, Diploma to Degree etc.

Please be aware that students changing their course must make a new bursary application in accordance with the invite schedule for continuing students

(<http://www.nhsbsa.nhs.uk/Students/4183.aspx>). All applications should be made by logging onto their current Bursary Online Support System (BOSS) account at: <http://www.nhsbsa.nhs.uk/3942.aspx>.

We can only authorise any payment to a student once we have received their bursary application and approved it, and received and processed the Change Form from the university.

Change Form (BUR102) Flowchart



Extension Form (BUR102)

Please complete and return this form when a student requires a further period of time to repeat part of their course or to complete training after the official course end date due to a previous period of absence.

When can students receive an extension to their bursary payments?

All extensions of bursary payments must be approved by the appropriate commissioning authority and should never be granted without prior approval.

On occasion, students may need to extend their bursary payments beyond the standard course end date. For example, this could be because they are required to repeat part of the course due to failing a module or they need extra time to complete because they stepped off the course at an earlier point.

Students are allowed up to a maximum period of 12 additional months over and above the standard course duration to complete the course, during which time they can continue to receive bursary payment. No additional bursary can be granted above the 12 month maximum under any circumstances.

For example, students attending a three year full time course may receive a maximum of 48 months bursary payments in total (36 months plus an additional 12 months extra funding).

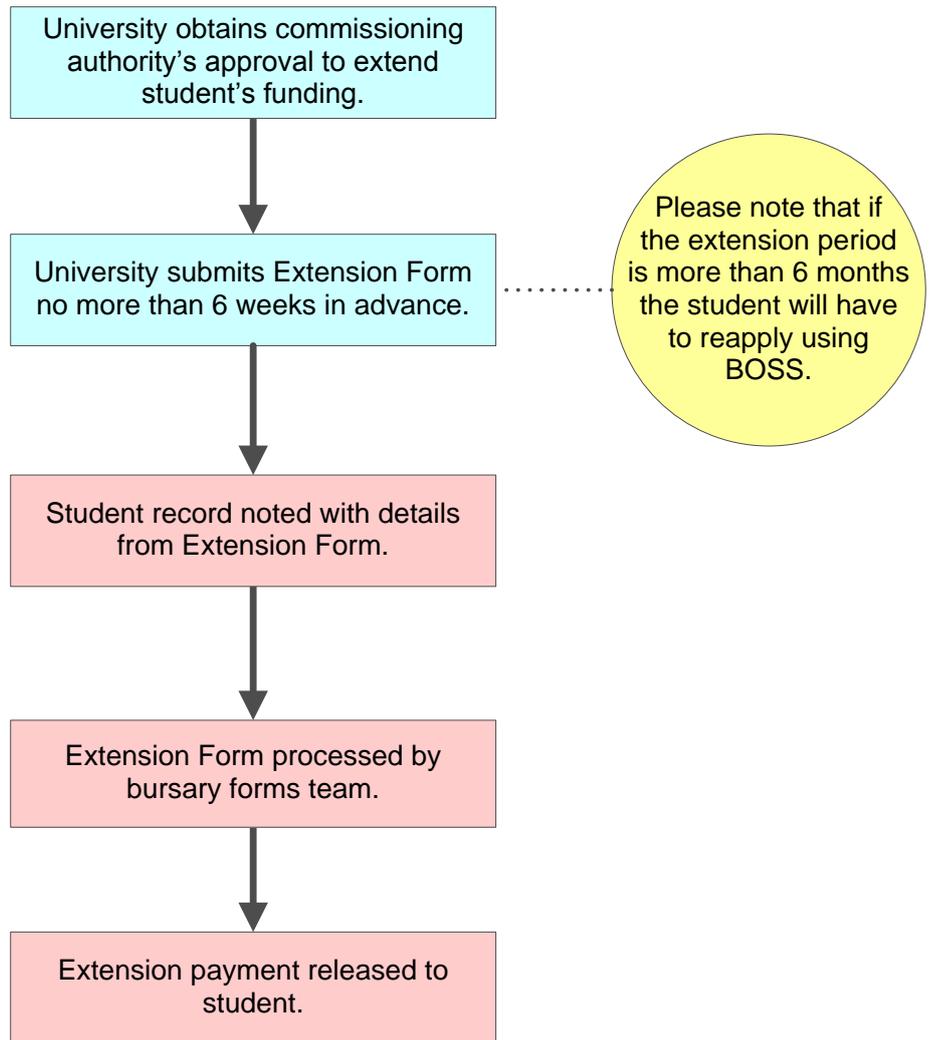
Students must already be in receipt of some element of the bursary award in order to receive additional payments during the repeat/additional period of training.

Bursary extension payments which are for less than 6 months duration are normally calculated on the actual number of additional days and paid to the student as a one-off lump sum payment.

Please be aware that students requiring an extension to their training of more than 6 months must make a new bursary application in accordance with the invite schedule for continuing students (<http://www.nhsbsa.nhs.uk/Students/4183.aspx>). All applications should be made by logging onto their current Bursary Online Support System (BOSS) account at: <http://www.nhsbsa.nhs.uk/3942.aspx>.

Once a student has made an application, we will not be able to authorise the release of any payment which may be due to them until we have received and processed the Extension Form from the university.

Extension Form (BUR102) Flowchart



Key:



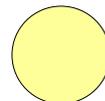
NHS Student Bursaries



University



Student



Hint/Tip

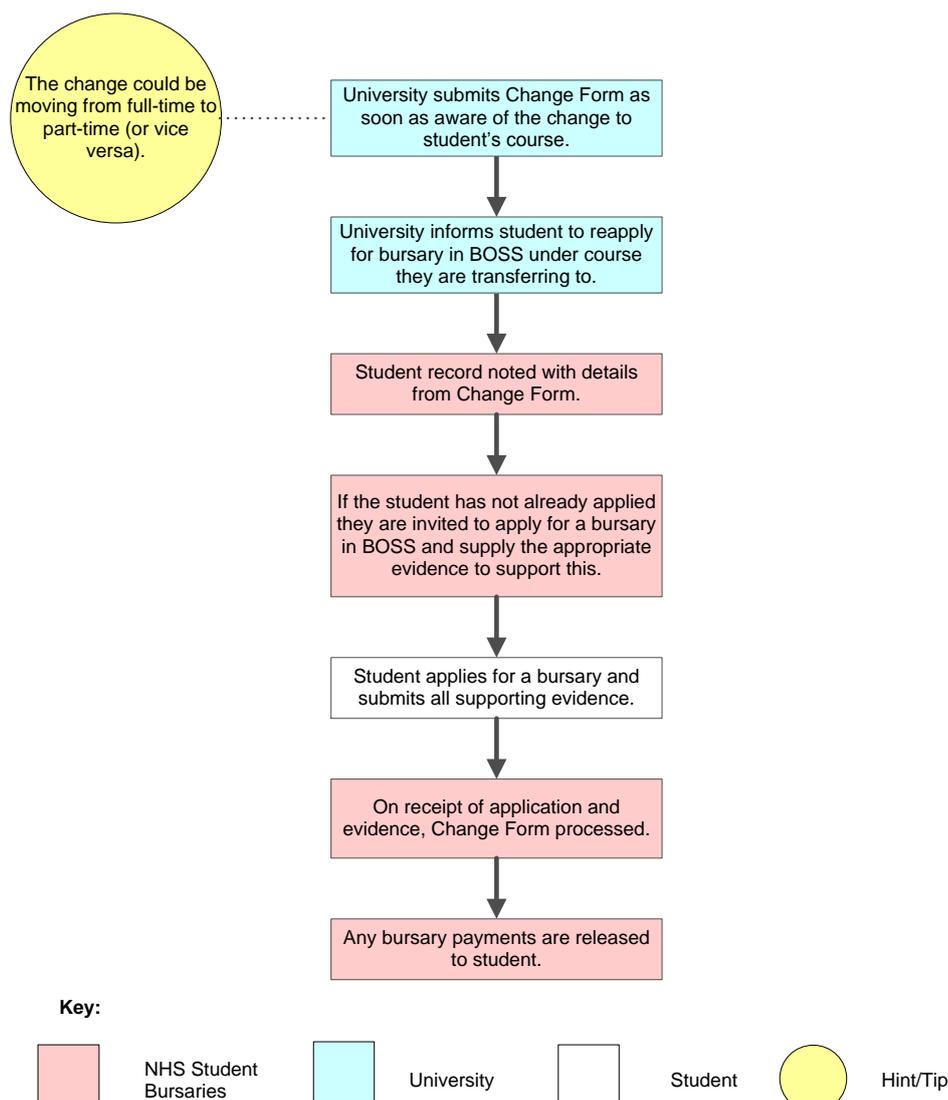
Medical and Dental Change Form (BUR102 MED)

Please complete and return this form as soon as you are aware of any changes to the student's course e.g. full-time to part-time etc.

Please be aware that students changing their course must make a new bursary application in accordance with the invite schedule for continuing students (<http://www.nhsbsa.nhs.uk/Students/4183.aspx>). All applications should be made by logging onto their current Bursary Online Support System (BOSS) account at: <http://www.nhsbsa.nhs.uk/3942.aspx>.

We can only authorise any payment to a student once we have received their bursary application and approved it, and received and processed the Medical and Dental Change Form from the university.

Medical and Dental Change Form (BUR102 MED) Flowchart



Medical and Dental Extension Form (BUR102 MED)

Please complete and return this form when a student requires a further period of time to repeat part of their course or to complete training after the official course end date due to a previous period of absence.

When can students receive an extension to their bursary payments?

All extensions of bursary payments must be approved by the academic authority and should never be granted without prior approval.

On occasion, students may need to extend their bursary payments beyond the standard course end date. For example, this could be because they are required to repeat part of the course due to failing a module or they need extra time to complete because they stepped off the course at an earlier point.

Students are allowed up to a maximum period of 12 additional months over and above the standard course duration to complete the course, during which time they can continue to receive bursary payment. No additional bursary can be granted above the 12 month maximum under any circumstances.

For example, students attending a five year full time course may receive a maximum of 72 months bursary payments in total (60 months plus an additional 12 months extra funding).

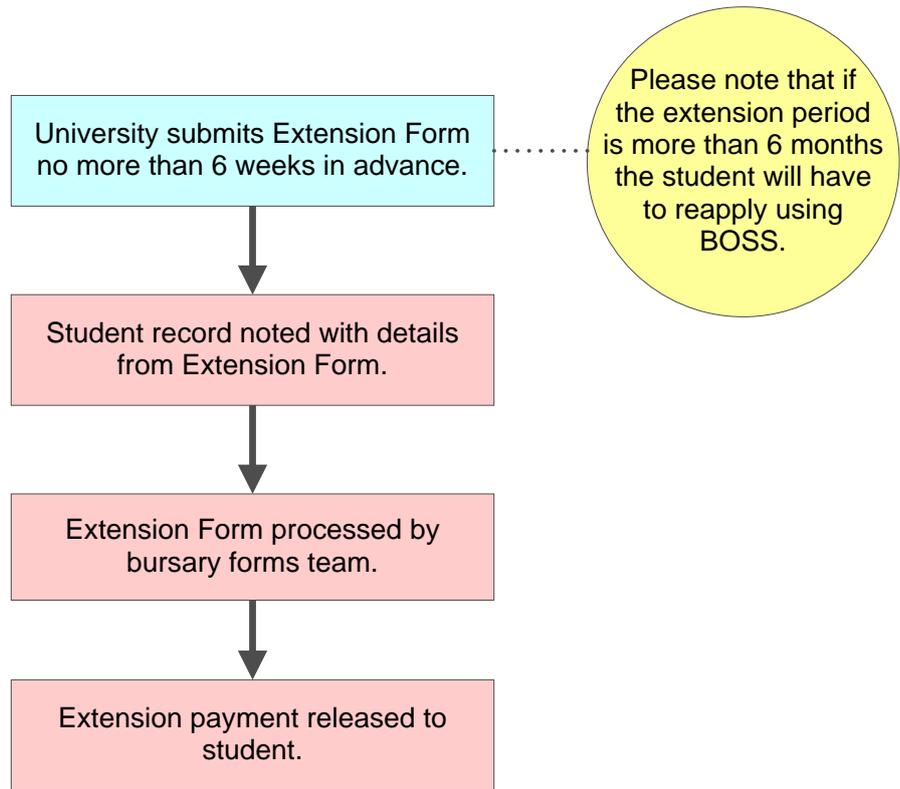
Students must already be in receipt of some element of the bursary award in order to receive additional payments during the repeat/additional period of training.

Bursary extension payments which are for less than 6 months duration are normally calculated on the actual number of additional days and paid to the student as a one-off lump sum payment.

Please be aware that students requiring an extension to their training of more than 6 months must make a new bursary application in accordance with the invite schedule for continuing students (<http://www.nhsbsa.nhs.uk/Students/4183.aspx>). All applications should be made by logging onto their current Bursary Online Support System (BOSS) account at: <http://www.nhsbsa.nhs.uk/3942.aspx>.

We can only authorise any payment to a student once we have received their bursary application and approved it, and received and processed the Medical and Dental Extension Form from the university.

Medical and Dental Extension Form (BUR102 MED) Flowchart



Key:



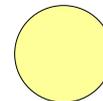
NHS Student Bursaries



University



Student



Hint/Tip