

## **NHS Student Bursaries - Completing your NHS Bursary application**

A step by step guide to  
the Bursary Online Support  
System (BOSS)

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## Guidance notes

This guide is intended to take you on a step by step journey to making an NHS Bursary application on the Bursary Online Support System (BOSS).

Before you make an application please check:

- that you are eligible to apply for a bursary
- what your student status will be (independent or dependent)
- what your award estimate could be

All of this can be done using our [three online calculators](#).

For queries about the NHS Bursary:

<b>Ask Us</b>	<a href="http://ow.ly/Li6p8">http://ow.ly/Li6p8</a>
<b>Website</b>	<a href="http://www.nhsbsa.nhs.uk/student-services">www.nhsbsa.nhs.uk/student-services</a>
<b>Facebook</b>	<a href="#">NHS Student Bursaries</a>
<b>Twitter</b>	<a href="#">@NHSBSA_Students</a>
<b>Email</b>	<a href="mailto:nhsbsa.sbaccount@nhsbsa.nhs.uk">nhsbsa.sbaccount@nhsbsa.nhs.uk</a>
<b>Telephone</b>	0300 330 1345

- The application form should take 30 – 45 minutes to complete on average.
- You do not have to complete the application in one session. You can save the progress of a partially completed application form by clicking save (at the bottom of each page at every stage of the application).
- The system is not available between 2am and 6am GMT each day for scheduled maintenance. Any unsaved applications and updates that are in progress during this period may be lost.
- BOSS is best viewed on Internet Explorer 7+, Firefox 16+, Chrome 20+ or Safari 5+ with a minimum resolution of 1280 \* 800 pixels.

## Creating a BOSS account

You will only need to create a BOSS account once. Please follow the five steps below.

1. Create a BOSS account by visiting <https://myaccount.nhsbsa.nhs.uk/Pages/Login.aspx> and clicking the 'Register' button.
2. Fill out your personal details and create your own user name and password.
3. Provide answers to the security questions.
4. Press the 'Register' button and wait for an activation email to arrive. Don't forget to check your junk/spam folder.
5. Once you receive this email, you must activate your account within 72 hours or it will expire and you will have to create a new account using a different email address.

Once you have created this account, you should never create another. Each academic year you should reapply through the same account, using your existing log in details.

**NHS**  
Business Services Authority APPLICATION LOGIN

**Login Details**

Username

Password

Log In Register

[Click here if you've forgotten your username](#)  
[Click here if you've forgotten your password](#)

**If this is the first time that you are using BOSS you will need to click on the register button. This will let you create your username and password for the BOSS System.**

If you are reapplying for a bursary please do not create a new BOSS account. Use your current login details and click on the 'apply/reapply' link, selecting the appropriate academic year you wish to apply for.

**Data Protection Act 1998**

The NHSBSA will use the information you provide for the assessment of your application and for the prevention and detection of fraud. We may contact you to discuss your application by any methods you have provided. Your personal data will be deleted from our systems and files no later than seven years after the end of your course. We will not disclose your personal data to any third party other than:

- Higher Education Institutions
- Local Authorities
- the Home Office
- HM Revenue and Customs
- organisations from which you receive benefits, bursaries, grants or support
- the Student Loans Company

We will not transfer your data outside the European Economic Area. The NHS Bursary Scheme is made pursuant to Section 83 of the Health Services and Public Health Act 1968.

This site is best viewed on Internet Explorer 7+, Firefox 10+, Chrome 20+ or Safari 5+ with a minimum resolution of 1280 \* 800 pixels

## Filling in the form

If, after reading this guide, you have further questions about your application, the answers can be found in [this section of Ask Us](#).

If you are unsure about any aspect of the application in BOSS there is hint text available to assist you (hover your cursor over the  symbol).

Remember it is your responsibility to ensure that your application form is complete, accurate and that you have all of the necessary documents to support it.

In all cases, please ensure that your NHS Bursary application, including all your supporting evidence, is received by us within nine months of the first date of your academic year.

## Dos and don'ts

**Do** use our bursary calculators before beginning your application. This will give you an indication of what you may be entitled to and prevent you from applying for elements of the bursary you would not be entitled to.

**Do** ensure the data you enter is correct before submitting as small errors (e.g. Surname and Forename fields entered the wrong way round) will result in manual intervention before the application can be assessed, potentially resulting in a delay to payments.

**Do** take extra care when selecting your university and course and ensure you pick the correct start month and qualification. Incorrect selection will delay your assessment.

**Do** submit an application for an NHS Bursary, including all your supporting evidence, within nine months of the first date of your academic year.

**Do** ensure you reapply for your bursary each academic year – bursaries do not automatically continue into the next academic year.

**Do** visit our 'Ask Us' page, available from every page of our website, for guidance on what to do if you make a mistake on your application.

**Don't** think that submitting the BOSS forms is enough – this is only an expression of interest. Following submission you will receive an email detailing the evidence required to support your application. Your application is not considered complete until we receive all of your supporting evidence.

**Don't** miss out on the non means tested grant of £1000 (for students whose course commenced on or after 1 September 2012 only). You must make a bursary application in order to receive this (paid pro rata for part-time students).

**Don't** create a new BOSS account when you reapply each academic year. Use your current log in details and click on the 'apply/reapply' link, selecting the appropriate academic year you wish to apply for.

**Don't** forget your parent/s or your spouse, partner or civil partner should answer 'no' when asked if they want to declare their income if they either believe it will be over the threshold for you to receive a bursary or they simply do not want to disclose it. This means you are applying for a 'fees only' bursary where we pay the standard course tuition fee contribution but you will not be entitled to apply for any means tested bursary elements e.g. Dependants/Childcare Allowance.

**Don't** apply for Dependants or Childcare Allowance if after checking the bursary calculators your spouse, partner or civil partner's income is too high for us to award any additional allowances to you.

**Don't** apply for Dependants or Childcare Allowance for unborn children. You can make an application for these once your child is born by submitting a change of circumstances through your BOSS account with an effective date of the day the child was born.

## Student Details – Account details

Your preferred name will be blank if you have not provided one when registering your BOSS account. The rest of the fields will be automatically populated with the details you provided.

Please click on the link 'apply/reapply for an NHS Bursary' under the 'What Do You Want To Do?' section to begin your application.

Read the Guidance Notes (which are outlined in this booklet on page 4) and then click

[Continue](#)

Read the important information contained on the next page carefully. Click [Next](#) to indicate that you agree with the information provided.



## Student Details – Personal details

Some of this section will be automatically populated from the information you have already provided.

When applying for an NHS Bursary for the first time you will need to provide two pieces of evidence to confirm your identity, at least one of which must include a photograph of you. This would normally be a birth certificate and a valid passport. We cannot assess your application without two forms of identification. Please search [Ask Us](#) for what ID evidence we will accept.

Title	You must check that the title you have provided is correct. If your title is not listed, please select 'Other' and enter your title in the text box that appears below.
Forename	You must ensure your forename/s and surname are entered the correct way round.
Surname	You must ensure your surname and forename/s are entered the correct way round.
Previous names	Please enter any previous names you have held. For example, any maiden names. If you need to provide more than one, please separate the names with commas. If you do not have any previous names, please leave this field blank.
Marital status	You must select one of the options provided. If you select Single, Widowed, Divorced or Separated then a further question will appear (see below).
Are you living with a partner as if married or as if in a civil partnership?	This question will only appear if you answer that you are Single, Widowed, Divorced or Separated (see question above). Please select 'yes' or 'no'.
House number/name	You must enter the number or name of your house.
Address line 1	You must enter the first line of your address. This should be the address where you would like all correspondence about your bursary sent to.
Address line 2	Please enter the second line of your address (if there is one).
Town/city	You must enter which town or city this address is in.
Country	You must select the country this address is in from the drop down box.
Postal/zip code	You must enter your postcode.
Mobile telephone number	You must provide a mobile number as we may contact you via SMS.
Alternative contact number	Please provide an alternative contact number if you have one.
If you have received an NHS Bursary during or prior to academic year 2010/11, please provide any previous reference numbers you have from NHS Student Bursaries (if known).	Please provide any previous reference numbers you have from NHS Student Bursaries.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Course details

This section requires you to complete details of the university and course you intend to study at. If you have applied to more than one university, please give details of your first choice only. This information will be used to assess your bursary entitlement.

If you have chosen to attend a different course or university when we receive confirmation of your enrolment from the university, your bursary entitlement will be automatically reassessed and this may result in a revised entitlement.

Bursaries are only available to students who have been offered NHS commissioned places. If your intended combination of university and course is not listed, please check with your university that the place you have been offered is NHS funded.

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### University

If you are a new student, you must select the university you will be attending or are most likely to attend.

If you are a continuing student, you must select the university you are currently attending.

If you are a continuing student changing universities, please select your new university.

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### Course

FT = Full-time attendance

PT = Part-time attendance

Please select the course you are attending. Ensure you select the month in which the date your course year commences falls within.

If you select a medical/dental course, further questions will appear.

Please read the explanations carefully before selecting your answers.

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### In which year does this application period start?

Please choose the year that is relevant to the application you are making now. If this application is for the first year of your course then you should select the year your course begins. However, if the application you are making is for a second or further year of study, ensure you select the year that academic year will commence, rather than when your first year commenced. For example, if the academic year you are applying for starts between 1 January 2017 and 31 December 2017 please select '2017'.

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### Will you be living with your parents during term time?

Please select 'yes' or 'no'. The answer you provide here will affect the bursary rate you are awarded.

Please tell us where you will be living whilst attending your course at university during the academic year you are applying for and not where you will live whilst on clinical placement.

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### Have you received any student finance during your course from another funding body e.g. Student Finance England?

This question will only appear if you have selected a medical/dental course.

Please select 'yes' or 'no'.

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## Study year

This question will only appear if you have selected a medical/dental course.

Please choose the study year you will be entering in the academic year you are applying for, including any repeat years, intercalation years and foundation years.

For example if you are applying for a repeat of course year 5, you will be entering your sixth year of study and should therefore select 'Year 6'.

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Please select the course year relevant to this application.

Please choose the course year you will be entering.

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Are you either: Commencing your first NHS funded year of an APEL programme? OR Commencing your first NHS funded year of a medical/dental course?

This question will only appear if you have selected a course year other than Year 1.

Please select 'yes' or 'no'.

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## Previous years

The number of fields that will appear in this section depends on what study year you have said you are entering e.g. if you have selected 'Year 6' then five fields will appear in which you must enter your course history.

For example, in Year 1, you should select which course year you studied during your first year of study.

The course year and study year are most likely to differ when you have repeated a course year or had an intercalation year.

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Which option describes when Year 1 of your course began or will begin?

Please select the statement that describes the period of when the first year of your course commenced or will commence.

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At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Details of sponsorship or secondment

We need to know if you will receive sponsorship from an employer during the academic year you are applying for or attend the course on secondment terms i.e. continue to receive a salary from an NHS employer for a period for which you have leave of absence. In most cases where students are sponsored or seconded, no bursary is payable.

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Please select 'yes' or 'no'.

Will you attend the course on secondment terms?

If you answer 'yes' to this question you will not be able to proceed any further with your application as you are not eligible for NHS Bursary funding.

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Will you receive sponsorship from your employer?

Please select 'yes' or 'no'.

If you answer 'yes' two further questions will appear (see below).

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Tell us the amount of money you expect to receive via sponsorship in the forthcoming academic year

Please enter the amount in £.

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Name and address of the employer providing sponsorship

Please enter the full name and address (including postcode).

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At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Personal eligibility

Please complete this section so that we can determine if you are eligible for an NHS Bursary.

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Nationality	<p>Please select your nationality.</p> <p>If you answer anything other than 'UK National', after you have completed this page you will be asked about your right of residence in the UK.</p>
Have you been ordinarily resident in the United Kingdom, Channel Islands or Isle of Man throughout the three years preceding the prescribed date (the first day of the first academic year)?	<p>Please select 'yes' or 'no'.</p> <p>If you select 'no' and you are a UK National, after you have completed the rest of this page, you will be asked some further questions regarding your absence from the UK.</p> <p>If all of these three years of residence were in the Channel Islands or the Isle of Man you will not be entitled to receive NHS funded support. Please do not continue with the BOSS application if this is the case.</p> <p>However, you are entitled to occupy an NHS commissioned training place and should seek funding advice from your own education funding body.</p>
Will you be ordinarily resident in the United Kingdom (excluding Channel Islands, Isle of Man) on the prescribed date (the first day of the first academic year)?	<p>Please select 'yes' or 'no'.</p> <p>'Ordinary residence' is defined as habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences.</p>
Country of residence	<p>Please give details of where you have lived for the whole of the three years preceding the first academic year of your course.</p> <p>Specify the Country, Reason, Start Date and End Date for each period of residence for the three years preceding the prescribed date (the first day of the first academic year).</p> <p>For example:</p> <p>England - Since Birth - 22/06/1983 – 12/09/2012</p> <p>If you have only one row of details to enter, your End Date should show the start date of your course. If you have multiple rows to enter, the End Date should show when that period ended (apart from the most recent row which should show the start date of your course).</p>

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Please give details of any further or higher education courses you have attended in the UK.

Specify the College, Course, Start Date and End Date for any further or higher education courses you have attended in the UK.

### Further/Higher Education history

For example:

Belfast Metropolitan College - Maths (A-Level) - 10/09/2005 - 12/06/2006

If you are still in attendance on a course, please indicate the date that course is due to finish in the End Date.

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Please give details of your employment history.

If you have been employed in the three years preceding the prescribed date, please give details.

### Employment history

For example:

Bromley Tea House - 14 High Street, Bromley - Full Time - 10/09/2003 - 21/04/2007

This should include any full and part time employment you have had for at least the last 3 years.

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At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Personal eligibility: immigration status

This section will only be displayed to students who have indicated in the previous section that they are a non-UK national.

Date of your first arrival in the United Kingdom	Please either select the correct day and month from the drop down lists (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.
Reason for coming to the United Kingdom	Please provide a full explanation for the reason you came to the United Kingdom on the date you indicated above.
Is your status in the United Kingdom	<p>Please select one of the two options provided to indicate whether your immigration status is in your own name or you are named on another person's documentation.</p> <p>If you select 'Linked to another person's immigration status', you will need to answer a further three questions (see below).</p>
Please provide the name of the person	Please enter their full name.
Relationship to the person	Please enter their relationship to you e.g. mother
What is the person's immigration status?	<p>Please select the person's current immigration status from the drop down list.</p> <p>Please note that if their immigration status is 'Asylum Seeker', 'Student Visa', 'Granted indefinite leave' or 'Granted limited leave' (not including refugees) then you will not be eligible for an NHS Bursary. Please do not complete any more of the BOSS application.</p>
What is your immigration status?	<p>You will only be asked about your immigration status if you answered that it is 'In your own right'.</p> <p>Please select your current immigration status from the drop down list.</p> <p>Please note that if your immigration status is 'Asylum Seeker', 'Student Visa' or 'Granted limited leave' (not including refugees) then you will not be eligible for an NHS Bursary. Please do not complete any more of the BOSS application.</p>

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Personal eligibility: temporary absence

This section will only appear if you answer 'No' to the question, 'Have you been ordinarily resident in the United Kingdom, Channel Islands or Isle of Man throughout the three years preceding the prescribed date (the first day of the first academic year)?'.

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Please provide a full explanation for the reason for your absence from the UK during the 3 years preceding the prescribed date (the first day of the first academic year)?

Please enter the reason for your absence. For example, if you were temporarily employed or if you were travelling on a gap year etc.

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If the reason for absence was due to employment abroad of yourself, a parent, a spouse or a civil partner, please state the nature of the contract.

Please enter the nature of the employment contract. For example if it was permanent or temporary, whether it was liable for UK income tax or if it was due to service in the Armed Forces etc.

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Absence details

Please specify the details of each period of absence.

Specify the Country, Start Date and End Date for each period of absence.

For example:

Cambodia 12/12/2008 - 14/01/2009

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Have you maintained a home in the UK?

Please select 'yes' or 'no'.

Answer 'yes' if you were financially obliged to maintain a home in the UK whilst absent e.g. mortgage/rent payments.

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Time spent in the UK

Please specify the details of any time spent in the UK during the period abroad.

Specify the Reason, Start Date and End Date for each period spent in the UK during the absence.

For example:

Family Reunions 12/02/2008 - 14/03/2009

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At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Dependants Allowance

Do you have a spouse/civil partner/partner who will be wholly or mainly financially dependent on you during your training?

Please select 'yes' or 'no'.

Please note that in order to apply for the Dependants Allowance for a spouse, partner or civil partner you must select that they will be wholly or mainly financially dependent on you.

If you intend to apply for Childcare Allowance, you must apply for Dependants Allowance first.

Do you wish to claim Dependants Allowance for your spouse/civil partner/partner?

This question will only appear if you answer 'yes' to the question above.

If you wish to apply for Dependants Allowance you should always select 'yes' to this question.

Do you have a child/children who will be wholly or mainly financially dependent on you during your training?

This question will only appear if you indicate that you have a spouse/partner that you wish to claim Dependants Allowance for.

Please select 'yes' or 'no'.

Please note that in order to apply for the Dependants Allowance for a child/children you must select that they will be wholly or mainly financially dependent on you.

If you intend to apply for Childcare Allowance, you must firstly apply for Dependants Allowance.

Do you wish to claim Dependants Allowance for your child/children?

This question will only appear if you answer 'yes' to being a lone parent or 'yes' to the question 'Do you have a child/children who will be wholly or mainly financially dependent on you during your training?'

If you wish to apply for Dependants Allowance you should always select 'yes' to this question.

Are you a lone parent?

You only need to answer this question if you have answered 'no' to having a spouse/partner who is financially dependent on you.

Please select 'yes' or 'no'.

If you answer 'no' you will not be considered for Dependants Allowance or have the option to apply for Childcare Allowance.

Lone parent declaration

If you tick the box you are confirming that you are a lone parent who will not be living with a spouse, or any person as a spouse. If your circumstances change during this period it is your responsibility to inform us immediately.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Dependants Allowance: details of dependent children

Please enter below the details of all the children that are financially dependent on you. If you list details of a child that has left school or will not be living with you during term-time please give details under 'Additional Information'. If your child or children are or will be enrolled on a course in further or higher education, please provide supporting documentary evidence which relates to the academic year you are applying for.

When informing us of a dependent child for the first time you will need to provide evidence to confirm their identity (this doesn't need to be sent in subsequent years, even if the evidence email requests it). This identification would normally be a birth certificate or a valid passport. We cannot assess your Dependants Allowance application without this identification.

Surname	Please enter the child's last name/surname as it appears on their identification.
Forename	Please enter the child's first name/forename as it appears on their identification.
Date of birth	Please either select the correct day and month using the drop down (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.
Relationship to you	Please enter the nature of your relationship to the child e.g. daughter, nephew, grandchild etc.
Who the child lives with	Please select from the drop down list. If custody of the child is shared between you and a third party, please select 'Shared Living Arrangement'.
Estimated net income	Please enter the amount of income the child is expected to receive during the academic year you are applying for e.g. from employment. Please do not include the amount of Child Benefit or Tax Credits when stating the estimated net income of the child.
Add Additional Child	Please click this button if you want to apply for Dependants Allowance for additional children. You can add as many additional children as you require. The fields to complete will be the same as outlined above.
Additional information	Please use this section to provide us with any further details about the child/children that you believe to be relevant to this application.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click [Next](#)

## Student Details – Dependants Allowance: details of spouse, partner or civil partner

Please enter below the details of the spouse, partner or civil partner who is financially dependent on you.

When informing us of a dependent spouse, partner or civil partner for the first time you will need to provide evidence to confirm their identity (this doesn't need to be sent in subsequent years, even if the evidence email requests it). This identification would normally be a birth certificate or a valid passport. We cannot assess your Dependants Allowance application without this identification.

Surname	Please enter your spouse, partner or civil partner's last name/ surname as it appears on their identification.
Forename	Please enter your spouse, partner or civil partner's first name/ forename as it appears on their identification.
Other names	Only answer this question if your spouse, partner or civil partner has any other names you wish to tell us about e.g. a maiden name or a previous legal name.
Date of birth	Please either select the correct day and month using the drop down (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.
Nationality	Please select their nationality from the three options.
Will your spouse, civil partner or partner be living with you during term-time?	Please select where they will be living from the three options.
Relationship to you	Please select one of the three drop down options.
Please tick the boxes that apply to this person	Please select all of the options that apply to your spouse, partner or civil partner.
Will your spouse, civil partner or partner be undertaking a course in further or higher education in the forthcoming academic year?	Please select 'yes' or 'no'. If you choose 'no' you will be taken to the next section. If you choose 'yes' you will be asked three further questions (see below).
Name of college or university	Please enter the name of the further or higher education institution your spouse, partner or civil partner will be attending.
Name of course	Please enter the name of the course your spouse, partner or civil partner will be studying.

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Please select 'yes' or 'no'.

Will this person receive any funding whilst in training?

Please note the funding we need to know about includes student loans, grants, finance and scholarships etc.

If you choose 'no' you will be taken to the next section.

If you choose 'yes' you will be asked one further question (see below).

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Details of any funding whilst in training

Please give specific details regarding your spouse, partner or civil partner's funding arrangements. For example, let us know where the funding comes from e.g. Student Loan Company or Student Finance England, NHS Student Bursaries etc.

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At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Childcare Allowance

Further details about the Childcare Allowance and the rates payable can be found in our booklet '[Help with childcare costs for NHS Bursary students](#)'.

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Please select 'yes' or 'no'.

Will your child/children be receiving registered or approved childcare?

Registered childcare can include Ofsted registered childminders, nurseries, playgroups, breakfast/after school clubs and holiday play schemes.

If you select 'no', you will not be able to apply for Childcare Allowance.

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Will you, your spouse, civil partner or partner claim Working Tax Credit during the forthcoming academic year?

Please select 'yes' or 'no'.

If you select 'yes' you will be asked a further question about this.

If you select 'no' you will be asked if you would like to claim Childcare Allowance (see below).

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Will you, your spouse, civil partner or partner claim the childcare element of Working Tax Credit during the forthcoming academic year?

You will only be asked this question if you select 'yes' to the question above.

Please select 'yes' or 'no'.

Please note that this does not refer to Child Tax Credits.

If you select 'yes', you will not be entitled to claim Childcare Allowance as you are already claiming from another organisation.

If you select 'no' you will be asked if you would like to claim Childcare Allowance (see below).

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Do you wish to claim Childcare Allowance? \*

Please select 'yes' or 'no'.

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At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Childcare: childcare provider

This section will only appear if your answers in the previous section have indicated that you are eligible to apply for Childcare Allowance and you answered 'yes' when asked if you would like to apply for it.

Please provide details of each registered childcare provider. Wherever possible, an Ofsted registration number or equivalent must be provided. If not provided, this will delay assessment of your Childcare Allowance entitlement.

After you have submitted your online form, you will then need to download and complete a Childcare Allowance application form from our website to give us more details about your childcare costs etc. This form is a paper application that can be printed from our [Bursary Forms](#) section on the website, completed and then signed by you and your childcare provider/s.

When completing the paper Childcare Allowance application form, please be aware that when declaring your costs, the 52 row table relates to a 52 week period in which the first row is the week that your course commences. Please fill in each week with the estimated costs and if there are any weeks with no charge enter £0.00 for these weeks.

If you are awarded Childcare Allowance, please remember to keep all of your original receipts from your childcare provider/s as these may be requested by us at any point during the year.

Ofsted registration number or equivalent reference number	Please enter the registration number of your childcare provider (if you have more than one provider, enter one of the numbers here and the rest later, as instructed).
Date of registration	Please either select the correct day and month from the drop down lists (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.
Date of registration expiry (if known)	Please either select the correct day and month from the drop down lists (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.
Registration body (if known)	Please enter the registration body of this provider e.g. Ofsted, SureStart, Care and Social Services Inspectorate Wales (CSSIW) etc.
Name of childcare provider	Please enter the name of the childcare provider. This could be a company name or an individual's name but it must relate to the registration number declared.
House number/name	You must enter the childcare provider's house name or number here.
Address line 1	You must enter the first line of the childcare provider's address here.
Address line 2	Please enter a second line of the childcare provider's address, if applicable.
Town/city	You must enter the town in which the childcare provider is located.
Postcode	You must enter the childcare provider's postcode.

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Telephone number

Please make sure you provide a contact telephone number for this childcare provider.

---

Please select the child(ren) being cared for by this provider in the forthcoming academic year. Please note that you may only claim Childcare Allowance if you have applied for Dependants Allowance for that child.

Please select the children from the list that will be in attendance at this provider during the academic year you are applying for.

---

Add Additional Childcare Provider

Please click this button if you want to add additional childcare providers to this application for Childcare Allowance. You can add as many additional childcare providers as necessary.

The fields to complete will be the same as outlined above.

---

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next



## Student Details – Student award status

In order to determine whether your award will be assessed on your parents', spouse, civil partner or partner's income, please complete the following section.

You only need to prove your independent status once by providing the required evidence. This doesn't need to be sent in subsequent years, even if the evidence email requests it.

---

Please answer 'yes' or 'no' to the questions in this section.

You will be presented with five questions. These will appear one at a time and you will only be shown the next question if you answer 'no' to the preceding one.

At the first day of the forthcoming academic year, will...

If you answer 'yes' to any of the questions in this section you will be classed as an 'independent student' (as long as you can provide evidence to support this) and your bursary entitlement will be assessed on the income of your spouse, partner or civil partner (if you have one).

If you answer 'no' to all the questions in this section you will be classed as a 'dependent student', and your bursary entitlement will be assessed on the income of your parent/s.

---

...you be married, in a civil partnership, separated, divorced or widowed?

If you answer 'yes' you will need to provide evidence of this e.g. marriage certificate, Decree Nisi, death certificate etc.

---

...you be irreconcilably estranged from your parents?

A person will generally be regarded as irreconcilably estranged from their parents if they have had no communication with either parent for a period of at least one year before the beginning of the academic year.

If you answer 'yes' to this question please ensure that you can provide us with a letter from an unrelated third party in a professional capacity, who is aware of the circumstances surrounding the estrangement. Relevant third parties may include civil servants, police officers, social workers or GPs etc.

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...both of your parents be deceased?

If you answer 'yes' you will need to provide evidence of this i.e. death certificate.

---

...you have care of a child or children?

If you answer 'yes' you will need to provide evidence of this. We will need to be sent evidence of the child/children's identity e.g. birth certificate or passport. We will also require evidence that you are responsible for them e.g. Child Benefit letter or a Child Tax Credit letter or evidence of shared custody.

---

...you have supported yourself out of your own earnings (including any benefits) before the first academic year of your course for a total of 36 months?

If you answer 'yes', you must complete the table to provide us with details of 36 months of self-support.

Please note that the 36 months do not have to be concurrent i.e. there could be a gap in the 36 months as long as the self-support totals 36 months.

The evidence we would need to support this is P60s, payslips, proof of unemployment benefits etc.

---

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Student’s income and expenses

Please complete this section to show your expected income and expenses for the forthcoming academic year.

If you are a full-time student, you should exclude earnings for work done in the evenings, at weekends or during holidays whilst you are attending your course. Only declare these earnings if you are a part-time student.

If you are not declaring any income in this section, please do not declare any expenses e.g. your rent. This is because we do not take into account your expenses when you have no income to offset against them. This will also save you time, as we will not need you to send us evidence of this e.g. a rent agreement. The only exception to this rule is if you are a continuing student who is changing over from living in their parental home to lodgings – we then do need you to input your rent/mortgage amount and send us evidence of this.

All expenses that we do take into account are clearly defined in this section (mortgage, rent, life assurance premiums etc). We do not take into account any expenses that are not clearly defined in this section, including household bills for council tax, utility bills, TV licence and car insurance etc.

All income should be declared in Pounds Sterling/GBP.

When declaring income, please ensure that the figures you declare match what is shown in the supporting evidence you will supply. This will help to ensure that your application is assessed as quickly as possible.

### Estimated income for the forthcoming academic year

Sponsorship/scholarship/  
cadetship (£)

Please enter any sponsorship arrangement with your employer/  
funding body.

Any income from your  
employer (before tax) (£)

Please enter any estimated income you will receive from  
employment (salary/wages etc).

Please note that if you are attending a full-time course you do not  
need to declare this income.

Any income from your self  
employment (before tax) (£)

Please enter any estimated income you will receive from  
self-employment (including Foster Carers Allowance).

Please note that if you are attending a full-time course you do not  
need to declare this income.

Pension (before tax) (£)

Please enter any estimated income you will receive from pensions  
(state pension, private pension, employee pension etc).

Bank/building society interest  
(exclude details of any tax  
free interest, such as ISAs)

Please enter any estimated income you will receive from bank or  
building society interest inclusive of tax.

Profit from lettings or  
lodgings (£)

Please enter any estimated income you will receive from lettings or  
lodgings profit inclusive of tax.

**Other unearned income (£)** Please enter any estimated other unearned income you will receive inclusive of tax (dividends, shares etc).

**Taxable benefits (£)** Please enter any estimated income you will receive from taxable benefits (Jobseekers Allowance, Incapacity Benefit etc).

Please note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).

**Maintenance received (before tax) (£)** Please enter any estimated income you will receive from maintenance.

We class maintenance as a payment you receive from another person as agreed by a court order, by the Child Support Agency or through a voluntary agreement.

**Trust fund income (before tax)** Please enter any estimated income you will receive from a trust fund.

## Estimated Expenses for the forthcoming academic year

**Income tax from employment and/or pensions (£)** Please enter any estimated expenses you will be paying for income tax.

**National Insurance contributions (£)** Please enter any estimated expenses you will be paying for National Insurance contributions.

**Employee pension contributions (£)** Please enter any estimated expenses you will be paying for employee pension contributions.

**Personal pension/retirement annuity payments (£)** Please enter any estimated expenses you will be paying for personal pension contributions.

These must attract tax relief or you should not enter them.

**Life assurance premiums (£)** Please enter any estimated expenses you will be paying for life assurance premiums.

If this is a joint policy with your spouse, partner or civil partner who you will be applying for Dependents Allowance for, please enter half of the expense here and the other half in their section.

**Mortgage payments (£)** Please enter any estimated expenses you will be paying for mortgage payments.

If this is a joint expense with your spouse, partner or civil partner who you will be applying for Dependents Allowance for, please enter the full amount of the expense here and the same full amount in their section.

---

### Rent (£)

Please enter any estimated expenses you will be paying for rent payments. Please remember to deduct any housing benefit you receive and only enter the exact amount you are responsible for paying.

If this is a joint expense with your spouse, partner or civil partner who you will be applying for Dependents Allowance for, please enter the full amount of the expense here and the same full amount in their section.

---

### Wages for Domestic Help (assistance resulting from the care of a member of the household with a disability or illness) (£)

Please always enter £0.00 in this section. Wages for domestic help are no longer taken into account and this question is due to be removed from BOSS.

---

### Maintenance payments (£)

Please enter any estimated expenses you will be paying for maintenance.

We class maintenance as a payment you make to another person as agreed by a court order, by the Child Support Agency or through a voluntary agreement.

---

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

[Next](#)

## Student Details – Bank details

Please give details of the bank or building society that you want your bursary paid into. It is your responsibility to ensure that your bank or building society is able to accept Bank Automated Credit Payments (BACS).

If you do not yet have details of the account into which you want your bursary to be paid, please save the application form at this point as you will not be able to continue without them. When your details are known, please log back in and complete this section.

Please ensure that the details you enter are valid and correct. Failure to provide valid and/or correct details will delay payment.

Name of bank or building society	Please enter the name of your bank or building society e.g. Barclays.
Address of bank or building society	Please enter the address of your bank or building society including the postcode.
Name of account holder	Please enter your name as it is shown on your bank statement/bank card.
Sort code	Please enter your answer in numerals without the dashes e.g. 112233.
Confirm sort code	Please re-enter your sort code to confirm.
Account number	Please enter your answer in numerals e.g. 1234567 or 12345678.
Confirm account number	Please re-enter your account number to confirm.
Are these details for a building society?	Please select 'yes' or 'no'. If you answer 'no' this is the end of the questions in this section. If you answer 'yes', you will be asked two further questions (see below).
Building society number/roll number	Please enter your building society number/roll number as shown on your statement.
Confirm building society number/roll number	Please re-enter your building society number/roll number to confirm.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

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## Student Details – Equality and diversity monitoring

The equality and diversity information is collected for monitoring purposes only and will not be used as part of the assessment process. All of the questions provide you with the option to tell us you would prefer not to answer.

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Gender

Please select your answer from the drop down list.

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Ethnic Origin

Please select your answer from the drop down list.

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Sexual Orientation

Please select your answer from the drop down list.

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Religion/Belief

Please select your answer from the drop down list.

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Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Please select your answer from the drop down list.

---

What is your occupation?

Please either tick the box 'Prefer not to say' or type in your occupation and click 'Find Occupation'. Once you have done this, a drop down list will appear. Please select the most appropriate occupation from this list.

---

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Student declaration

This declaration is to indicate that all of the information you have provided so far is correct to the best of your knowledge.

Please take the opportunity at this point to review all information you have provided in the online section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to assess your application for an NHS Bursary.

If you have applied as an independent student who does not have a spouse, partner or civil partner, this is the end of your bursary application. For all other students, there will be further sections to be completed by either your parent/s or your spouse, partner or civil partner.

---

**Accept Declaration** Please tick the box to indicate you agree with the declaration.

---

**Date of Declaration** Please click on the calendar icon and select today's date.

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At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 

## Student Details – Dependants Allowance: spouse, partner or civil partner's income and expenses

Please ask your spouse, civil partner or partner to complete details of their income and expenses for the most recent financial year.

Once this section of the form has been completed and your NHS Bursary application has been submitted, everything entered by your spouse, partner or civil partner is not visible to anyone other than our authorised staff.

Before your application is submitted, all sections of the form can be viewed by anyone logged into your BOSS account. If your spouse, partner or civil partner wishes to keep the information they enter private, you should complete and check all of your sections of the form first, including the 'Student declaration', before asking them to complete this section. Your spouse, partner or civil partner should then click 'Submit' at the end of the application. No amends can be made to your application once they have clicked 'Submit' so please ensure you are happy with the information you have entered first.

Any subsequent supporting evidence that your spouse, partner or civil partner provides, such as P60s, is scanned to the 'private' section of your BOSS account and cannot be viewed by anyone other than our authorised staff.

In accordance with the NHS Bursary Scheme Rules the financial year is defined as a UK tax year which begins on 6 April and runs for a 12 month period.

Please see the table below to find out which financial year income your spouse, civil partner or partner should declare:

When does my next academic year start?	Which financial year period is my parent, spouse or partner required to provide evidence for?
6 April 2016 to 5 April 2017	Financial Year April 2015 – April 2016 (the P60 they received in April 2016) OR March 2016 payslip (week 52/month 12)
6 April 2017 to 5 April 2018	Financial Year April 2016 - April 2017 (the P60 they received in April 2017) OR March 2017 payslip (week 52/month 12)

If we have given the student a deadline to apply for their NHS Bursary which is prior to the end of the specified financial year (in table above), we may be able to accept your income and expenses from the previous financial year.

When declaring income, please ensure that the figures you declare match what is shown in the supporting evidence you will supply. This will help to ensure that your application is assessed as quickly as possible.

## Gross taxable income for the previous financial year

Salary or wages	Please enter your most recent financial year's income from any employment (salary/wages etc).  This figure can be found on your P60 or March payslip.
Taxable allowances	Please enter your most recent financial year's income from taxable allowances.  This information can be found on your P2 or P11D.
Any income from self employment (before tax) (£)	Please enter your most recent financial year's income from self employment.
Maintenance received (£)	Please enter the amount of income you received from maintenance in the most recent financial year. We class maintenance as a payment you received from another person as agreed by a Court Order, by the Child Support Agency or through a voluntary agreement.
Pension (before tax) (£)	Please enter your most recent financial year's income from pensions (state pension, private pension, employee pension etc).
Bank/building society interest (exclude details of any tax free interest, such as ISAs)	Please enter your most recent financial year's income from bank or building society interest inclusive of tax.
Taxable benefits (£)	Please enter your most recent financial year's income from taxable benefits (Jobseekers Allowance, Incapacity Benefit etc).  Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).
Profit from lettings or lodgings	Please enter your most recent financial year's income from lettings or lodgings profit inclusive of tax.
Other unearned income (£)	Please enter any other unearned income you received from the most recent financial year, inclusive of tax (dividends, shares etc).
If you have entered £0.00 in all of the boxes above, which indicates that you have no taxable income, you must provide an explanation here. For example, you are in receipt of non taxable benefits, you are self employed but have not made a profit in the financial year or you have been reliant on your spouse, partner or civil partner's income.	Please enter your explanation in this box.

## Gross expenses for the previous financial year

Income Tax from employment and/or pensions (£)

Please enter your Income Tax expenses from the most recent financial year.

National Insurance contributions (£)

Please enter your National Insurance contributions from the most recent financial year.

Employee pension contributions (£)

Please enter your employee pension contributions from the most recent financial year.

Personal pension/ retirement annuity payments (£)

Please enter your most recent financial year's expenses from personal pension payments including tax relief.

These must attract tax relief or you should not include them.

Life assurance premiums (£)

Please enter the amount paid for life assurance premiums in the most recent financial year.

If this is a joint policy with the student (and only if the student has declared some of their own income in their section of the application), please enter half of the expense here and the other half in their section. If they haven't declared any income, please enter the whole expense here.

Mortgage payments (£)

Please enter the total mortgage payments you have made in the most recent financial year.

Even if this is a joint expense with the student, please still enter the full amount of the expense here.

If the student has declared some of their own income in their section of the application then they also need to enter the same full amount in that section.

Rent (£)

Please enter the total amount of rent you have paid in the most recent financial year. Please remember to deduct any housing benefit you received and only enter the exact amount you were responsible for paying.

Even if this is a joint expense with the student, please still enter the full amount of the expense here.

Wages for Domestic Help (assistance resulting from the care of a member of the household with a disability or illness) (£)

Please always enter £0.00 in this section. Wages for domestic help are no longer taken into account and this question is due to be removed from BOSS.

Maintenance payments (£)

Please enter the expenses you have paid in maintenance for the most recent financial year. We class maintenance as a payment you make to another person as agreed by a Court Order, by the Child Support Agency or through a voluntary agreement.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

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## Student Details – Dependants Allowance: declaration

This declaration is to indicate that all of the information provided for your Dependants Allowance application is correct to the best of your knowledge.

Please take the opportunity at this point to review all information provided in this section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to process your application for an NHS Bursary (including Dependants Allowance).

---

**Accept Declaration**

Please tick the box to indicate you agree with the declaration.

---

**Date of Declaration**

Please click on the calendar icon and select today's date.

---

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

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## Student Details – Person 1 means tested contribution

If you are a dependent student, please ask your parents to complete sections 'Person 1' and 'Person 2' respectively.

If your parents do not live together because they are divorced, legally separated, unmarried or widowed, you only need to ask the parent you ordinarily reside with to provide their income details. Please note that step-parents do not need to disclose their income unless they have legally adopted you.

If you are an independent student, please ask your spouse, partner or civil partner to complete section 'Person 1'. If you have indicated that you are a single, independent student, this section will not appear on your bursary application.

Once this section of the form has been completed and your NHS Bursary application has been submitted, everything entered by Person 1 is not visible to anyone other than our authorised staff.

Before your application is submitted, all sections of the form can be viewed by anyone logged into your BOSS account. If Person 1 wishes to keep the information they enter private, you should complete and check all of your sections of the form first, including the 'Student declaration', before asking them to complete this section. Person 1 should then click 'Submit' at the end of the application. No amends can be made to your application once they have clicked 'Submit' so please ensure you are happy with the information you have entered first.

Any subsequent supporting evidence that Person 1 provides, such as P60s, is scanned to the 'private' section of your BOSS account and cannot be viewed by anyone other than our authorised staff.

---

Please tick 'yes' or 'no'.

Please note that if you select 'no' (choosing not to declare your income), the means tested element of the bursary award will be £0.00.

If you select 'no', the NHS will still pay the standard tuition fee contribution for all eligible students.

Do you wish to declare your income?

### **Students who commenced their course prior to 1 September 2012**

Selecting 'no' means these students will not be entitled to the reimbursement of any additional expenses incurred whilst on practice placements i.e. travel/accommodation.

### **Students who commenced their course on or after 1 September 2012**

Selecting 'no' means these students will still be entitled to the reimbursement of any additional expenses incurred whilst on practice placements i.e. travel/accommodation and be awarded the £1,000 non means tested grant (paid pro rata to part-time students).

---

Title

You must check that the title you have provided is correct. If your title is not listed, please select 'Other' and enter your title in the text box that appears below.

---

Surname	Please enter your last name/surname as it appears on your identification.
Forename	Please enter your first name/forename as it appears on your identification.
Relationship to student	Please enter your relationship to the student e.g. father.
Email address	Please enter your email address so we can contact you about the details you have provided here, if necessary.
House number/name	You must enter the number or name of your house.
Address line 1	You must enter the first line of your address.
Address line 2	Please enter the second line of your address (if there is one).
Town/city	You must enter which town or city this address is in.
Country	You must select the country this address is in from the drop down list.
Postal/zip code	You must enter your postcode.
Landline telephone number	Please provide a contact telephone number in case we need to contact you to verify any details you have provided.
Mobile telephone number	Please provide a mobile number as an alternative to the contact number above.
Please tick the boxes that apply to you	Please select all of the options that apply to you. At least one option must be chosen.
Are you living with the student's other parent/legal guardian?	Please tick 'yes' or 'no'. If you answer 'yes' this is the end of this section for you. If you answer 'no' you will be asked one further question (see below).
Reason	You will only be asked this question if you answer 'no' to the question above. Please select one of the four options: Divorced, Widowed, Separated, Unmarried.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 

## Student Details – Person 1 means tested contribution: income and expenses

Please complete details of your income for the most recent financial year and expenses for the most recent financial year.

In accordance with the NHS Bursary Scheme Rules, the financial year is defined as a UK tax year which begins on 6 April and runs for a 12 month period.

Please see the below table for which financial year income you should declare:

When does my next academic year start?	Which financial year period is my parent, spouse or partner required to provide evidence for?
6 April 2016 to 5 April 2017	Financial Year April 2015 – April 2016 (the P60 they received in April 2016) OR March 2016 payslip (week 52/month 12)
6 April 2017 to 5 April 2018	Financial Year April 2016 - April 2017 (the P60 they received in April 2017) OR March 2017 payslip (week 52/month 12)

If we have given the student a deadline to apply for their NHS Bursary which is prior to the end of the specified financial year (in table above), we may be able to accept your income and expenses from the previous financial year.

When declaring income, please ensure that the figures you declare match what is shown in the supporting evidence you will supply. This will help to ensure that your application is assessed as quickly as possible.

### Person 1 - gross taxable income for most recent financial year ending April 5

Salary or wages	Please enter the most recent financial year's income from any employment (salary/wages etc).  This figure can be found on your P60 or March payslip.
Taxable allowances	Please enter your most recent financial year's income from taxable allowances.  This information can be found on your P2 or P11D.
Income from self employment or company directorship	Please enter the most recent financial year's income from self employment (including Foster Carers Allowance).
Profit from lettings or lodgings	Please enter the most recent financial year's income from lettings or lodgings profit inclusive of tax.
Pensions	Please enter the most recent financial year's income from pensions (state pension, private pension, employee pension etc).

Bank or building society interest (exclude details of any tax free interest, such as ISAs)

Please enter the most recent financial year's income from bank or building society interest inclusive of tax.

Taxable benefits

Please enter the most recent financial year's income from taxable benefits (Jobseekers Allowance, Incapacity Benefit etc).

Please note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).

Other unearned income

Please enter any other unearned income from the most recent financial year, inclusive of tax (dividends, shares etc).

If you have entered £0.00 in all of the boxes above, which indicates that you have no taxable income, you must provide an explanation here. For example, you are in receipt of non taxable benefits, you are self employed but have not made a profit in the financial year or you have been reliant on your spouse, partner or civil partner's income.

Please enter your explanation in this box.

## Person 1 - allowable expenses for the most recent financial year

Employee pension contributions

Please enter your employee pension contribution expenses, if applicable, from the most recent financial year.

Personal pension/retirement annuity payments

Please enter the most recent financial year's expenses from personal pension payments including tax relief.

Please note that these must attract tax relief or you should not include them.

Other loan interest (if allowed for tax purposes)

If you are self employed, please enter the most recent financial year's expenses from other loan interest, if this has not already been deducted from your taxable profit figure declared above.

Professional subscriptions and any other expenses attracting tax relief

Please enter the most recent financial year's expenses from professional subscriptions on which you claim tax relief.

This information can be found on your P2 or P11D.

Wages for Domestic Help (assistance resulting from the care of a member of the household with a disability or illness) (£)

Please always enter £0.00 in this section. Wages for domestic help are no longer taken into account and this question is due to be removed from BOSS.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Person 1 means tested contribution: other dependent children

Please enter the details of any children who will be dependent (excluding the student who this application is for) on you in the forthcoming academic year i.e. do you have any other children who will also be dependent on you for the same academic year as this student?

If you have another child(ren) who will also be attending a course in higher education and who will be in receipt of an income assessed award (from a student loan or a student bursary) from Student Finance England or other funding body, it may be possible to share the assessed contribution with them.

To avoid an overpayment of bursary please notify us immediately if at any time during the academic year the child(ren) is no longer eligible for higher education funding e.g. the child does not enrol or withdraws from the course.

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**Child's name** Please enter the child's full name as appears on their identification.

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**Date of birth** Please either select the correct day and month from the drop down list (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.

---

**Full time education** Please select 'yes' or 'no'.

---

**Educational establishment** Please select one of the four drop down options.  
You will be asked one further question if you select 'Higher Education'.

---

**Name of funding authority (if higher education)** This question will only appear if you select 'Higher Education' on the previous question.

Please enter the name of the funding authority e.g. Student Finance England.

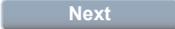
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**Add Additional Child** Please click this button if you want to declare more than one child who will be dependent on you during the academic year. You can add as many additional children as you require.

The fields to complete will be the same as outlined above.

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At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 

## Student Details – Person 1 declaration

This declaration is to indicate that all of the information you have provided is correct to the best of your knowledge.

Please take the opportunity at this point to review all information provided in this section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to assess the student's application for an NHS Bursary.

---

**Accept Declaration** Please tick the box to indicate you agree with the declaration.

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**Date of Declaration** Please click on the calendar icon and select today's date.

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At the end of this page, you have four options.

If you would like to continue with your bursary application, please click [Next](#)



## Student Details – Person 2 means tested contribution

Please ask your other parent to complete this section. If your parents do not live together because they are divorced, legally separated, unmarried or widowed, you only need to ask the parent you ordinarily reside with to provide their income details and this section should not appear. Please note that step-parents do not need to disclose their income unless they have legally adopted you.

If you have indicated that you are an independent student, this section will not appear on your bursary application.

Once this section of the form has been completed and your NHS Bursary application has been submitted, everything entered by Person 2 is not visible to anyone other than our authorised staff.

Before your application is submitted, all sections of the form can be viewed by anyone logged into your BOSS account. If Person 2 wishes to keep the information they enter private, you should complete and check all of your sections of the form first, including the 'Student declaration', before asking them to complete this section. Person 2 should then click 'Submit' at the end of the application. No amends can be made to your application once they have clicked 'Submit' so please ensure you are happy with the information you have entered first.

Any subsequent supporting evidence that Person 2 provides, such as P60s, is scanned to the 'private' section of your BOSS account and cannot be viewed by anyone other than our authorised staff.

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Please tick 'yes' or 'no'.

Please note that if you select 'no' (choosing not to declare your income), the means tested element of the bursary award will be £0.00 even if Person 1 has declared their income.

If you select 'no', the NHS will still pay the standard tuition fee contribution for all eligible students.

Do you wish to declare your income?

### **Students who commenced their course prior to 1 September 2012**

Selecting 'no' means these students will not be entitled to the reimbursement of any additional expenses incurred whilst on practice placements i.e. travel/accommodation.

### **Students who commenced their course on or after 1 September 2012**

Selecting 'no' means these students will still be entitled to the reimbursement of any additional expenses incurred whilst on practice placements i.e. travel/accommodation and be awarded the £1,000 non means tested grant (paid pro rata to part time students).

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Title

You must check that the title you have provided is correct. If your title is not listed, please select 'Other' and enter your title in the text box that appears below.

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Surname

Please enter your last name/surname as it appears on your identification.

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Forename	Please enter your first name/forename as it appears on your identification.
Relationship to student	Please enter your relationship to the student e.g. father.
Email address	Please enter your email address so we can contact you about the details you have provided here, if necessary.
House number/name	You must enter the number or name of your house.
Address line 1	You must enter the first line of your address.
Address line 2	Please enter the second line of your address (if there is one).
Town/city	You must enter which town or city this address is in.
Country	You must select the country this address is in from the drop down box.
Postal/zip code	You must enter your postcode.
Landline telephone number	Please provide a contact telephone number in case we need to contact you to verify any details you have provided.
Mobile telephone number	Please provide a mobile number as an alternative to the contact number above.
Please tick the boxes that apply to you	Please select all of the options that apply to you.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 

## Student Details – Person 2 means tested contribution: income and expenses

Please complete details of your income for the most recent financial year and expenses for the most recent financial year.

In accordance with the NHS Bursary Scheme Rules the financial year is defined as a UK tax year which begins on 6 April and runs for a 12 month period.

Please see the below table for which financial year income you should declare:

When does my next academic year start?	Which financial year period is my parent, spouse or partner required to provide evidence for?
6 April 2016 to 5 April 2017	Financial Year April 2015 – April 2016 (the P60 they received in April 2016) OR March 2016 payslip (week 52/month 12)
6 April 2017 to 5 April 2018	Financial Year April 2016 - April 2017 (the P60 they received in April 2017) OR March 2017 payslip (week 52/month 12)

If we have given the student a deadline to apply for their NHS Bursary which is prior to the end of the specified financial year (in table above), we may be able to accept your income and expenses from the previous financial year.

When declaring income, please ensure that the figures you declare match what is shown in the supporting evidence you will supply. This will help to ensure that your application is assessed as quickly as possible.

### Person 2 - gross taxable income for most recent financial year ending April 5

#### Salary or wages

Please enter the most recent financial year income from any employment (salary/wages etc).

This figure can be found on your P60 or March payslip.

#### Taxable allowances

Please enter your most recent financial year's income from taxable allowances.

This information can be found on your P2 or P11D.

#### Income from self employment or company directorship

Please enter the most recent financial year's income from self employment (including Foster Carers Allowance).

#### Profit from lettings or lodgings

Please enter the most recent financial year's income from lettings or lodgings profit inclusive of tax.

#### Pensions

Please enter the most recent financial year's income from pensions (state pension, private pension, employee pension etc).

Bank or building society interest  
(exclude details of any tax free  
interest, such as ISAs)

Please enter the most recent financial year's income from bank or building society interest inclusive of tax.

Taxable benefits

Please enter the most recent financial year's income from taxable benefits (Jobseeker's Allowance, Incapacity Benefit etc).

Please note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).

Other unearned income

Please enter any other unearned income from the most recent financial year, inclusive of tax (dividends, shares etc).

If you have entered £0.00 in all of the boxes above, which indicates that you have no taxable income, you must provide an explanation here. For example, you are in receipt of non taxable benefits, you are self employed but have not made a profit in the financial year or you have been reliant on your spouse, partner or civil partner's income.

Please enter your explanation in this box.

## Person 2 - allowable expenses for the most recent financial year

Employee pension contributions

Please enter your employee pension contribution expenses, if applicable, from the most recent financial year.

Personal pension/retirement annuity payments

Please enter the most recent financial year's expenses from personal pension payments including tax relief.

Please note that these must attract tax relief or you should not include them.

Other loan interests (if allowed for tax purposes)

If you are self employed please enter the most recent financial year's expenses from other loan interest, if this has not already been deducted from your taxable profit figure declared above.

Professional subscriptions and any other expenses attracting tax relief

Please enter the most recent financial year's expenses from professional subscriptions on which you claim tax relief.

This information can be found on your P2 or P11D.

Wages for Domestic Help (assistance resulting from the care of a member of the household with a disability or illness) (£)

Please always enter £0.00 in this section. Wages for domestic help are no longer taken into account and this question is due to be removed from BOSS.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

## Student Details – Person 2 declaration

This declaration is to indicate that all of the information you have provided is correct to the best of your knowledge.

Please take the opportunity at this point to review all information provided in this section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to assess the student's application for an NHS Bursary.

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**Accept Declaration** Please tick the box to indicate you agree with the declaration.

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**Date of Declaration** Please click on the calendar icon and select today's date.

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At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 

## Student Details – What happens next?

Please read the information provided on this page.

At the end of this page, you have four options. This is the last stage of your NHS Bursary application.

Please ensure that you are happy with your draft application form before you submit it.

Once you are ready to submit your bursary application, please click 

## Submitting your supporting evidence

Once you have submitted your online form, you will receive an email from us that lists all the evidence we need to assess your application (you can also find it saved in the 'Documents' section of your BOSS account – called 'EvidenceRequiredEmail').

If you have applied for Childcare Allowance, this email will also ask you to complete a paper form to provide us with your estimated costs for the academic year. Please send all of this supporting evidence to us at the same time with your student coversheet which you can print from the 'Documents' section of your BOSS account.

Until we receive all of your supporting evidence, we cannot assess your bursary entitlement.

Please send your supporting evidence to:

NHS Student Bursaries  
Ridgway House  
Northgate Close  
Middlebrook  
Horwich  
Bolton  
BL6 6PQ

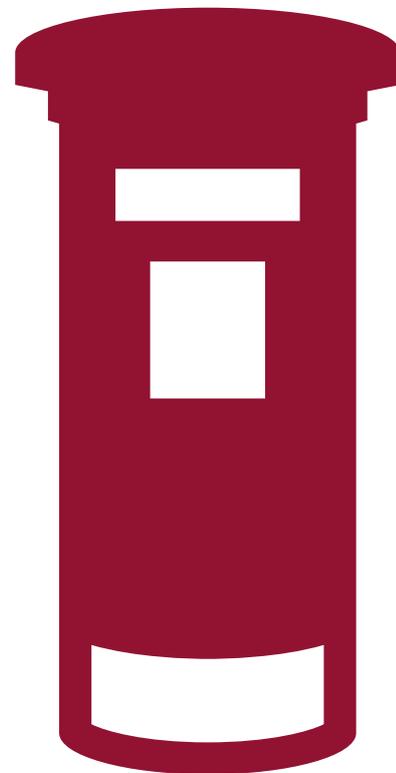
You should send everything to us by Special Delivery and also include a self addressed return envelope with the correct amount of Special Delivery postage paid on it so that you can track the receipt of your documents and their return once they leave us.

Whether you're using a paper/card envelope or a plastic Special Delivery pouch to send us your supporting evidence, please strengthen the seal with tape. Please also make sure the envelope and the return envelope are large enough to comfortably hold all of the documents.

## Submitting another person's supporting evidence

You may have to supply evidence to us from another person, for example, financial evidence from a parent, spouse or partner. If they would prefer the information it contains to remain confidential from you, you should ask them to place the document/s into a sealed envelope and put it inside the envelope containing your supporting evidence. Please do not send in another person's evidence separately to your own as this can cause delays to the assessment of your application.

If the other person wants us to return their document/s to a different address they must include a covering letter stating this and an envelope with the correct amount of Special Delivery postage paid on it addressed to wherever we should return the document/s.



# Timescales for assessing your bursary entitlement

## Bursary applications

We aim to assess your bursary application within 25 working days of all of your supporting evidence being received or within 35 working days if you did not meet your application window deadline. Please see the tables on the [Application deadlines](#) section of our website for more information about application window deadline.

In all cases, please ensure we receive your bursary application and all supporting evidence within nine months of the first date of your academic year.

## Scanning

We aim to process and return your documents to you within 15 working days.

## Dependants Allowance and Childcare Allowance

We aim to assess these applications within 25 working days if you apply separately, at a later date, from your bursary application. If you apply at the same time, all applications will be assessed within 25 or 35 working days, as explained above.

## Change in circumstances

We aim to process these and update your account within 25 working days.

## Practice Placement Expenses (PPE) claims

We aim to pay PPE claims within 25 working days following receipt of a validated claim from a university.

## Disabled Students Allowance (DSA)

We aim to pay these allowances within 20 working days of receiving the application and all requested supporting evidence.

## Childcare reconciliation

We aim to reconcile your childcare costs by the end of the following reconciliation period. Please keep your original childcare receipts as we may request these for random sample checking at any point during your academic year.



## Receiving your bursary payments

NHS Bursaries are paid in 12 equal monthly instalments each year, except in your final year of study when the bursary will be paid over the number of months you will be in training. For example, if your final year commences 16 September and ends 20 June, your bursary will be paid in 10 instalments (September – June).

Bursary payments (apart from your first payment of your first year of study) are made on the third Friday of each month, directly into the bank account for which you have provided details of on BOSS.

If you are a new NHS Bursary student on the [Transitional Arrangements](#) for 2017/18 and your application has been approved, you will receive your first payment within 10 working days of us receiving and processing the confirmation from your university that you have enrolled on your course and attended your first day. Your first bursary payment will be a double instalment and the next payment after this will be in month three.

If you are a new medical/dental student you will receive monthly payments from the beginning of your funding, rather than a double bursary payment in the first instalment.

If you are a continuing student, meeting the application window deadline for submitting your application and supporting evidence will guarantee that your monthly payments will continue into your next academic year.

