Student Services

NHS Bursary funding for continuing pre-registration Nursing, Midwifery, Allied Health Professional and Medical & Dental students

Academic Year 2017/18

For students who started their course before 1 August 2017
## Contents

Discretionary 4

**Introduction** 5

Section 1: NHS Bursary guidance and information for continuing healthcare students 6

1.1 Am I a continuing student? 7

1.2 Eligible courses 7

1.3 Re-applying for your NHS Bursary 8

1.4 How the NHS Bursary is calculated 9

1.5 NHS Bursary rates 2017/18 10

1.6 Case Studies: Basic award calculation 15

1.7 Course tuition fees 19

1.8 Additional Allowances 19

1.9 Case studies: Dependants and Parent Learning Allowances 21

1.10 Changes in your circumstances which could affect your NHS bursary entitlement 25

1.11 Maternity, maternity support and adoption leave 26

1.12 Other forms of help 27

1.13 Fraud 28
## Section 2: NHS Bursary funding for Medical and Dental Students

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 General bursary funding arrangements</td>
<td>30</td>
</tr>
<tr>
<td>2.2 Which course years are eligible for NHS Bursary funding?</td>
<td>30</td>
</tr>
<tr>
<td>2.3 Eligibility: residency and immigration status</td>
<td>31</td>
</tr>
<tr>
<td>2.4 Bursary eligibility: which course years qualify?</td>
<td>37</td>
</tr>
<tr>
<td>2.5 Payment of your course tuition fees</td>
<td>42</td>
</tr>
<tr>
<td>2.6 Applying for a NHS Bursary</td>
<td>43</td>
</tr>
<tr>
<td>2.7 NHS Bursary award rates, calculation and assessment</td>
<td>44</td>
</tr>
<tr>
<td>2.8 How changes in your circumstances may affect your bursary</td>
<td>45</td>
</tr>
<tr>
<td>2.9 Temporary absence from your course</td>
<td>46</td>
</tr>
<tr>
<td>2.10 Additional sources of financial help for Medical and Dental students</td>
<td>47</td>
</tr>
</tbody>
</table>
Disclaimer

Students should not rely on current NHS Bursary rules and allowances when planning for subsequent academic years as these may be subject to review in the future and as a result may be liable to change.

Further information about NHS Bursaries is posted on the NHS Business Services Authority’s Student Services website as and when it is made available. Students are advised to check the website on a regular basis.

The Department of Health and Student Services cannot accept any responsibility for the loss of any type, however suffered, by students who have relied on current rules and allowances in altering their circumstances (including but not limited to financial circumstances), whether for the current academic year, academic year to begin or indeed for any subsequent academic years.

The arrangements and rates described in this booklet apply to the 2017/18 academic year only. This booklet cannot cover all individual circumstances and you may need to get more details from your university.
**Introduction**

**Who is this booklet for?**

This booklet is intended to provide guidance to:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Continuing pre-registration Nursing, Midwifery and Allied Health Professional (AHP) students</td>
<td>…who commenced training on NHS commissioned courses <strong>before 1 August 2017</strong> and have already received previous NHS Bursary support.</td>
</tr>
<tr>
<td>Continuing <strong>undergraduate</strong> medical and dental students</td>
<td></td>
</tr>
<tr>
<td>Continuing <strong>graduate-entry</strong> medical and dental students</td>
<td></td>
</tr>
<tr>
<td>Undergraduate or graduate-entry medical or dental students in the later years of their course</td>
<td>…applying for NHS bursary funding for the first time in 2017/18.</td>
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**Health Education Funding Reforms 2017/18**

From 1 August 2017, new nursing, midwifery and allied health students will no longer receive NHS Bursaries. Instead, they will have access to the same student loans system as other students. **NHS Bursary funding for continuing healthcare and medical and dental students is not affected by these changes.**

**Policy**

Students who commenced their studies on or after 1 September 2012 up to 31 July 2017 should refer to [NHS Bursary Scheme New Rules (Sixth Edition)](https://www.nhsemployers.org/)(Sixth Edition).

The information in this booklet is correct at the time of publication, however further changes may be made to the NHS Bursary Scheme and all potential applicants are advised to check our website for updated details.
Section 1: NHS Bursary guidance and information for continuing healthcare students
1.1 Am I a continuing student?

You are a continuing student if:

- you are studying on a NHS-commissioned pre registration Nursing, Midwifery or Allied Health Professional course; and
- you commenced your studies before 1 August 2017; and
- you are reapplying for a subsequent academic year.

As a continuing student you will normally have already demonstrated your eligibility for funding and supplied evidence of your identity.

If you have not received NHS Bursary funding in a previous academic year or years, and you are not on a medicine or dentistry course, you should refer to our website for more guidance, as the bursary funding arrangements in this booklet may not apply to you.

1.2 Eligible courses

To be eligible for NHS Bursary funding in 2017/18 as a continuing healthcare student, you must:

- be occupying an NHS funded place on a full or part time course;
- the course must have started before 1 August 2017 and;
- it must lead to registration in one of the following professions:

Withdrawals

If you have completely withdrawn from a programme of study and are restarting as a new student on an undergraduate healthcare programme in 2017/18, you may no longer be eligible for an NHS Bursary. You will need to check with your university that the place you have been offered on your new course is NHS-commissioned.

Are you returning to training after a period of absence?

If you:

- were originally attending a course which started before 1 August 2017,
- have stepped off (for any reason) and;
- you are intending to return to training between 1 August 2017 and 31 July 2018

The decision to offer funding in these circumstances is the responsibility of Health Education England. If you are returning to a course during the above period, you should check with your university in the first instance that funding will be available in your circumstances.
1.3 Re-applying for your NHS Bursary

1. We recommend that you refer to our guidance booklet *Completing your NHS Bursary application - A step by step guide to the Bursary Online Support System (BOSS)*, when filling in your BOSS application for 2017/18.

2. When re-applying, you should use your existing BOSS account for your application which will ensure you receive your payments during the 2017/18 academic year.

3. After you have submitted your BOSS application, you will receive an email listing the supporting documentation you need to send to us.

4. Once we have received and scanned your supporting documents, you will receive a further email from us to indicate that; your activity status in BOSS has changed from ‘pended’ to ‘active’.
5. If we have received all of the information and documentation necessary to finalise your 2017/18 entitlement, we will send you an email notifying you that a Notification of Award is available to view in your BOSS account. This outlines the amount of NHS Bursary you have been awarded and the scheduled monthly payment dates for the academic year. If any additional evidence or information is required we will contact you directly by email or phone.

6. Any amount you may be entitled to for the 2017/18 academic year will be calculated, using the NHS Bursary Scheme Rules relevant to the 2017/18 academic year as well as the information you provide to us.

7. If you do not provide all the necessary information and supporting documentation by your specified deadline, the assessment and payment of your bursary (where applicable) may be delayed.

8. We must receive all applications and requested supporting evidence no later than nine months from the first date of your course in the academic year for which you are making an application. Any application or supporting evidence received outside the nine month period will not be accepted and you will not be entitled to receive any Bursary funding in that academic year.

1.4 How the NHS Bursary is calculated

Are you independent or dependent?

If you were assessed as being ‘independent’¹ or ‘dependent’² in a previous academic year this will usually remain the case for subsequent ones, unless your circumstances have changed since the previous academic year.

If they have, you should submit a ‘Change of Circumstances’ application via the ‘Account details’ screen of your BOSS account.

We will use the information you provide in your BOSS application, as well as any relevant supporting evidence you send, to make this decision.

Student status can change from dependent to independent but normally not the other way around. Some typical examples are:

Marital status
You are married or have formed a civil partnership at the start of your academic year.

Both of your parents are deceased
You have no living parents.

Religious order
You have become a member of a religious order and you live in a house belonging to that order.

Care of a child
You have become responsible or now have joint custody for the care of a person under the age of 18 who is dependent on you.

¹ This means that your bursary will be assessed using the income of your spouse, partner or civil partner, if you have one. If you are single, we will only use your own income for the academic year, if you have declared any on your application.

² The means-tested element of your bursary will be calculated on the income of your parent/s for the last complete financial year.
1.5 NHS Bursary rates 2017/18

The maximum rates for the means tested bursary and the non-means tested grant payable to full time students in 2017/18 are as follows:

### Attending a university in London and living in lodgings/own home
- **Means tested bursary** - Up to £3,191 per year
- **Non-means tested grant** - £1,000 per year

### Attending a university outside London and living in lodgings/own home
- **Means tested bursary** - Up to £2,643 per year
- **Non-means tested grant** - £1,000 per year

### Living in the parental home (all areas)
- **Means tested bursary** - Up to £2,207 per year
- **Non-means tested grant** - £1,000 per year

**Continuing part time students**

If you are attending your course on a part time basis, and you are personally eligible for an award, the non-means tested grant and any means tested bursary you are entitled to will also be available to you, but these will be awarded at a reduced rate depending on your course attendance.

Rates for continuing students attending part time courses in 2017/18 are as follows:

<table>
<thead>
<tr>
<th>Part time course length</th>
<th>Paid at (% of full time rate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 years</td>
<td>75%</td>
</tr>
<tr>
<td>4 years</td>
<td>60%</td>
</tr>
<tr>
<td>6 years</td>
<td>60%</td>
</tr>
</tbody>
</table>
The means tested bursary

If you are a dependent student, we will use any taxable earned or unearned income that has been declared by your parent/s to calculate your NHS Bursary award. If you are independent, the income of your spouse, partner or civil partner\(^4\), (if applicable) will be taken into account. The amount of means tested bursary you could receive will be reduced in proportion to that income, minus certain deductible expenses.

You may also wish to use our bursary award estimate calculator to give you an idea of how much you could receive.

Student’s own income

If you have declared any unearned income for the 2017/18 academic year on your BOSS application this may be taken onto account when assessing your bursary, regardless of whether you are classed as independent or dependent.

However, income/earnings from work undertaken during evenings, weekends and vacation periods whilst you are in training will not be taken into account and you do not have to declare such income on your bursary application, unless you will be attending a part time course.

If you are attending your course on a part time basis, any income you receive from employment undertaken during the academic year will be taken into account in the assessment of your means tested bursary entitlement.

\(^3\) The Childcare Allowance, Practice Placement Expenses and any payments from the Disabled Students Allowance will be always paid at the appropriate full time rate regardless of whether you are a part time or full time student.

\(^4\) Partner means a person of the same or opposite gender with whom you live as if you are married.

Civil partner means someone with whom you have entered into a formal legally recognised Civil Partnership in the UK or the equivalent if this has taken place overseas.
If you receive income from the following sources, these will be taken into account when assessing your entitlement:

- Pensions
- Bank or building society interest
- Income from renting out property or from a lodger
- Profit from dividends/shares
- Certain taxable social security benefits

If you declare income from certain sources, we will not take the whole amount into account if it exceeds certain levels. More information about these sources and the amounts we are able to disregard can be found in Table 9 on page 28 of the NHS Bursary Scheme New Rules (Sixth Edition).

For continuing part time students, the income you receive from an employer (if you have a main job during term time or have been released by your employer to attend the course) will be taken into account. However, the relevant disregards will be applied, as above.

**Parent(s), spouse, civil partner or partner’s contribution**

This section applies to students who will have another person’s income taken into account for the calculation of their bursary entitlement i.e. all students except any single, independent ones.

**Residual income**

This is the amount of income that will be used to calculate your bursary entitlement, once any disregards and allowable expenses have been deducted. There is more information about disregards and allowable expenses below.

To calculate the residual income, the parent/s, spouse, civil partner or partner's gross taxable income for the previous financial year is used. For the 2017/18 academic year, the applicable financial year will be the period running from 6 April 2016 to 5 April 2017.

**Expenses**

The expenses that we can take into account to offset against a parent, spouse, partner or civil partner's income are as follows:

- employee pension contributions
- personal pension contributions (if they attract tax relief)
- loan interest - if allowed for tax purposes (self-employed persons only)
- professional subscriptions and any other tax relievable expenses.
Contribution rates

The tables below can be used to give you an idea how much your parent/s, spouse, partner or civil partner will be assumed to contribute to your bursary, based on their residual income.

A ‘contribution’ is not a direct payment that your parent/s, spouse, civil partner or partner is expected to make. Instead, it is the amount that will be deducted from the maximum means tested bursary you are entitled to, depending on declared income levels.

## Contribution rates table for parent(s), spouse, civil partner or partner

<table>
<thead>
<tr>
<th>If the residual income is calculated at:</th>
<th>The contribution we will deduct is:</th>
<th>If the residual income is calculated at:</th>
<th>The contribution we will deduct is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under £24,279</td>
<td>£0</td>
<td>£67,500</td>
<td>£4,594</td>
</tr>
<tr>
<td>£24,279</td>
<td>£45</td>
<td>£70,000</td>
<td>£4,857</td>
</tr>
<tr>
<td>£25,000</td>
<td>£120</td>
<td>£72,500</td>
<td>£5,120</td>
</tr>
<tr>
<td>£27,500</td>
<td>£384</td>
<td>£75,000</td>
<td>£5,384</td>
</tr>
<tr>
<td>£30,000</td>
<td>£647</td>
<td>£77,500</td>
<td>£5,647</td>
</tr>
<tr>
<td>£32,500</td>
<td>£910</td>
<td>£80,000</td>
<td>£5,910</td>
</tr>
<tr>
<td>£35,000</td>
<td>£1,173</td>
<td>£82,500</td>
<td>£6,173</td>
</tr>
<tr>
<td>£37,500</td>
<td>£1,436</td>
<td>£85,000</td>
<td>£6,436</td>
</tr>
<tr>
<td>£40,000</td>
<td>£1,699</td>
<td>£87,500</td>
<td>£6,699</td>
</tr>
<tr>
<td>£42,500</td>
<td>£1,963</td>
<td>£90,000</td>
<td>£6,963</td>
</tr>
<tr>
<td>£45,000</td>
<td>£2,226</td>
<td>£92,500</td>
<td>£7,226</td>
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<tr>
<td>£47,500</td>
<td>£2,489</td>
<td>£95,000</td>
<td>£7,489</td>
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<tr>
<td>£50,000</td>
<td>£2,752</td>
<td>£97,500</td>
<td>£7,752</td>
</tr>
<tr>
<td>£52,500</td>
<td>£3,015</td>
<td>£98,000</td>
<td>£7,805</td>
</tr>
<tr>
<td>£55,000</td>
<td>£3,278</td>
<td>£98,500</td>
<td>£7,857</td>
</tr>
<tr>
<td>£57,500</td>
<td>£3,541</td>
<td>£99,000</td>
<td>£7,910</td>
</tr>
<tr>
<td>£60,000</td>
<td>£3,805</td>
<td>£99,833</td>
<td>£7,998</td>
</tr>
<tr>
<td>£62,500</td>
<td>£4,068</td>
<td>(There is no maximum contribution threshold)</td>
<td></td>
</tr>
<tr>
<td>£65,000</td>
<td>£4,331</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The contribution is calculated at £1 in £9.50 on residual income of £24,279 and over, plus £45.
Nil and ‘Fees only’ means tested bursary awards

If the amount shown in the ‘contribution’ column is more than your maximum bursary entitlement would be, the actual amount of the means tested bursary you will receive will be £0.00.

If this happens, the standard course tuition fee contribution will still be met on your behalf, and you will still receive the £1,000 non means tested grant.

Alternatively if your parent/s, spouse, partner or civil partner do not wish to declare their income when you apply for your bursary, they may answer ‘no’ to this question when asked on BOSS.

This means that if you meet the eligibility criteria the NHS will pay the standard course tuition fee contribution on your behalf, but you will not receive the means tested bursary and you will not be entitled to claim for any of the additional allowances (with the exception of Disabled Students Allowances).

Students whose parent/s, spouse, partner or civil partner choose not to declare their income, will still receive the £1,000 non means tested grant.

‘EU Fees Only’ students will not receive any payments but the standard course tuition fee contribution will be met on their behalf by the NHS.

If you are eligible to apply for an NHS Bursary but believe you will be awarded a £0.00 means tested bursary after income assessment, **you must still make an application** in order for us to pay the standard course tuition fees contribution and award you the £1,000 non means tested grant.

‘EU Fees Only’ students will not receive any payments but the standard course tuition fee contribution will be met on their behalf by the NHS.
1.6 Case Studies: Basic award calculation

Case study 1 - Dependent student on a full time course

Student A is currently studying at a university outside London and living in rented accommodation during term-time.

His course will last for 38 weeks in the 2017/18 academic year.

He was classed as a dependent student in his first year and his parents have once more agreed to declare their income in order for him to be assessed for the full NHS Bursary award.

His parents’ total gross income for tax year 2016/17 was £34,500. Their allowable expenses were £2,000.

How much bursary will Student A receive in 2017/18?

1) The maximum NHS Bursary available to Student A before means testing is £3,315:

- **Basic Award:** Lodgings Elsewhere rate = £2,643
- **Extra Weeks Allowance:** £84 x 8 additional weeks over 30 weeks = £672
- **Total award before means testing:** £2,643 + £672 = £3,315

2) His parents’ joint declared gross income is £34,500 in the 2016/17 tax year:

- **Allowable expenses are:** £2,000
- **Residual income (RI) is:** £34,500 less £2,000 = £32,500
- **Parental contribution on RI of £32,500 is:** £32,500-£24,279 / £9.50 + £45 = £910
3) Student A’s actual NHS Bursary entitlement will be:

Maximum basic award
£3,315 less parental contribution of £910 = £2,405

Plus...
The Non Means Tested Grant: £1,000

= Total award for 2017/18
£2,405 + £1,000 = £3,405

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Case Study 2: Independent married student on a full time course

Student B is living with his spouse whilst he is studying on a NHS funded course at a London university. Student B and his spouse own their own home in London.

Student B’s course will last for 46 weeks in the 2017/18 academic year.

His spouse’s gross income for the 2016/17 tax year was £34,500.

The spouse’s allowable expenses for the tax year 2016/17 total £4,500.

How much bursary will Student B receive in 2017/18?

1) The maximum NHS Bursary available to Student B before means testing is £5,567:

Basic Award: London lodgings rate = £3,191

Extra Weeks Allowance: £108 x 22* additional weeks = £2,376

Total award before means testing:
£3,191 + £2,376 = £5,567

*Note: Courses lasting 45 weeks or more in an academic year are regarded as being 52 weeks in duration for NHS Bursary award purposes.
2) His spouse’s gross income was £34,500 in the 2016/17 tax year:

Allowable expenses are: £4,500

Residual income is: £34,500 less £4,500 = £30,000

Spouse contribution on residual income of £30,000 is: £30,000-£24,279 / £9.50 + £45 = £647

3) Student B’s actual NHS Bursary entitlement will be:

Maximum basic award £5,567 less parental contribution of £647 = £4,920

Plus... The Non Means Tested Grant: £1,000

= Total award 2017/18: £4,920 + £1000 = £5,920

Case Study 3: Independent married student on part time course

Student C is attending a healthcare course on a part time basis.

In 2017/18 she will attend for 33 weeks in the academic year.

She will complete the course over a five year period.

She attends a university outside London and lives in a rented house with her spouse.

Her spouse’s gross income was £38,500 in tax year 2016/17, whilst his allowable expenses totalled £3,000.
How much bursary will Student C receive in 2017/18?

1) Maximum bursary available to Student C before means testing:

| Basic Award: Lodgings elsewhere part time rate = 60% of £2643 = £1,586 | Extra Weeks Allowance: 60% of 84 x 3 additional weeks £151 | Total award before means testing: £1,586 + £151 = £1,737 |

2) Spouse's gross income = £38,000 (tax year 2016/17):

| Basic Award: Lodgings elsewhere part time rate = 60% of £2643 = £1,586 | Extra Weeks Allowance: 60% of 84 x 3 additional weeks £151 | Total award before means testing: £1,586 + £151 = £1,737 |

3) Student C’s actual NHS Bursary entitlement:

| Maximum basic award £1,737 less spouse contribution of £1,173 = £564 | Plus... Non Means Tested Grant pro rata (60% of £1,000): £600 | = Total award 2017/18: £564 + £600 = £1,164 |
1.7 The Non Means Tested (NMT) Grant

The non means tested grant in 2017/18 is £1,000 per academic year. This is payable to all eligible full time continuing students, regardless of the course they are undertaking and will continue to be paid in monthly instalments to your bank account at the same time as all other bursary award elements, if you have been awarded these.

Continuing part time students who are eligible for the NMT Grant will still receive this on a pro rata basis in 2017/18, depending on the length of their course.

Any students assessed as ‘EU fees only’ in previous academic years remain ineligible for the NMT grant (or the means tested bursary).

1.7 Course tuition fees

If you are an eligible continuing student, the NHS will continue to meet the standard tuition fee contribution on your behalf for each year of your course.

Your course tuition fees are paid directly to your university by Health Education England’s regional office for the area in which your university is located.

1.8 Additional Allowances

These are extra payments which may be paid in addition to the non means tested grant and any basic bursary you may be entitled to. They are subject to means testing. If you have received them in a previous academic year, you may continue to do so providing your financial or other circumstances have not changed.

The additional allowances are as follows:

Extra Weeks Allowance

Most health professional students have longer academic years than other students. If your course runs for more than 30 weeks and 3 days in the 2017/18 academic year (excluding holiday periods), you will be entitled to Extra Weeks Allowance, as illustrated below.

If you have to attend the course for 45 weeks or more in any academic year, you will receive Extra Weeks Allowance to ensure your bursary covers all 52 weeks of the year.

Extra Weeks Allowance is automatically calculated and awarded when we assess your NHS Bursary application, you do not need to apply for it separately.
Dependants Allowance

This is payable to you for people who are wholly or mainly financially dependent on you during your time in training.

This is a means tested allowance, so the income received by your spouse, civil partner or partner, your children and other dependent adults during the academic year (after allowable expenses such as tax, mortgage, rent, life assurance and disregards have been deducted) will be used to determine how much you will be entitled to.

Dependants Allowance can be applied for as part of your main NHS Bursary application. More information on how to do this can be found in our separate guidance booklet Completing your NHS Bursary application: A step by step guide to the Bursary Online Support System (BOSS)

Dependants Allowance rates

Declared expenses from your Dependants Allowance application are deducted from the income you have declared on your application (if any) to give a net annual income figure.

Disregards of £1,000 per eligible dependant are then taken from this to give the resulting residual income.

If your residual income is more than the maximum Dependants and Parent Learning Allowances available to you, you will not be entitled to these, but if you are also applying for help with your childcare costs, you may still be entitled to some assistance from this allowance, depending on the level of your residual income and the cost of your childcare provision.

The maximum Dependants Allowance rates for the 2017/18 academic year are:

- **Spouse, civil partner, partner or first child**
  - Up to £2,448 per year

- **Each subsequent child**
  - Up to £549 per child

If your spouse, partner or civil partner is also a student

If your spouse, civil partner or partner will be in receipt of publicly funded student support, such as a student loan (or they receive an NHS Bursary in their own right), we will not be able to award you any Dependants Allowance for them.

However, if they are not in receipt of, or not able to apply for, any grants relating to your children, we may still pay the maximum Dependants Allowance for your child or children at the maximum published rates (above).

If your spouse/civil partner/partner is in receipt of any grants or loans relating to your dependants, we can only pay you a Dependants Allowance at 50% of the eldest or first child rate (plus 50% of the appropriate rate for any subsequent child or children).

If your spouse/civil partner/partner is also an NHS Bursary funded student, you may both receive Dependants Allowance at 50% of the full rate, or one of you may opt to receive the full rate for each of your dependent children.
1.9 Case studies: Dependents and Parent Learning Allowances

Case Study 4: Dependants and Parent Learning Allowances (both partners are full time students)

Student D is a full time Nursing student in receipt of an NHS Bursary.

Her partner is undertaking a History degree on a full time basis. He receives funding from Student Finance England, including a Parent Learning Allowance.

The couple have two children aged 7 and 3.

What level of Dependents and Parent Learning Allowance will Student D receive?

Student D would receive the following allowances:

Partner: £0.00

Child 1 (eldest child): £1,224 (50% of £2,448)

Child 2 (subsequent child): £274.50 (50% of £549)

Total Dependants Allowance awarded: £1,498.50

Total Parent Learning Allowance awarded: £1204 (maximum rate)

Parent Learning Allowance (PLA)

This will pay up to £1,204 per academic year to students who have a dependent child or children. It is calculated by determining your residual income and applying this firstly to any Dependents Allowance entitlement you may have.

Where there is still a residual income amount available this will be applied on a pound for pound basis to your Parent Learning Allowance entitlement and then any Childcare Allowance you may have applied for, in that order.

Case Study 5: Dependants Allowance and Parent Learning Allowance

Student E has a spouse and three dependent children.

She attends a full time NHS funded course and has applied for Dependents Allowance, Parent Learning Allowance and Childcare Allowance.

Her spouse’s gross income was £18,500 in the 2016/17 tax year.

Her allowable expenses in the same tax year (for Dependents Allowance) totalled £9,691.
How much Dependants and Parent Learning Allowances will Student E be entitled to for the 2017/18 academic year?

Step 1: Income and expenses for the 2016/17 tax year

| Gross income of spouse before tax | £18,500 |
| Expenses:                        |         |
| Income Tax                       | £3,740  |
| National Insurance contributions | £551    |
| Rent                             | £5,400  |
| **Total expenses**               | **£9,691** |

Step 2: Maximum Dependants Allowances before means testing:

| Spouse                            | £2,448  |
| Three children @ £549 per child   | £1,647  |
| **Total**                         | **£4,095** |

Step 3: Disregard of income

| Each dependant (not including student) = £1,000 |
| **Total disregards for spouse and three children** | **£4,000** |

Step 4: Residual income calculation:

| Gross income                      | £18,500 minus |
| Total expenses                    | £9,691 minus  |
| Total income disregards          | £4,000        |
| **Total Residual income**        | **£4,809**    |

Step 5: Dependants Allowance entitlement

| Maximum Dependants Allowance of…  | £4,095 minus |
| residual income of…               | £4,809       |
| Actual Dependants Allowance entitlement for Student D is: | **£0.00** |

Because the -£714 represents 'excess residual income', the Dependants Allowance entitlement will be: **£0.00**.
Step 6: Parent Learning Allowance calculation

| Remaining residual income (from the Dependants Allowance calculation) | £714 |
| Maximum Parent Learning Allowance (before means testing)             | £1,204 |
| Parent Learning Allowance (PLA) entitlement:                         | £1,204 minus remaining residual income of £714 |
| Actual PLA entitlement for Student D in 2017/18                      | £490 |

Step 7: Student D can now apply for Childcare Allowance and receive the full 85% (or the capped maximum amount) of her annual costs as the remaining residual income has been absorbed by the PLA.

Childcare Allowance

This allowance is available to students with dependent children aged under 15 on the first day of the academic year, or under 17 years of age if the child is registered with special educational needs. As this allowance is subject to means testing, the level of support you receive will be dependent upon your individual circumstances.

In 2017/18, the Childcare Allowance may pay up to 85% of your actual registered childcare costs to a net maximum payable of £128.78 per week for one child and £191.45 per week for two or more children, but the amount awarded will depend on your circumstances and the income available to you and your family. Not all students who apply for Childcare Allowance are entitled to receive it.

If you have not been in receipt of this allowance in previous academic year/s, but now wish to apply in 2017/18, you should also complete and send us the application form.

If you received Childcare Allowance in a previous academic year or years, you will need to reapply for it for the 2017/18 academic year. The application form is available from our website.
**Practice Placement Expenses (PPE)**

Under the rules of the NHS Bursary Scheme, students are entitled to have some of the costs arising from attendance at practice placements reimbursed to them, providing the claim is made within six months of the cost being incurred.

<table>
<thead>
<tr>
<th>Depending on your circumstances you may be able to claim for...</th>
</tr>
</thead>
<tbody>
<tr>
<td>The normal daily cost of return journeys between your normal term time address and your placement site LESS...</td>
</tr>
<tr>
<td>If you have to pay for temporary accommodation in order to attend your placement, this may also be reimbursed - up to a maximum nightly rate of £55</td>
</tr>
</tbody>
</table>

If you have claimed for practice placement expenses before, you may continue to do this in 2017/18, there is no change to the claims process for continuing students.

Hard copy PPE claim forms are available from our website. Please only download a form when you need it to ensure you are using the latest version available.

When making a claim for placement expenses, you are strongly advised to consult the information in our booklet **A step by step guide to completing your PPE claim** form. Incorrectly completed claim forms cannot be processed and you may be asked to submit a new form, resulting in any payment due to you being delayed. So please ensure you read the guidance first.

When you have completed your form, you must hand it to your university. They will check your claim and, if satisfied, they will authorise it and post it to us on your behalf. **All PPE forms must be received by us within six months of the last date of your claim.**

You must ensure that you provide your university with a copy of your student coversheet which can be printed from the ‘Documents’ section of your BOSS account. Any PPE claims we receive without these will not be processed as we will not be able to link them to your BOSS account.

**Disabled Students Allowances (DSAs)**

Students are eligible to apply for DSAs if they are likely to satisfy the definition of a disabled person contained in the Equality Act 2010. A person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term effect on the student’s ability to carry out normal day to day activities.

No contribution will be required from your income or that of your family towards any of the DSAs. Seconded students, and those who are in receipt of an EU Fees Only bursary award, are not eligible for assistance from the DSAs.

If you are already in receipt of DSAs from us, you are not required to re-apply for these each year.
1.10 Changes in your circumstances which could affect your NHS bursary entitlement

It is essential that you inform us as soon as possible if your circumstances change, to ensure that you are receiving the correct amount of bursary support. If you don’t tell us, you could receive an incorrect amount and you will have to pay some money back to us if this results in an overpayment.

The table below includes some of the most common reasons your NHS Bursary award (including additional allowances) could be affected if your circumstances change.

<table>
<thead>
<tr>
<th>Personal details</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A change of address</td>
</tr>
<tr>
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<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>• Moving away from or back to your parental home</td>
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<tr>
<td>• Moving in with or away from a partner</td>
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</table>

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<tr>
<th>Changes in marital or parental status</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A change in your marital status (separated/divorced/widowed)</td>
</tr>
<tr>
<td>• A change in your parents’ marital status (separation/divorce) (dependent students only)</td>
</tr>
<tr>
<td>• Loss of a parent or parents (dependent students only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changes in course attendance</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>• Loss of a parent or parents (dependent students only)</td>
</tr>
</tbody>
</table>

If you have not applied for DSAs to us before and have recently been diagnosed with a disability or learning difficulty, you can apply at any time - the link to apply for Disabled Students Allowances will appear on your **BOSS account** homepage once you have submitted your application for an NHS Bursary.

For most of these, you should inform us as soon as possible by completing a Change of Circumstances application, which is available by logging onto your **BOSS account**. You must tell us straight away if any of the following apply to you at any point during the 2017/18 academic year.

If you need more information…

Our booklet **Guide to Disabled Students Allowances (DSAs)** gives an overview of the different elements of the DSAs that students may be entitled to, the 2017/18 rates and more information on the application process.

It is essential that you inform us as soon as possible if your circumstances change, to ensure that you are receiving the correct amount of bursary support. If you don’t tell us, you could receive an incorrect amount and you will have to pay some money back to us if this results in an overpayment.

The table below includes some of the most common reasons your NHS Bursary award (including additional allowances) could be affected if your circumstances change.

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<tr>
<td>• A change in your parents’ marital status (separation/divorce) (dependent students only)</td>
</tr>
<tr>
<td>• Loss of a parent or parents (dependent students only)</td>
</tr>
</tbody>
</table>
### Changes in course attendance

- Withdrawal from your course

- Any other change to your course attendance: (such as going from full time to part time attendance or vice versa, or transferring to another university).

### Changes that may affect Dependents or Childcare Allowances

- A change of childcare provider

- Using an additional childcare provider

- Starting or ceasing to use a childcare provider

- A change to the number of your dependants

- Becoming responsible for a dependent child or adult

### Changes in income

- **All students** - any changes to unearned income you receive or received

- **Part time students** - any changes to your earned income.

- A reduction in your parental, spouse or partner's income of 15% or more when compared to the previous financial year. To apply for a reassessment, click the link from your BOSS account home page under 'Download Current income Assessment form'

### 1.11 Maternity, maternity support and adoption leave

#### Maternity award

A student who is eligible for a full bursary is entitled to a maternity award of up to 12 months for maternity leave, as long as this has been authorised by the student’s university.

The maternity award will normally include all elements of the student’s existing bursary award except those relating to actual attendance on the course such as:

- Practice Placement Expenses;
- Childcare Allowance;
- Elements of DSAs which relate to course attendance.

The same arrangements apply if a student wishes to take time off from their course in order to adopt a child or children.

It is for the student and the university to agree when her authorised absence for maternity leave should begin, taking into account her own health and the health of her baby, and the point in the course when it would be best to begin the break.

The student should provide the university with confirmation of the pregnancy before commencing maternity leave (usually the official form MAT B1 available from her GP or midwife after she has been pregnant for 20 weeks).
Maternity / adoption support

A bursary award will continue to be paid to a student for up to four weeks authorised leave to enable the student to provide support to a mother and child during and after childbirth or for adoption. This is known as a maternity support award.

Further guidance on the NHS Bursary maternity arrangements for continuing students are outlined in the **NHS Bursary Scheme Rules (Sixth Edition)**.

1.12 Other forms of help

**Student loans**

You may be entitled to a reduced student loan to provide an additional source of income while you study.

You should contact **Student Finance England** for information on the type of student loan or other statutory funding that may be available to you before the course starts.

**Council Tax**

Full time students may either be exempt from Council Tax or entitled to discount disregards. You should seek advice about this from your Local Authority or benefits office.

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**Help with Health Costs**

If you have a low income, the **NHS Low Income Scheme** could help you pay for:

- NHS prescription charges
- NHS dental treatment charges
- the cost of sight tests, glasses and contact lenses
- the cost of travelling to receive NHS treatment
- NHS wigs and fabric supports.

The amount of help you’re entitled to depends on your household income and outgoings. Please click on the link above for more information.

**University Hardship funds**

If you are experiencing financial difficulties and you have exhausted all other forms of support, your university may be able to help you, either through hardship funds or by finding other sources of support for you.

You should contact your university for further information. If you are applying for hardship funding, you will normally be expected to have applied for a NHS Bursary and a student loan (if you are eligible for one).
1.13 Fraud

If you knowingly withhold information, or provide false information, in order to receive more bursary funds than you are entitled to, you will be committing fraud. If at any time we suspect that a claim is fraudulent a referral will be made to our Local Counter Fraud Specialists for further investigation.

Students are reminded that if they commit fraud, and it is found at a later date, as well as repaying the bursary, they may be removed from the register by their professional body.

Reporting suspected fraud

If you suspect that someone may be claiming a bursary fraudulently, you can use the Freephone NHS Fraud and Corruption Reporting Line (FCRL) to pass on information anonymously. All calls are treated in confidence and investigated by professionally trained staff. Alternatively, you can report suspected fraud online anonymously at www.reportnhsfraud.nhs.uk.

If a person is found to be guilty of fraud following an investigation, they may be liable to prosecution and/or civil proceedings.
NHS Bursary funding for Medical and Dental Students

Section 2:
2.1 General bursary funding arrangements

The NHS Business Services Authority (NHSBSA) Student Services is responsible for administering the NHS Bursary Scheme to eligible Medical and Dental students. The Department of Health and the Department of Education share responsibility for the financial support for students who are ordinarily resident in England.

NHS Bursary funding is administered to eligible students under the arrangements set out in the NHS Bursary Scheme New Rules (Sixth Edition) which are published annually by the Department of Health.

Health Education Funding Reforms 2017/18

From 1 August 2017, new Nursing, Midwifery and Allied Health Professional students will no longer receive NHS Bursaries. Instead, they will have access to the same student loans system as other students. NHS Bursary funding for medical and dental students is not affected by these changes.

2.2 Which course years are eligible for NHS Bursary funding?

Only the later years of courses leading to professional registration as a doctor or dentist are eligible for an NHS Bursary. Details of which years are bursary funded are set out in the table overleaf.

"NHS Bursary funding for medical and dental students is not affected by the Health Education Funding Reforms."
### Type of medical or dental pre-registration course

<table>
<thead>
<tr>
<th>Course year</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five or more years undergraduate pre-registration course (including any integral foundation or intercalating years at bachelor or master’s degree level)</td>
<td>Not eligible</td>
<td>Not eligible</td>
<td>Not eligible</td>
<td>Not eligible</td>
<td>NHS Bursary</td>
<td>NHS Bursary</td>
</tr>
<tr>
<td>Accelerated four-year pre-registration course for graduates with relevant prior learning</td>
<td>Not eligible</td>
<td>NHS Bursary</td>
<td>NHS Bursary</td>
<td>NHS Bursary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accelerated three-year pre-registration course for graduates with relevant prior learning</td>
<td>Not eligible</td>
<td>NHS Bursary</td>
<td>NHS Bursary</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For medical and dental courses which first started on or after 1 September 2012, students are awarded a bursary under the NHS Bursary Scheme New Rules (Sixth Edition).5

### 2.3 Eligibility: residency and immigration status

If you have applied for and received an NHS Bursary award in a previous academic year or years you will normally have already demonstrated your eligibility for funding and supplied evidence of your identity and residency status. As a continuing bursary student you will not be required to provide this information again.

However, if you will be entering an NHS Bursary funded course year in 2017/18 and this is the first time you are applying to us, please read the information below.

Each UK country is responsible for the funding of its own medical and dental students wherever they study within the UK. Because of this, and in addition to the general immigration and residence requirements set out below, we can only award bursaries to medical and dental students who are ordinarily resident in England on the first day of the first academic year of their course.6

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5 Eligible students attending a medical or dental course which started before 1 September 2012 and who are still in attendance in 2017/18 will be awarded a bursary under the NHS Bursary Scheme Old Rules 16th Edition.

6 Ordinary residence is: lawful and habitual residence through choice and for a settled purpose throughout the period concerned.
UK-domiciled students who were not ordinarily resident in England on the first day of their course.

“A student who is ordinarily resident in England, Wales, Scotland, Northern Ireland or the Islands as a result of having moved from another of those areas for the purpose of undertaking their current course (or a previous course, which disregarding any intervening vacation the student undertook immediately before undertaking the current course) will be considered as being ordinarily resident in the place from which they moved.”

Example:

Student A was ordinarily resident in Scotland, but moved to England to undertake a foundation level science degree for a year. They were funded by the Student Awards Agency for Scotland for that course. They then remained in England for the following summer vacation period and then began their undergraduate Medicine course at another English university in the autumn.

Student A would be regard as being ordinarily resident in Scotland for NHS Bursary funding purposes, regardless of whether their normal national funding body offers any further financial support for a second degree or not.

If you were ordinarily resident in Scotland, Wales or Northern Ireland immediately before the start of your medical or dental degree course, you should apply to your own national funding authority for support. Links to these bodies are provided in the table below.

In general:

<table>
<thead>
<tr>
<th>If your university is located in:</th>
<th>EU medical or dental students should apply for help with tuition fee costs to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>England</td>
<td>NHSBSA Student Services</td>
</tr>
<tr>
<td>Wales</td>
<td>Student Finance Wales</td>
</tr>
<tr>
<td>Scotland</td>
<td>Student Awards Agency for Scotland</td>
</tr>
<tr>
<td>Northern Ireland</td>
<td>Student Finance Northern Ireland</td>
</tr>
</tbody>
</table>

EU Students

EU students who do not qualify for a full bursary because they have not been ordinarily resident in the UK are still entitled to have their tuition fee contribution met by one of the UK funding authorities, provided that they have been ordinarily resident in the EEA for at least three years prior to the start of their course.

EU students studying at universities in England should apply to NHS Student Bursaries. EU students studying at a university in Scotland, Wales or Northern Ireland should apply to the relevant national authority shown above for the country in which they are studying.

To be eligible for payment of tuition fees and the maintenance grant, all medical and dental bursary applicants have to at least demonstrate ordinary residence in England on the first day of the first academic year in which their course began.
NHS Bursary Scheme residency categories

Medical and Dental students are eligible for a bursary (subject to means-testing) and/or payment of their tuition fees if they meet the relevant residence requirements detailed in any one of the eligibility categories in the NHS Bursary Scheme New Rules (Sixth Edition).

Full details of the residency rules are contained in the Scheme, however, the general eligibility categories and their main residency requirements are outlined below. Students are required to provide documentary evidence of their current status when they apply for a bursary.

Where a bursary applicant does not meet all of the requirements in the relevant category, they will not be eligible for bursary funding.

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students who are settled in the UK</td>
<td>To be eligible under this category students must:</td>
</tr>
<tr>
<td></td>
<td>• be ordinarily resident in England on the first day of the first academic year of the course and;</td>
</tr>
<tr>
<td></td>
<td>• have been ordinarily resident on the UK (or the Channel Islands or Isle of Man) throughout the three years immediately before the first day of the first academic year of their course.</td>
</tr>
<tr>
<td>2. Students who have been granted refugee status in the UK</td>
<td>To be eligible under this category students must:</td>
</tr>
<tr>
<td></td>
<td>• have been ordinarily resident in the UK and Islands and</td>
</tr>
<tr>
<td></td>
<td>• have not ceased to be so since they were recognised as a refugee and</td>
</tr>
<tr>
<td></td>
<td>• have been ordinarily resident in the UK on the first day of the first academic year of their course.</td>
</tr>
<tr>
<td>3. Students who are the spouse or civil partner of a person with refugee status</td>
<td>To be eligible under this category students must:</td>
</tr>
<tr>
<td></td>
<td>• have been the spouse or civil partner of the refugee on the date on which the refugee applied for asylum and;</td>
</tr>
<tr>
<td></td>
<td>• be ordinarily resident in the UK and have not ceased to be so since being given leave to enter or remain in the UK as the family member of the refugee and;</td>
</tr>
<tr>
<td></td>
<td>• be ordinarily resident in the UK on the first day of the first academic year of their course.</td>
</tr>
</tbody>
</table>
### 4. Students who are the child or step-child of a person with refugee status

To be eligible under this category students must:

- have been the child of the refugee or the child of the refugee’s spouse or civil partner on the date the refugee made the application for asylum and;
- have been under 18 when the refugee applied for asylum and;
- be ordinarily resident in the UK and Islands and have not ceased to be resident since being given leave to enter or remain in the UK and;
- be ordinarily resident in the UK on the first day of the first academic year of their course.

### 5. Students who have been granted humanitarian protection in the UK

To be eligible under this category students must:

- have been ordinarily resident in the UK on the first day of the first academic year of the course and;
- have been ordinarily resident in the UK and Islands throughout the three year period before the first day of the first academic year of the course.

### 6. Students who are the spouse or civil partner of a person granted humanitarian protection in the UK

To be eligible under this category students must:

- have been the spouse or civil partner of the person granted humanitarian protection on the date on which that person applied for asylum in the UK and;
- They must have been ordinarily resident in the UK (not Islands) on the first day of the first academic year of the course; and
- They must have been ordinarily resident in the UK and Islands throughout the three year period before the first day of the first academic year of the course.

### 7. Students who are the child or step-child of a person granted humanitarian protection in the UK

To be eligible under this category students must:

- have been the child of that person (or the child of a person who was the spouse or civil partner of the person granted humanitarian protection) and;
- have been under 18 on the parent or step-parent’s asylum application date and;
- be ordinarily resident in the UK (but not the Islands) on the first day of the first academic year of the course and;
- have been be ordinarily resident in the UK and Islands throughout the three year period before the first day of the first academic year of the course.
8. Students who have been granted Leave to Remain in the UK

To be eligible under this category students must, on the first day of the first academic year of their course:

- be ordinarily resident in the UK, and;
- have been ordinarily resident in the UK and Islands throughout the three year period immediately preceding the first day of the first academic year of their course, and;
- their residence in the UK and Islands must not during any part of the three year period referred to above, been wholly or mainly for the purpose of receiving full time education and;
- if aged under 18 years must have lived in the UK throughout the seven year period preceding the first day of the first academic year of the course or;
- if aged 18 years or above have lived in the UK throughout either:
  - half their life or
  - a period of twenty years\(^9\)

9. Students who are EEA migrant workers, EEA self-employed persons, Swiss-employed persons, Swiss self-employed persons or a relevant family member\(^{10}\)

To be eligible under this category students must:

- Be ordinarily resident in the UK on the first day of the first academic year of their course and;
- Have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the three year period before the first day of the first academic year of their course.

10. Students who are EEA frontier workers, EEA frontier self-employed persons, Swiss frontier-employed persons, Swiss frontier self-employed persons or a relevant family member\(^{11}\)

To be eligible under this category students must:

- Have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the three year period before the first day of the first academic year of the course.

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\(^9\) The minimum residency period is capped at twenty years for those aged 40 and over.

\(^{10}\) Means that person’s spouse or civil partner, or direct descendants of the person or of the person’s spouse or civil partner who are under the age of 21, or dependants of the person or the person’s spouse or civil partner; or dependent direct relatives in the ascending line of that person or of the person’s spouse or civil partner.

\(^{11}\) Means that person’s spouse or civil partner, or that person’s child or the child of that person’s spouse or civil partner.
11. Students who are settled in the UK but who have exercised a right of residence elsewhere in the EEA

To be eligible under this category students must:

• have been ordinarily resident in the UK and settled in the UK immediately before leaving the UK and;
• be ordinarily resident in the UK on the first day of the first academic year of the course and;
• have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of their course.

12. Students who are EU nationals or a relevant family member who have not been ordinarily resident in the UK for at least three years

To be eligible to receive a tuition fees only award under this category, students must:

• have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of their course.

13. Students who are EU Nationals (other than UK nationals) on the first day of the first academic year of their course and who have been ordinarily resident in the UK

To be eligible for a bursary under this category students must:

• be ordinarily resident in the UK on the first day of the first academic year of the course and;
• ordinarily resident in the UK and Islands throughout the three year period immediately before the first day of the first academic year of their course.

14. Students who are the child of a Swiss National entitled to support in the UK by article 3(6) of annex 1 of the Swiss Agreement

To be eligible under this category students must:

• be ordinarily resident in the UK on the first day of the first academic year of the course and;
• have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of their course.

15. Students who are the Child of a Turkish worker

To be eligible under this category students must:

• be ordinarily resident in the UK on the first day of the first academic year of the course; and
• have been ordinarily resident in the EEA, Switzerland or Turkey throughout the three year period before the first day of the first academic year of the course.

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12 See the NHS Bursary Scheme New Rules (Sixth Edition) for further details
2.4 Bursary eligibility: which course years qualify?

**Second degrees**

If you are undertaking a medical or dental course as a second degree, provided you meet the residency criteria described above and are in a bursary eligible course year, you will be able to apply for bursary funding as follows:

<table>
<thead>
<tr>
<th>After a first degree a student joins…</th>
<th>Eligible to apply for NHS Bursary from…</th>
</tr>
</thead>
<tbody>
<tr>
<td>An undergraduate five or six year medical or dental course.</td>
<td>Course year 5</td>
</tr>
<tr>
<td>A four year graduate entry course specifically intended for graduates in other disciplines.</td>
<td>Course years 2 to 4 of the four year programme</td>
</tr>
<tr>
<td>Any other accelerated graduate-entry programme (e.g. a three year course).</td>
<td>Course years 2 and 3 of the three year programme</td>
</tr>
</tbody>
</table>

**Foundation years**

Foundation years may be counted towards bursary funding, provided that the foundation year formed an integral part of the whole course and you enrolled at the outset for its full duration.

**Intercalation**

Intercalating years at bachelors or masters level (but not PhD) can be counted towards the qualifying year for NHS Bursary funding.

*Intercalation undertaken within any of the first four years of an undergraduate programme.*
If you undertook an intercalation year during the first four years of a five or six year undergraduate programme, you could be eligible for NHS bursary funding in course year 5 (and beyond for six year courses). This could, in effect, be the fourth or earlier year of your medical or dental course. The example in the table below shows in more detail how this applies.

### Intercalation undertaken in earlier years of the course

<table>
<thead>
<tr>
<th>Example</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>A medical student chooses to intercalate in <strong>year 3</strong> of their 5 year undergraduate course.</td>
<td>They will be eligible for NHS support from their fifth year of study, which, because of their intercalation year, will be course year 4.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic year</strong></td>
</tr>
<tr>
<td>2013/14</td>
</tr>
<tr>
<td>2014/15</td>
</tr>
<tr>
<td>2015/16</td>
</tr>
<tr>
<td>2016/17</td>
</tr>
<tr>
<td><strong>2017/18</strong></td>
</tr>
</tbody>
</table>

### Intercalation in the fifth (or later) year of study

If you intercalate in your fifth year of study during an undergraduate course, you will be eligible to apply for NHS Bursary funding, and, if your application is accepted, you will receive a bursary for the remaining year (or years) of your course including the intercalation year. Please see the example below for more information.
### Intercalation undertaken in the fifth year of study – Five year course

<table>
<thead>
<tr>
<th>Example</th>
<th>Student is eligible to apply for a NHS Bursary as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A medical student undertakes an intercalation year in their fifth year of study in 2017/18</td>
<td>• The intercalation year and • course year 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic year</strong></td>
</tr>
<tr>
<td>2013/14</td>
</tr>
<tr>
<td>2014/15</td>
</tr>
<tr>
<td>2015/16</td>
</tr>
<tr>
<td>2016/17</td>
</tr>
<tr>
<td><strong>2017/18</strong></td>
</tr>
<tr>
<td><strong>2018/19</strong></td>
</tr>
</tbody>
</table>

#### Repeat study

If you are required to repeat a year of your course, repeat years **do not** count towards the qualifying year for NHS Bursary funding purposes, unless you are already attending a later year of your course which is eligible for NHS Bursary funding, in which case you may still receive a bursary for a maximum of **one** repeat twelve month period.

If you require more than one twelve month period of repeat study to complete your course, no further bursary funding will be awarded to you. The maximum amount of repeat study that can be eligible for additional bursary funding is 12 months. There is no scope within the NHS Bursary Scheme Rules to allow for mitigating or exceptional circumstances where students require more than the maximum. The tables below provide further information.
**Example 1: Repeat study in earlier part of undergraduate course – one occasion**

*A medical student on an undergraduate five year programme is required to repeat course Year 2 in 2014/15. Their eligible bursary funded years would be as follows:*

<table>
<thead>
<tr>
<th>Academic year</th>
<th>Course year</th>
<th>Year of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012/13</td>
<td>1</td>
<td>First</td>
</tr>
<tr>
<td>2013/14</td>
<td>2</td>
<td>Second</td>
</tr>
<tr>
<td>2014/15 (repeat year)</td>
<td>2</td>
<td>Not counted towards qualifying year for NHS bursary funding</td>
</tr>
<tr>
<td>2015/16</td>
<td>3</td>
<td>Third</td>
</tr>
<tr>
<td>2016/17</td>
<td>4</td>
<td>Fourth</td>
</tr>
<tr>
<td><strong>2017/18</strong></td>
<td><strong>5</strong></td>
<td><strong>Fifth</strong></td>
</tr>
</tbody>
</table>

*Student now entitled to apply for NHS Bursary funding*
Example 2: Repeat study - two occasions

A medical student on an undergraduate five year programme is required to repeat course Year 1 in 2013/14 and course Year 5 in 2018/19. Their eligible bursary funded years would be as follows:

<table>
<thead>
<tr>
<th>Academic year</th>
<th>Course year</th>
<th>Year of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012/13</td>
<td>1</td>
<td>First</td>
</tr>
<tr>
<td>2013/14</td>
<td>1 (repeat year)</td>
<td>Not counted towards qualifying year for NHS Bursary funding</td>
</tr>
<tr>
<td>2014/15</td>
<td>2</td>
<td>Second</td>
</tr>
<tr>
<td>2015/16</td>
<td>3</td>
<td>Third</td>
</tr>
<tr>
<td>2016/17</td>
<td>4</td>
<td>Fourth</td>
</tr>
<tr>
<td>2017/18</td>
<td>5</td>
<td>Fifth</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Student now entitled to apply for NHS Bursary funding</em></td>
</tr>
<tr>
<td>2018/19</td>
<td>5 (Repeat year)</td>
<td><em>Sixth NHS Bursary funded repeat year</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>In this example, the student would be entitled to further bursary funding for repeat study</em></td>
</tr>
</tbody>
</table>
Example 3 – Graduate entry course: Repeat study (one occasion)

A graduate entry medical student on a four year programme is required to repeat course year 3 in 2017/18. The student’s eligible bursary funded years would be as follows:

<table>
<thead>
<tr>
<th>Academic year</th>
<th>Course year</th>
<th>Year of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/15</td>
<td>1</td>
<td>First (not bursary funded)</td>
</tr>
<tr>
<td>2015/16</td>
<td>2</td>
<td>Second (NHS Bursary funding available)</td>
</tr>
<tr>
<td>2016/17</td>
<td>3</td>
<td>Third (NHS Bursary funding available)</td>
</tr>
<tr>
<td>2017/18</td>
<td>3 (repeat year)</td>
<td>Fourth (NHS Bursary funding available for one repeat year)</td>
</tr>
<tr>
<td>2018/19</td>
<td>4</td>
<td>Fifth (NHS Bursary funding available for final year)</td>
</tr>
</tbody>
</table>

2.5 Payment of your course tuition fees

If you are personally eligible for an NHS Bursary, the NHS will meet the standard tuition fee contribution on your behalf. This will be paid directly to your university once we receive an invoice from them.

Invoices are submitted by universities from 1 December for the academic year in question and you must normally be in attendance on your course on this date for the tuition fee contribution to be made on your behalf.

If your university charges less than the maximum contribution rate for that academic year, the tuition fee contribution we will pay to your university will be limited to that cost.

If your tuition fee cost is higher than the maximum rate shown, you may have to pay the balance yourself, although you may be able to apply for a tuition fee loan from Student Finance England to cover the additional cost.
### Medical or Dental courses which started on or after 1 September 2012

<table>
<thead>
<tr>
<th>Type of course</th>
<th>Maximum amount we will pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate course lasting 5 or 6 years</td>
<td>£9,250</td>
</tr>
<tr>
<td>Graduate entry course (3 or 4 years)</td>
<td>£3,465</td>
</tr>
<tr>
<td>Any final year of a course required to be completed after less than 15 weeks’ attendance</td>
<td>£4,625</td>
</tr>
<tr>
<td><strong>£3,925</strong> for English domiciled students studying in Northern Ireland</td>
<td></td>
</tr>
</tbody>
</table>

### 2.6 Applying for a NHS Bursary

If you meet the [eligibility criteria](#) your course tuition fee contribution will be met by the NHS.

In order for us to pay this on your behalf, you must submit an online NHS Bursary application so we can determine your eligibility. If you do not wish to apply for the means tested bursary, you should apply for a ‘Fees Only’ award to ensure that you receive payment of your tuition fees and the Non Means Tested Grant.

All applications must be made within nine months of the start of the academic year for which a claim for an NHS Bursary (including the tuition fee contribution) is being made. This includes any supporting evidence we ask you to send.

**Important information**

Your NHS Bursary application is your responsibility and it is essential that you submit an application and any requested supporting evidence by the published deadlines. If you do not, you may not receive the funding you were entitled to for the academic year in question and you should be aware that you may be liable for the payment of your own tuition fees as a result.

Students can view information about the 2017/18 bursary application window deadlines [here](#).

You must apply online through the Bursary Online Support System (BOSS) as soon as possible. You can create a BOSS account and submit your application [on our website](#).

Step by step guidance on creating a BOSS account and submitting an application form is [on our website](#).
2.7 NHS Bursary award rates, calculation and assessment

For the course years in which a bursary is applicable, the following types of NHS Bursary are available to eligible students:

- A means tested bursary
- A non means tested grant of £1,000
- Payment of your tuition fee contribution
- Additional allowances (depending on your circumstances)

The information regarding NHS Bursary rates, assessment and calculation as detailed in Section 1 of this booklet also applies to Medical and Dental students. Therefore, please click on any of the links below to access the relevant guidance.

- How the NHS Bursary is calculated
- Independent or dependent?
- The means tested bursary
- Parent, spouse, partner or civil partner contribution
- Nil and ‘Fees only’ means tested bursary awards
- Case Studies: Basic award
- The non means tested (NMT) Grant
- Additional Allowances
- Extra Weeks Allowance
- Dependants Allowances
- Case studies: Dependents and Parent Learning Allowances

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13 Please note: Eligible students who started their medical or dental course before 1 September 2012 are entitled to apply for a means tested bursary and payment of their tuition fee contribution only.
2.8 How changes in your circumstances may affect your bursary

It is essential that you inform us as soon as possible if your circumstances change to ensure that you are receiving the correct amount of bursary support. If you don’t tell us, you could receive an incorrect amount and you will have to pay some money back to us if this results in an overpayment.

The table on the next page includes some of the most common reasons why your NHS Bursary award (including additional allowances) could be affected if your circumstances change.

<table>
<thead>
<tr>
<th>Personal details</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A change of address</td>
</tr>
<tr>
<td>• A change to your bank details</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changes to living arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Moving away from or back to your parental home</td>
</tr>
<tr>
<td>• Moving in with or away from a partner</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changes in marital or parental status</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A change in your marital status (separated/divorced/widowed)</td>
</tr>
<tr>
<td>• A change in your parents’ marital status (separation/divorce) (dependent students only)</td>
</tr>
<tr>
<td>• Loss of a parent or parents (dependent students only)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changes in course attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Withdrawal from your course</td>
</tr>
<tr>
<td>• Any other change to your course attendance</td>
</tr>
</tbody>
</table>
Changes that may affect Dependants or Childcare Allowances

- A change of childcare provider
- Using an additional childcare provider
- Starting or ceasing to use a childcare provider
- A change to the number of your dependants
- Becoming responsible for a dependant child or adult

Changes in income

- Any changes to unearned income you receive or received
- A reduction in your parental, spouse or partner’s income of 15% or more when compared to the previous financial year. To apply for a reassessment, click the link from your BOSS account home page under ‘Download Current income Assessment form’

You should inform of any changes us as soon as possible by completing a Change of Circumstances application, which is available by logging onto your BOSS account.

2.9 Temporary absence from your course

**Illness or injury**

Medical or Dental students may continue to receive their NHS Bursary during periods of authorised absence due to a medically certified illness or injury of up to 60 days in an academic year. This includes any holidays between continuous periods of absence due to illness or injury at the end of one term and the beginning of the next.

If you have an illness or injury which requires more than 60 days’ leave to be taken in an academic year, you must inform your university and NHS Student Bursaries as soon as possible and no later than one month after it is known that more than 60 days leave will be required.

Your NHS Bursary award would then be suspended from your 61st day of absence until you return to your course, as bursary funding is no longer be available after 60 days continuous absence.

If during or after the 60 day period, you will not be returning to your course, your bursary will be withdrawn from the date it becomes known that you are not returning.

**Maternity**

Students who are eligible for a full bursary are also entitled to continuous payment of their bursary during a period of authorised absence for reasons of pregnancy and childbirth. This is known as a maternity award and it can be paid for up to twelve months for maternity leave, as long as this has been agreed in advance by your university.

The maternity award normally includes all elements of your existing bursary award except those relating to actual attendance on the course such as:

- Practice Placement Expenses;
- Childcare Allowance;
- Elements of DSAs which relate to course attendance.

The same arrangements apply if a student wishes to take time off from your course in order to adopt a child or children.
2.10 Additional sources of financial help for Medical and Dental students

**Student loans**

You may be entitled to a reduced student loan to provide an additional source of income while you study.

You should contact [Student Finance England](https://www.sfe.org.uk) for information on the type of student loan or other statutory funding that may be available to you as a NHS Bursary funded medical or dental student.

**Council Tax**

Full time medical or dental students may either be exempt from Council Tax or entitled to discount disregards. You should seek advice about this from your Local Authority or benefits office.

**Help with Health Costs**

If you have a low income, the [NHS Low Income Scheme](https://www.nhsbsa.nhs.uk) could help you pay for:

- NHS prescription charges
- NHS dental treatment charges
- the cost of sight tests, glasses and contact lenses
- the cost of travelling to receive NHS treatment
- NHS wigs and fabric supports (check with your hospital for their arrangements for supplying NHS wigs)

The amount of help you’re entitled to depends on your household income and outgoings.

**University Hardship Funds**

If you are experiencing financial difficulties and you have exhausted all other forms of support, your university may be able to help you, either through hardship funds or by finding other sources of support for you. You should contact your university’s Student Welfare or money advice centre for further information.

If you are applying for hardship funding, you will normally be expected to have applied for a NHS Bursary and a student loan (if you are eligible for one).

**The NHS Hardship Grant for Medical and Dental Students**

The hardship grant has been made available to Medical and Dental students only, due to the length of the courses and the other funding that is available.

A grant of between £100 and £3,000 (awarded at the discretion of the NHBSA) can be made to assist a student in genuine financial hardship.
To be eligible for a NHS Hardship grant as a medical or dental student you must be:

...on a course leading to registration as a Doctor or Dentist

...unable to manage any shortfall between income and expenditure by their own actions

...eligible for a full bursary (tuition fees, non means tested grant and any means tested bursary)

...in genuine hardship
Applying for the NHS Hardship Grant

An application for hardship funding must include:

1. Evidence of your income and expenditure.
2. Signed university approval of your NHS hardship grant application
3. Evidence that you have applied for all other available funding, such as student loans and university hardship funds.

Your application should be made in writing, attaching details and evidence of your personal financial circumstances and a copy of your BOSS student coversheet (available to print from the ‘Documents’ section of your BOSS account) to:

The Operations Manager  
Student Services  
Hesketh House  
200-220 Broadway  
Fleetwood  
Lancashire  
FY7 8SS

Your application for the NHS Hardship Grant should be made in writing.