Student Services

NHS Financial Support for Healthcare Students

Guidance for students on Transitional Arrangements 2017/18
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Disclaimer

New and prospective students should not rely on the transitional arrangements described in this booklet 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 the NHS Bursary will be posted on the 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 (DH) and NHS Business Services Authority (NHSBSA) Student Services will not accept responsibility for any loss incurred (financial or otherwise) by students as a result of relying on current rules and allowances to alter their circumstances.
About this guide

The arrangements and rates described in this guide apply to the 2017/2018 academic year only. It is correct at the time of publication, however changes will be made to these arrangements in future academic years and all potential applicants are advised to visit our website from time to time for updated details.

Who is this guide for?

The transitional arrangements described in this booklet apply to eligible new pre-registration healthcare students commencing the following courses between 1 August 2017 and 31 July 2018 only.

Students attending one of the above courses may be eligible to receive an NHS Bursary (Postgraduate and Dental Hygiene) or a Maintenance Bursary (students on designated part-time programmes).

This booklet is for guidance only, it cannot cover all individual circumstances, and students may need to get more details from their university or by contacting us.

Other healthcare students

If you are not attending one of the above courses, the information in this guide will not apply to you. You may instead be eligible to apply for supplementary funding from the Learning Support Fund. Please see our website for further information.

Policy

The full rules and conditions applying to the Learning Support Fund for 2017/18 are set out in the policy document NHS Financial Support for Health Students (First Edition): Transitional Arrangements 2017/18 which accompanies the guidance in this booklet.

Important information for all students

You must inform NHSBSA Student Services as soon as possible if your circumstances change to ensure that you are receiving the correct amount of funding. If you do not, you could receive an incorrect amount and you may have to pay some money back to us.

Please note that 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 the NHSBSA suspect that a claim is fraudulent a referral will be made to the NHS Counter Fraud Service (CFS) for further investigation.

If a person is found to be guilty of fraud following an investigation, they may be liable to prosecution and/or civil proceedings.

What is a Bursary?

A bursary is a form of student financial support which may be awarded after any applicable means tested assessment to help students with day-to-day living costs they may incur whilst studying. Bursaries are not subject to Income Tax deductions or National Insurance contributions, so students receive the total amount awarded to them.

The type of bursary funding you may receive from 2017/18 will be dependent on the course you are undertaking.
Section 1:
Funding for students on designated part-time courses
If you are starting a part-time course in 2017/18, a maintenance bursary may be available to you. However, these are limited to a capped number of eligible students who enrol on a specified course which starts between 1 August 2017 and 31 July 2018. This funding will be available for the duration of that course, unless you withdraw or transfer to a full time programme.

Students who are eligible to receive a maintenance bursary should be aware that the NHS will not meet their tuition fee contribution. Instead, if you enrol on one of the part-time courses listed below you should contact Student Finance England to apply for a tuition fee loan.

The part-time courses which are eligible for the maintenance bursary in 2017/18:

<table>
<thead>
<tr>
<th>University</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Brighton</td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td>University of Cumbria</td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td>University of Salford</td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td></td>
<td>Physiotherapy</td>
</tr>
<tr>
<td>University of Huddersfield</td>
<td>Podiatry</td>
</tr>
<tr>
<td>Birmingham City University</td>
<td>Speech &amp; Language Therapy</td>
</tr>
<tr>
<td>Oxford Brookes University</td>
<td>Adult Nursing</td>
</tr>
<tr>
<td></td>
<td>Operating Department Practice</td>
</tr>
<tr>
<td>London South Bank University</td>
<td>Occupational Therapy</td>
</tr>
</tbody>
</table>

Important

If your course is not listed in the table above, you will not be eligible for the maintenance bursary, but you may be able to apply for a maintenance loan from Student Finance England and if so, access elements of the Learning Support Fund instead.
General eligibility criteria

If you enrol on one of the part-time courses listed above, there are certain eligibility criteria you must meet in terms of your residence and immigration status in order to receive the maintenance bursary.

The main eligibility rules are outlined in the NHS Bursary Scheme New Rules Sixth Edition for 2017/18, however, if you are a part-time student attending one of the designated courses;

- you must be enrolled on an eligible part-time course (see the table above) and be awarded a capped place by your university;
- you must be ordinarily resident in England on the first day of the 2017/18 academic year;
- when you apply to us for a maintenance bursary, you will be asked to provide confirmation that you have applied to Student Finance England for a tuition fee loan.

Non-UK EU National students

EU Nationals (other than UK nationals) may be eligible for a bursary maintenance award if, on the first day of the first academic year of the course, they meet the required eligibility criteria in accordance with the Education (Student Support) Regulations 2011.

If you would only qualify for an EU tuition fees only loan you will not be eligible for a maintenance bursary.

The maintenance bursary

The standard NHS Bursary rates and allowances (see Section 2 of this guide) also apply to new students commencing designated part-time courses in 2017/18. However, if you are a disabled student attending one of these courses and are eligible for the maintenance award, you should apply for Disabled Students Allowances from Student Finance England as these are not included as part of the maintenance bursary.

Students on part-time courses will receive a percentage of the full-time bursary rate as outlined in Section 3 of this guide.
Applying for the maintenance bursary

The information in Section 2 of this guide regarding how to make an online application is also relevant to part-time students applying for the maintenance bursary.

When you make an application to us, we will ask you to provide confirmation that you have applied, and are eligible for, a tuition fee loan. This will normally be in the form of a copy of your confirmed tuition fee loan letter from Student Finance England.

To summarise: part-time students who are...

- **Personally eligible** for a maintenance bursary.
- **Allocated** a place on one of the designated part time courses listed above.
- **May receive** a maintenance bursary from 2017/18 for the duration of that part-time course, subject to their attendance on the course.

Assisted students

If you are studying on a relevant part-time programme on an ‘assisted’ basis you will not be eligible for the maintenance bursary. This includes:

- students who are self-funding their course
- students whose fees are being paid for by any agency other than the Student Loans Company (Student Finance England)
- students who are studying on a secondment basis

“When you make an application to us, we will ask you to provide confirmation that you have applied, and are eligible for, a tuition fee loan.”
### Part-time students under transitional arrangements 2017/18: changes in course attendance

<table>
<thead>
<tr>
<th>Reason</th>
<th>Funding arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Maternity/Maternity support/Adoption</strong></td>
<td>Eligible students on part-time programmes are entitled to the same provisions regarding maternity, maternity support and adoption leave as NHS Bursary students. Please see the guidance on our website for further details.</td>
</tr>
<tr>
<td><strong>2. Deferral of course</strong></td>
<td>Where a student cannot commence study on the original start date and decides to defer, they will not normally be eligible for any NHS Bursary funding. Instead, they should apply to the Student Loans Company for tuition fee and maintenance loans.</td>
</tr>
<tr>
<td><strong>3. Withdrawal or temporary suspension from training, returning to the course after 1 August 2018</strong></td>
<td>Students will not normally be eligible for a maintenance bursary on their return and should instead apply for student loan funding. However, exceptional cases where there are relevant mitigating circumstances, such as maternity, adoption, illness, injury or disability, will be considered.</td>
</tr>
<tr>
<td><strong>4. Transferring to a full time course at the same or a different university</strong></td>
<td>The student will no longer be eligible for the maintenance bursary and payment will be withdrawn from the date the transfer takes place. Please note: The maintenance bursary will not be reinstated for students who subsequently decide to transfer back to a part-time course.</td>
</tr>
</tbody>
</table>
Section 2:
Funding for Postgraduate and Dental Hygiene or Dental Therapy courses in 2017/18
If you are planning to commence a postgraduate or a dental hygiene or dental therapy course, NHS Bursary funding including tuition fee support is available for a capped number of commissioned, pre-registration healthcare courses starting between 1 August 2017 and 31 July 2018.

The courses eligible for an NHS Bursary are:

- NHS-commissioned¹ postgraduate courses, including masters and postgraduate diplomas (PG Dip), which lead to professional registration;
- Dental Hygiene; and
- Dental Therapy

This is a transitional arrangement for eligible new students commencing these courses during the above period. NHS Bursary support will be available for the duration of your course providing there is no change to your study pattern.

There are certain Dental Hygiene and Dental Therapy courses which are **not** eligible for NHS Bursary support. If you started one of these courses from 1 August 2017 and are in receipt of mainstream student loan support rather than an NHS Bursary, you may be eligible to apply for elements of the Learning Support Fund. Please see our website at [www.nhsbsa.nhs.uk/LSF](http://www.nhsbsa.nhs.uk/LSF) for further details.

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¹ If you are not sure if your place on the postgraduate course is NHS-commissioned, please check with your university in the first instance.

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**General eligibility criteria**

To be eligible for NHS Bursary support, applicants must meet the rules outlined in the personal eligibility criteria’ of the [NHS Bursary Scheme New Rules - Sixth Edition 2017/18](http://www.nhsbsa.nhs.uk/LSF).

Further information is also available via our [website](http://www.nhsbsa.nhs.uk/LSF).

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“NHS Bursary support will be available for the duration of your course providing there is no change to your study pattern.”
Section 3: Bursary rates and allowances
By ‘bursary’ we are referring to the maintenance bursary for students on designated part-time courses and the NHS Bursary for postgraduate and dental hygiene and dental therapy students. Both types of bursary offer the same rates and allowances and are calculated in the same way, however, there are differences in some of the general arrangements which have been covered in the relevant sections of this guide.

In addition to the means tested bursary, other allowances are available to eligible students.

These include:

- a non-means tested grant
- extra weeks allowance
- dependants allowance
- parent learning allowance
- childcare allowance
- practice placement expenses
- disabled students allowances (applicable to students on postgraduate and dental hygiene/dental therapy courses)

“Both types of bursary offer the same rates and allowances and are calculated in the same way, however, there are differences in some of the general arrangements.”
Applying for a Bursary

1. You should register for an account and make an online application to us via the Bursary Online Student Support System (BOSS), available on our website.

2. We strongly 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 the application form.

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 this, you will receive a further email from us to indicate that your activity status in BOSS has changed from ‘pended’ to ‘active’.

5. If any additional evidence or information is required we will contact you directly by email or phone. If we have received all of the information and documentation necessary to finalise your NHS Bursary entitlement, and you are eligible, we will send you an email to let you know that a Notification of Award is available to view in your BOSS account.

6. This outlines the amount of NHS Bursary you have been awarded and the scheduled monthly payment dates for the academic year.

7. Any amount you may be entitled to for the 2017/18 academic year will be based on the NHS Bursary Scheme Rules relevant to the 2017/18 academic year as well as the information you provide to us.

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

9. 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.
How the Bursary is calculated

Independent or dependent?

If you are eligible to receive a bursary we will look at whether you will be classed as an ‘independent’ or ‘dependent’ student and we will use the information you provide in your BOSS application, as well as any relevant supporting evidence you send, to make this decision.

Independent

You may be classed as independent if you meet any of the criteria below at the start of your academic year:

- martial status – married, civil partnership, divorced or widowed
- both parents are deceased
- member of a religious order and reside in a house belonging to that order
- you are responsible for or have joint custody of a person under 18 years who is dependant on you

If you are an independent student your NHS Bursary will be assessed against the income of your spouse, partner or civil partner, or against your own income for the academic year if you are single.

Dependent students

If we decide from the information in your application that you are not an independent student, you will be classed as a dependent student and the means tested bursary will be assessed against the income of your parent or parents, if they choose to declare their income on your bursary application form.

“If we decide from your application that you are an independent student, a parental contribution will not be assessed.”

If your parent(s), spouse or civil partner do not wish to declare their income when you apply for your bursary, they may instead choose to opt for a ‘fees only’ assessment on the application form. This means that the NHS will meet the standard tuition fee contribution on your behalf, but you will not receive a maintenance grant and you will not be entitled to claim for any of the additional allowances, apart from Disabled Students Allowances (DSAs).

If we decide from your application that you are an independent student, a parental contribution will not be assessed. However a spouse, civil partner or partner’s contribution will be taken into account if you are living with someone as if you are married.

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2 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.
Calculation

2017/18 Full-time bursary rates

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

2017/18 Part-time bursary rates

Depending on the length of the part-time course, students will be awarded a bursary at the following rates:

<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>5 years</td>
<td>60%</td>
</tr>
<tr>
<td>6 years</td>
<td>50%</td>
</tr>
</tbody>
</table>

The means tested bursary

Some of your income as well as that of your parents, your spouse, partner or civil partner may be taken into account in the calculation of your award your means tested bursary.

If you are classed as a dependent student, we will also use the income that has been declared by your parent(s) to calculate your NHS Bursary award.

If you are independent and you have a spouse, partner or civil partner (if applicable) their income (if any) will be taken into account. The amount of means tested bursary you could receive will be reduced in proportion to that income, minus certain allowable expenses.

If you are attending your Postgraduate or Dental Hygiene/Dental Therapy 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.
**Student’s own income**

If you have declared an income this may be taken into 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 holiday 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 receive income from the following sources, these will be taken into account when assessing your application:

- **Pensions**
- **Bank or building society interest**
- **Income from renting out property or from a lodger**
- **Profit from dividends/shares**
- **Taxable, means tested social security benefits**

However, certain disregards of income will also be used to reduce this amount. These are outlined below:

<table>
<thead>
<tr>
<th>Type of income</th>
<th>Amount we will disregard</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) <strong>Sponsorship income</strong>, or remuneration for work done while on a part-time course</td>
<td>Up to £4,921</td>
</tr>
<tr>
<td>(b) <strong>Income under a trust deed</strong> or similar (independent students only).</td>
<td>Up to £2,306</td>
</tr>
<tr>
<td>(c) Any <strong>pension, allowance or other benefit</strong> payable by reason of:  - incapacity  - old age  - retirement  - the death of a spouse, civil partner, parent or other person on whom the student was dependent  - military or public service</td>
<td>Up to £3,959</td>
</tr>
<tr>
<td>(d) Any income not otherwise disregarded for either: a single parent</td>
<td>Up to £2,270</td>
</tr>
<tr>
<td>a single independent student</td>
<td>Up to £8,891</td>
</tr>
<tr>
<td>any other student</td>
<td>Up to £1,044</td>
</tr>
</tbody>
</table>
Parent, spouse, partner or civil partner 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. dependent students and independent students who have a partner.

By ‘partner’ we mean a person who is ordinarily living with you as if they were your spouse or civil partner.

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.

The parent(s), spouse, civil partner or partner’s gross taxable income for the previous financial year is used to calculate the residual income. 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

“For the 2017/18 academic year the applicable financial year will be the period running from 6 April 2016 to 5 April 2017.”
**Contribution rates**

The below table shows how your bursary will be reduced based on your parent(s), spouse, partner or civil partner’s residual income.

<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>£6,969</td>
</tr>
<tr>
<td>£45,000</td>
<td>£2,226</td>
<td>£92,500</td>
<td>£7,226</td>
</tr>
<tr>
<td>£47,500</td>
<td>£2,489</td>
<td>£95,000</td>
<td>£7,489</td>
</tr>
<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.*

Please note that a ‘contribution’ is not a direct payment that your parent(s), spouse, civil partner or partner is expected to make. A contribution is the amount that will be deducted from the maximum means tested bursary you are entitled to, depending on income levels.
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 has been classed as a dependent student and his parents have 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) 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**

3) 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**
Study 2: Independent married student on a full-time course

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

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

Her 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) Her 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
The non-means tested grant

The non-means tested grant in 2017/18 is £1,000 per academic year. This is payable to all eligible full-time students, regardless of the course they are undertaking.

Students assessed as ‘EU fees only’ are not eligible for the £1000 grant (or the means tested bursary).

The non-means tested grant is payable for each year of your course and will 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.

Course tuition fees

If you are an eligible student, the NHS will 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.

“Students assessed as ‘EU fees only’ are not eligible for the £1000 grant (or the means tested bursary).”
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. Depending on your circumstances, you may be eligible for the following additional allowances:

**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 may also be entitled to Extra Weeks Allowance, as illustrated below.

If you are attending university and are living in one of the following areas, you could receive Extra Weeks Allowance as follows:

<table>
<thead>
<tr>
<th>Location</th>
<th>London</th>
<th>Outside London</th>
<th>Parental Home</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£108 per additional week</td>
<td>£84 per additional week</td>
<td>£56 per additional week</td>
</tr>
</tbody>
</table>

**Dependants Allowance rates**

Declared expenses from your Dependants Allowance application are deducted from the income you have declared (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. However, 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spouse, civil partner, partner or first child</strong></td>
<td>Up to £2,448 per year</td>
</tr>
<tr>
<td><strong>Each subsequent child</strong></td>
<td>Up to £549 per child</td>
</tr>
</tbody>
</table>

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.
Case Study 3: Dependants and Parent Learning Allowances (both partners are full time students)

Student E 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 Dependants and Parent Learning Allowance will Student E receive?

Student E would receive the following allowances:

Partner: £0.00

Child 1 (eldest child): £1224 (50% of £2448)

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

Total Dependants Allowance awarded: £1498.50

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

Parent Learning Allowance (PLA)

This will pay up to £1204 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 Dependants 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 4: Dependants Allowance and Parent Learning Allowance

Student D has a spouse who is working full-time and three dependent children.

The student attends a full-time NHS funded course and has applied for Dependants Allowance, Parent Learning Allowance and Childcare Allowance.

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

Her allowable expenses in the same tax year (for Dependants Allowance) totalled £9,691.

How much Dependants and Parent Learning Allowances will Student D be entitled to for the 2017/18 academic year?

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

| 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

<table>
<thead>
<tr>
<th>Maximum Dependants Allowance of…</th>
<th>£4,095 minus residual income of…</th>
<th>£4,809</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual Dependants Allowance entitlement for Student D is:</strong></td>
<td><strong>£0.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

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 (or aged under 17 for children with special educational needs) on the first day of the academic year. As this allowance is subject to means testing, the level of support you receive will depend on 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.

You must apply separately for the NHS Bursary Childcare Allowance. The paper application form is available from our website.

For a detailed overview about the Childcare Allowance please read the Help with childcare costs for NHS Bursary students booklet on our website.
How is the Bursary paid?

Bursary awards are calculated on an academic year basis and covers a period of 12 months. On enrolment at university, the first instalment will normally be an advance payment to cover the first two months of training and this will be followed by ten equal monthly payments. This will be paid directly to your nominated account by the Bank Automated Credit System (BACS) within two weeks of the commencement of the course, subject to your university officially notifying NHSBSA of your enrolment.

Other bursary allowances

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.

PPE - Key Facts

Depending on your circumstances you may be able to claim for

- The normal daily cost of return journeys between your normal term time address and your placement site **LESS** the normal daily cost of your return journeys between your term time address and your university.

- **In addition** 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.

PPE claim forms are available from our website. The forms are designed for you to complete the details online, then print off for your university to authorise and send to us. Please only download a form when you need it to ensure you are using the latest version available.

When making a claim for Practice 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.

When you have completed your form, you must hand it to it to your university. They will check your claim and, if satisfied, will authorise it and post to us on your behalf.

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)

Postgraduate and Dental Hygiene and Dental Therapy 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 NHS DSAs. Students on designated part-time courses who are in receipt of a maintenance bursary should apply to Student Finance England for DSAs.

You can apply for DSAs 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.

If you need more information

Our 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.

Maternity, maternity support and adoption leave (Postgraduate and Dental Hygiene & Dental Therapy students only)

Maternity award

Students under transitional arrangements who are eligible for the NHS Bursary or a maintenance bursary are 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.

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

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 maternity arrangements for students under the Transitional Arrangements are outlined in the NHS Bursary Scheme New Rules Sixth Edition.
Other forms of help

Council Tax

Full time students may either be exempt from Council Tax or entitled to a discount. You should seek advice about this from your Local Authority or the Student Welfare or Advice Centre at your university.

Help with Health Costs

The NHS Low Income Scheme provides income related help with health costs to people who are not automatically exempt from charges but may be entitled to full or partial help to pay for certain things if you are on a low income.

The NHS Low Income Scheme covers:

- NHS prescriptions
- NHS dental treatment
- Sight tests, glasses and contact lenses
- Travel to receive NHS treatment

Exceptional Support Fund (ESF)

For students on designated part-time courses only

This is part of the Learning Support Fund (LSF), administered by the NHSBSA. The LSF has been introduced to provide supplementary funding for new healthcare students who are not eligible for NHS Bursary or a maintenance award and who are funded by student loans.

However, eligible new students who are enrolled on one of the designated part-time courses listed in Section 1 are able to apply for help from the Exceptional Support Fund (ESF) if they experience severe financial hardship whilst in training and are unable to manage the shortfall between their income and expenditure.

More information about ESF can be found on our website.

Hardship funds

University hardship funds

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

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.

"If you are experiencing financial difficulties and you have exhausted all other forms of financial support that is available to you, your university may be able to help you."