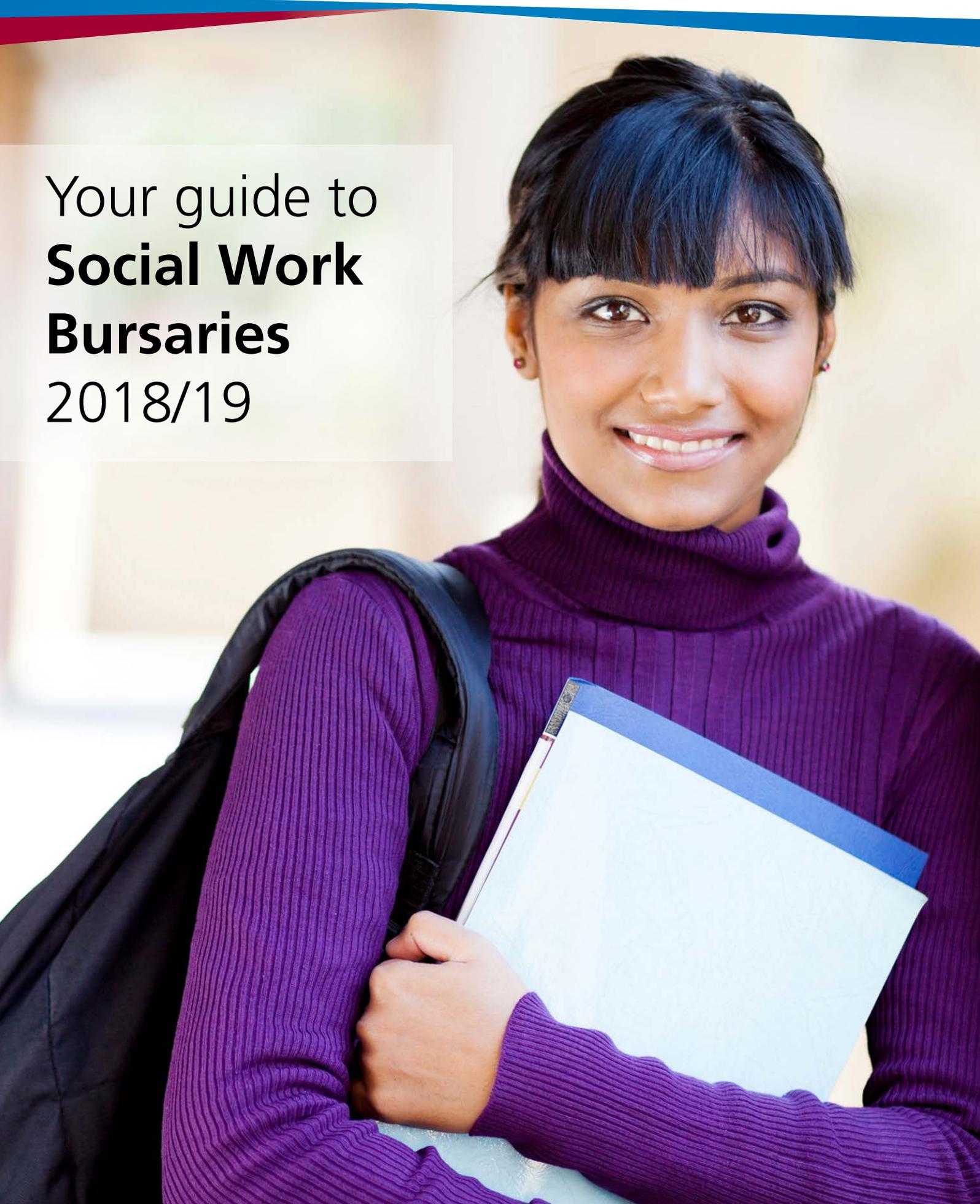


Your guide to
**Social Work
Bursaries**
2018/19



Contents

Welcome	Page 3
Who are we?	Page 3
Eligibility	Page 4
Capping process	Page 4
Bursary elements	Page 5
Making a bursary application	Page 7
How to deal with a change in circumstances during your course	Page 11
Contacting us	Page 12
Useful contacts	Page 12

This booklet applies to students on approved undergraduate and postgraduate social work courses. However, some of the guidance is different for these students, so please look out for [undergraduate/postgraduate](#) explanations where the guidance differs.



Welcome

Welcome to the Social Work Bursaries (SWB) guidance booklet for students. These bursaries are available to provide financial support for social work students during training. (Eligibility rules apply - see page 5). All the information you need to apply for your bursary is included in this booklet. Before reading any further, make sure you meet the residency criteria and that you are eligible to apply for a Social Work Bursary. The eligibility criteria can be found on our website at: www.nhsbsa.nhs.uk/Students

If you are eligible for a bursary you must make an application each academic year in order for us to continue to pay your bursary. The bursary is paid pro rata for part-time students.

Postgraduate students can apply for a bursary from their first year of study and **undergraduates** from their second year of study. However, the number of bursaries available are limited and you can read more about this on page 6.

This booklet gives you an overview of SWB. Our website also provides useful information for all existing and prospective social work students, and you can also access all relevant application forms from here too.

Who are we?

SWB is a national service provided by Student Services, part of the NHS Business Services Authority (NHSBSA).

We assess, award and pay bursaries to eligible students on approved undergraduate and postgraduate social work courses on behalf of the Department of Health and Social Care (DHSC).

We currently pay bursaries worth approximately £56 million to more than 12,000 students each year.

Our aim is to ensure our customers are paid correctly and on time, our service provides information, help and support about your bursary when you need it.



Eligibility

Eligible courses

You must be studying, or intending to study, on a college based social work course approved by one of the following:

- the Health and Care Professions Council (HCPC)
- the Scottish Social Services Council (SSSC)
- the Care Council for Wales
- the Northern Ireland Social Care Council (NISCC)

Eligibility criteria

To be eligible for bursary funding, you must be ordinarily resident in England on the first day of the first academic year of your course. You must also satisfy both of the UK residency rules, or one of the non-UK residency rules, depending on your circumstances at the time of your application.

In addition, you must not hold a higher education qualification in social work and must not be receiving other funding for your social work education training (apart from undergraduate students who can apply to Student Finance England for funding).

Please visit our website at www.nhsbsa.nhs.uk/social-work-students/check-your-eligibility for details of the full social work bursary eligibility criteria.

Capping process

The number of bursary recipients for both part-time and full-time courses are limited (or 'capped'), so **there is no guarantee that you will receive a bursary if you take up an offer of a place on a social work course.**

Universities in receipt of a capping allocation decide who receives a bursary based on capping criteria set by the Department of Health and Social Care. For more information on how your university selects these students, please contact them directly. SWB are not involved in this process. There is no right of appeal to us if you are not selected by your university.

Your university will agree a shortlist of students within their allocated number of places and then notify us. You will only be assessed for a bursary if you are on the list your university sends and you satisfy the residency and other eligibility criteria.

If you have not been allocated one of your university's bursary places then you will not be eligible to receive a Social Work Bursary. The only funding that you may be eligible to receive will be the fixed contribution towards your placement travel expenses through the Placement Travel Allowance (PTA). If you satisfy the residency and other eligibility criteria, the PTA will be available to you.

Once allocated a bursary place, you will keep this place for the duration of your course unless you withdraw from your studies.

Bursary elements

Tuition fees

If you are studying on a postgraduate course and are eligible for a bursary, we will pay a contribution towards the cost of your tuition fees. This will be paid directly to your university. The maximum tuition fee contribution the NHSBSA can pay per eligible student in 2018/19 is £4,052 for the academic year.

Undergraduates are not entitled to this element.

Basic bursary (non-means tested)

If you are eligible for funding and you are nominated by your university for a bursary, we will pay you the standard rate of basic bursary based on the location of your university. This will include a fixed amount of PTA. Part-time students will be paid a pro rata amount of the basic bursary/PTA.

The full time basic bursary rate for 2018/19 is £3,362.50 if you are studying at a university outside London and £3,762.50 if you are studying at a London-based university.

This is the only bursary element available to undergraduate students. You cannot apply for any other support from SWB.

In addition to the basic bursary, postgraduate students may also apply for further bursary elements. These are described on the following pages.

Income-assessed Social Work Bursary

This is intended to assist you with the costs of attending your course. It is subject to means testing so the amount you may receive will be determined by your income for the academic year (if you have any) and/or that of your spouse/partner/civil partner (if you have one). This is only available if you are studying on a **postgraduate course**. Depending on their circumstances, full-time students may receive up to £2,721 per academic year (if studying outside London) and up to £4,201 if studying at a university in London.

Adult Dependants Allowance (ADA)

This is payable if you are studying on a **postgraduate course** and you have an adult who is wholly or mainly financially dependent on you. This may include your spouse, partner or civil partner but not your child or your spouse/civil partner/partner's child. Your entitlement to this allowance is assessed using your dependant's income. The maximum ADA available in 2018/19 is £2,757.

Placement Travel Allowance (PTA)

Your course will normally include time spent at an agency that provides placements. The PTA is a fixed contribution towards these, payable at the rate of £862.50 per academic year. If you are allocated a social work bursary place by your university, the PTA will be included with your basic bursary and paid in three termly instalments.

If you are not awarded a social work bursary but would otherwise be eligible, the PTA will be paid to you in a lump sum at the beginning of your academic year, once we receive capping and enrollment information from your university.

If the agency offering your placement will also be contributing towards any travel costs you incur whilst carrying this out, this will not affect your entitlement to the PTA or bursary.

Parents' Learning Allowance - postgraduate students only

This is payable if you have a dependent child or children (aged under 19). We will automatically assess your entitlement based on your dependant's income (if they have any). The maximum PLA in 2018/19 academic year is £1,573.

Childcare Allowance - postgraduate students only

If you have dependent children aged under 15 (or aged under 17 for children with special educational needs) who are attending registered/approved childcare, you can apply for Childcare Allowance. You cannot claim this allowance if you are getting the childcare element of Working Tax Credit or Universal Credit. Your entitlement to this allowance is assessed using your dependants' income (if they have any).

When you first apply for Childcare Allowance we ask you to provide an estimate of your costs for the academic year ahead. At the end of each term, we will contact your childcare provider to confirm your costs are correct. This is known as childcare reconciliation and we will also contact you to let you know the outcome of these.

Disabled Students Allowances (DSAs) - postgraduate students only

If you have a disability and need extra help or equipment to complete your course, you may be eligible to apply for help from these.

DSAs rates for 2018/19 are:

Specialist Equipment	- Up to £5,212
Non-Medical Helper's Allowance	- Up to £20,725
General Allowance	- Up to £1,741
Travel Allowance - to cover travel costs reasonably incurred due to a disability	

Please visit www.nhsbsa.nhs.uk/AskUs for more information about DSAs.

If you are undertaking an **undergraduate social work course**, you should contact **Student Finance England** to find out more about additional support that you may be entitled to.

Making a bursary application

To make your application you will need to open the appropriate application form from our website at: www.nhsbsa.nhs.uk/social-work-students and click on the relevant link for either postgraduate or undergraduate applications. You can then complete the form online before printing it off and posting it to us. This section explains what to do before, during and after making your application.

What should I know before I apply?

Before you submit your application, check your eligibility. Full details are available on our website at: www.nhsbsa.nhs.uk/social-work-students/check-your-eligibility

Even if you think your university will not be allocating you a capped bursary place, you should still make an application as you may be entitled to the PTA.

If you are applying for a bursary for the first time, you must provide evidence to confirm your identity and residency. This should include your birth certificate and photo ID. This will normally be a valid passport or driving licence. We will return all original documentation within 10 working days. You **must** enclose a self-addressed return envelope. Special Delivery or a similar service is recommended so that you can trace your documents.

We only accept original documents as supporting evidence.

When can I apply? - all students

When does my course start?	When can I apply from?	When is my deadline to apply?
Autumn	1 March 2018	1 November 2018
Winter	1 March 2018	14 February 2019 - for January cohorts 14 April 2019 - for February cohorts

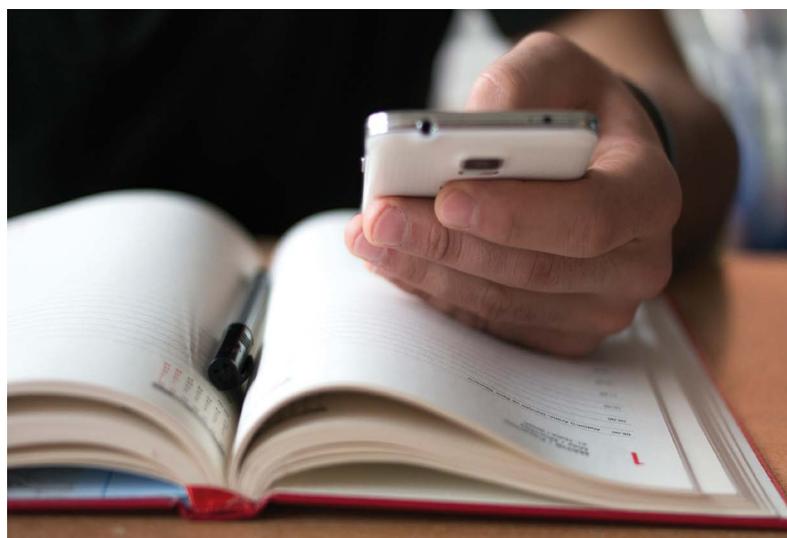
Postgraduate students can make an application for Childcare Allowance and DSAs by going to www.nhsbsa.nhs.uk/social-work-students/apply-postgraduate-bursary and selecting the relevant Childcare or DSAs application form.

What happens if I miss the deadline to apply?

If you miss the deadline to apply, you will not be eligible for a bursary or any payment of PTA.

Please make sure we receive your application by 1 November, 14 February or 14 April (depending on when your course starts).

You must make an application **each** academic year.



Timescales for assessment and payment

Documents

We aim to process and return documents within 10 working days.

Bursary applications

We aim to assess your bursary application within 20 working days of receiving your application.

Childcare Allowance

We will assess these applications at the same time as your bursary application. If you apply separately, at a later date, we aim to assess your application within 20 working days.

Further information letters

If we request further information or evidence from you, we will process your response within 10 working days of receiving the information.

Change in circumstances

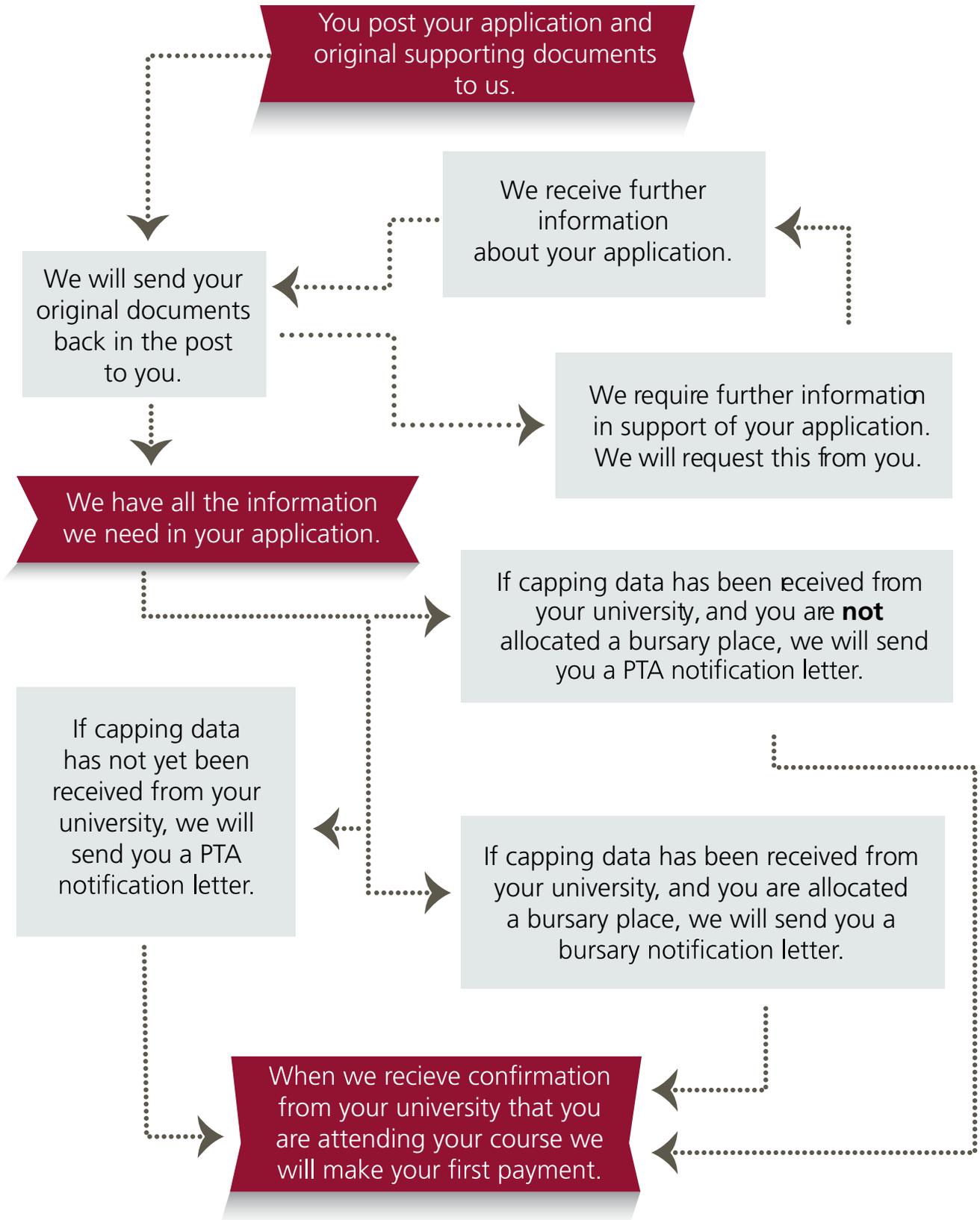
You must notify us immediately of any change to your circumstances. If the change results in a reassessment that affects your bursary entitlement, any overpayments that have been made to you must be repaid.

We aim to process these within 20 working days providing we have all the relevant information required from you and your university.

Disabled Students Allowances (DSAs)

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

How will I know my application has been assessed?



How often will I receive my bursary?

Bursaries are paid in three termly instalments each academic year and can only be paid once we have received confirmation from your university that you are attending your course. Please see our website for the scheduled payment dates at: www.nhsbsa.nhs.uk/social-work-students/manage-your-social-work-bursary

If you are entitled to the PTA only, we will make a single payment of this once we have received confirmation from your university that you are attending your course.

Postgraduate students

The first instalment of your Childcare Allowance will be paid at the same time as your bursary as long as you apply for it at the same time as your main bursary. Further instalments can only be paid once we have reconciled the previous term's childcare receipts.

Reapplying for your bursary next year

- All students must reapply for their bursary each academic year.
- It is your responsibility to ensure you submit an application for each year.
- If you do not reapply for your bursary each academic year, your bursary payments will not continue into the next one.

Help and guidance

Our website contains further information for all students. Visit us at:

www.nhsbsa.nhs.uk/student-services

From here you can also access our online knowledge base 'Ask Us' which puts the answers to your questions at your fingertips 24 hours a day, 7 days a week.

How to deal with a change in circumstances during your course

If you are receiving a social work bursary or the PTA and your personal circumstances change at any point during the academic year, you must tell us as soon as possible as the amount of bursary you receive could be affected. The sooner you let us know, the greater the chance there is for us to check we are paying you the correct amount and ensure you are not overpaid.

Fraud

We are serious about tackling fraud and employ Fraud Specialists to reduce the risk of fraudulent activity and investigate any potentially fraudulent claims.

Fraud can come to light before, during and after completion of training and may result in being unable to register or having registration removed. All reported allegations of fraud are investigated fully with a range of sanctions available (criminal, civil and disciplinary).

The NHSBSA is responsible for protecting the public funds it administers. To do this, we may share the information we hold about you with other bodies that inspect and manage public funds. The NHSBSA participates in the National Fraud Initiative (NFI) which is an exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud. This includes police authorities, local probation boards, fire and rescue authorities as well as local councils and a number of private sector bodies.

How do I notify you?

You should notify us in writing about:

- a change of address
- a change of relationship status
- a change of income relating to additional allowances, for example, Adult Dependants Allowance
- additional children
- a change of contact details

For the following circumstances you will need to complete and print off the appropriate form from our website. These are available at:

www.nhsbsa.nhs.uk/socialwork-students/manage-your-social-work-bursary by selecting 'Change of Circumstances'.

- **If you change your bank account** - you should complete the Notification of change of bank account form
- **A change to your childcare costs or your provider** - you should complete a new Childcare Allowance application form.
- **A change in your income or that of your partner** - if this reduced by 15% or more you may be entitled to more help. You can apply for this by clicking on the 'Request a Current Income Assessment' link on the above page of our website.

Withdrawing from your course

You must tell us as soon as possible if you are suspending training or leaving your course for any reason. Please do this by telephoning our Customer Contact Services on 0300 330 1342.

If you have been allocated a capped bursary place and you leave your course this cannot normally be retained should you choose to rejoin in another academic year.

Contacting us

If you have general questions about social work bursaries, click on the  logo on our website at www.nhsbsa.nhs.uk/social-work-students

'Ask Us' enables you to get answers to your queries 24 hours a day, 7 days a week.

If you need specific information about your application, our contact details are:

 **Email:** nhsbsa.swb1@nhsbsa.nhs.uk

 **Facebook:** www.facebook.com/socialworkbursaries

 **Twitter:** www.twitter.com/SWB_NHSBSA

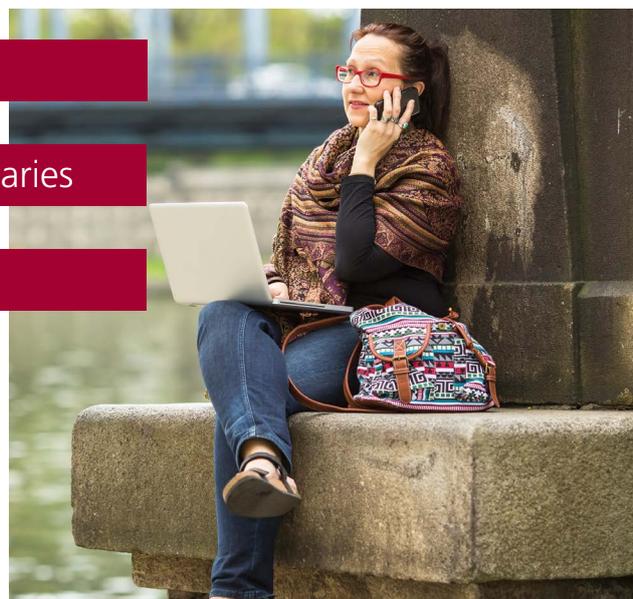
Telephone: **0300 330 1342**

Our opening hours are:

8am - 6pm Monday to Friday

9am - 3pm Saturday

Closed on Sunday



Useful contacts

Department of Health and Social Care

Social Work Bursary information packs are published by the Department of Health and Social Care and can be viewed at:

<https://www.gov.uk/government/publications/reforming-social-work-bursary-information-packs>

UCAS

Website: www.ucas.ac.uk

Student Loans Company

Website: www.slc.co.uk

Student Finance England

Website: www.gov.uk/student-finance

National Union of Students

Website: www.nus.org.uk

NASMA

(National Association of Student Money Advisors)

Website: www.nasma.org.uk

Student Awards Agency for Scotland

Website: www.saas.gov.uk

Scottish Social Services Council (SSSC)

Website: www.sssc.uk.com

Care Council for Wales

Website: www.ccwales.org.uk

Northern Ireland Social Care Council (NISCC)

Website: www.niscc.info

Health and Care Professions Council

Website: <http://www.hcpc-uk.org/>

NHS Help with Health Costs

Website: www.nhsbsa.nhs.uk/nhs-help-health-costs

(V1) July 2018

We have taken great care to ensure that the information in this booklet is correct at the time of publication. However, it is subject to change in accordance with Department of Health and Social Care (DHSC) policy. The guide is not intended to override or replace any of the Social Work Bursary arrangements as set out by the DH. You can read the information www.gov.uk/government/publications/reforming-social-work-bursary-information-packs