

Student Services

**NHS Financial Support for
Healthcare Students 2019/20
– Guidance for students
Learning Support Fund**



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Disclaimer

New and prospective students should not rely on the 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.

Information about the Learning Support Fund is available on the Student Services website. Students are advised to check the website on a regular basis.

The Department of Health and Social Care and the NHSBSA Student Services will not accept responsibility for loss of any type suffered by students who have relied on current rules and allowances whether for the current academic year, academic year to begin or indeed for subsequent academic years.

Policy

The full rules and conditions applying to the Learning Support Fund for 2019/20 are available on [our website](#).

Who is this Guide for?

The information in this booklet is intended for new and continuing healthcare students studying on nursing, midwifery some allied health professional courses which commenced on or after 1 August 2017 and and who are eligible for tuition fee and maintenance loan from the Student Loans Company.

Other students

Healthcare students who are eligible for a NHS Bursary are not eligible to apply to the Learning Support Fund.

This includes:

- Continuing NHS Bursary students who commenced their course before 1 August 2017
- Medical and Dental students who are eligible to receive NHS Bursary funding in the later stages of their course.
- Students attending healthcare courses which started between 1 August 2017 and 31 July 2018 and who were eligible for a NHS Bursary under the 2017/18 Transitional Arrangements.

1. What is the Learning Support Fund?

The Learning Support Fund (LSF) provides supplementary funding to the higher education student loans support from the government, for eligible students attending eligible pre-registration healthcare courses starting on or after 1 August 2017.

The LSF is administered by the NHS Business Services Authority (NHSBSA) [Student Services](#).

The LSF consists of three different award allowances. Eligible students can apply to the NHSBSA for some or all of these allowances, depending on their own personal circumstances.



Am I eligible to apply?

To apply for any of the LSF allowances, you must meet **all** the criteria detailed below. In addition, each of the allowances has its own specific requirements which are explained in more detail further on in this guidance.

Your course



Applicants for any of the LSF allowances must be eligible for tuition fee **and** maintenance loan support from the Student Loans Company (SLC).¹

When you apply online for any of the LSF allowances, you will be asked to provide your current student loan award notification² to show that you meet their eligibility criteria. The student loan award letter must be relevant to the academic year for which you are applying for LSF.

If you are not in receipt of a student loan because you have chosen not to apply for one for personal reasons, please see the additional information on page 8.

¹ The Student Loans Company covers Student Finance England (SFE), Student Finance Wales (SFW), Student Finance Northern Ireland (SFNI), or the Student Awards Agency for Scotland (SAAS), depending on your usual place of residence in the UK.

² Issued by SFE, SFW, SAAS or SFNI.

³ With the exception of students who started courses between 1 August 2018 and 31 July 2019 at The UCL Eastman Dental Institute, Kings College London, The Greater Manchester School for Dental Care Professionals, The University of Birmingham (in partnership with Birmingham Community Healthcare NHS) and Bristol Dental School.

General eligibility requirements

You must be studying on a nursing, midwifery or allied healthcare course which leads to professional registration in one of the subjects listed in the table overleaf;

Your course must have **started on or after 1 August 2017**, (but see exceptions)

You must be studying at a university in England

You must be actively in study, whether academic or practice learning

Residency

You must meet the eligibility criteria defined by one of the following (depending on which UK country you are normally resident):

- [Student Finance England \(SFE\)](#)
- [Student Finance Wales \(SFW\)](#)
- [The Student Awards Agency for Scotland \(SAAS\) or](#)
- [Student Finance Northern Ireland \(SFNI\)](#)

In most cases, this will be demonstrated when you provide us with your student loan award notification.

Exception to student loan requirement

Students who choose not to claim a student loan for personal reasons may still be eligible to access the Learning Support Fund; however, their eligibility will be assessed by us on a case by case basis.

Students will still be required to demonstrate that they meet all of the eligibility criteria above (apart from the student loan requirement), as well as demonstrating that they would have met the additional eligibility criteria defined by either SFE, SFW, SFNI or SAAS, if they had chosen to apply to one of those organisations for a student loan. If you are not in receipt of a student loan, contact us on 0300 330 0521.

How do I apply for the LSF allowances?

You should register for an online account via the [Learning Support Fund Application System](#), which you can access from our website.

You can do this at any point during your course, you do not have to be in your first year of study to register, but please be aware that if you did

not apply for LSF in a previous academic year, you cannot apply for any backdated payments if you missed the nine-month application deadline for the academic year in question.

You will be asked to provide some basic details in order to create an account and once this has been done, you will be able to apply for any of the three award allowances. Please note that a nine month application period is applied to Child Dependents Allowance (CDA) and Travel and Dual Accommodation Expenses (TDAE) (See sections 2 & 3).

When you first apply for one of the LSF allowances, you will need to send us a copy of your **full** student loan notification letter, along with a copy of your LSF student cover sheet, which can be printed off from your LSF account. All documents should be posted to us using the address on the coversheet.

You will be expected to supply your relevant student loan award notification **each academic year** you apply for LSF allowances.

Please note that registering for an LSF account is not a guarantee that you will receive any of the allowances. You must meet the eligibility criteria outlined in this guide and your personal eligibility will not be fully determined until you actively submit a claim for CDA, TDAE or Exceptional Support Fund (ESF).

Please be aware that the Learning Support Fund allowances are supplementary funding only and you should not base your financial plans for the academic year on receiving any of these allowances.

2. Child Dependants Allowance (CDA)

The CDA is intended to provide additional support for eligible full-time students who have parental responsibility for a dependent child or children under the age of 15 (or under the age of 17 if the child has special educational needs) on the first day of the academic year for which they are applying. A non-repayable grant of **£1000 per eligible student** is available for each academic year of the course.

The £1000 is a fixed amount and does not depend on the actual number of children you may have parental responsibility for; the only requirement is that applicants have at least one dependent child who meets the criteria above⁴. You must also meet the general eligibility requirements set out in [Section 1](#) of this guide.

The CDA allowance of £1000 per student with dependants, per academic year is awarded to ensure that those students with child dependants can continue to study and attend practice placements. This will not affect students' access to childcare support provided by the standard higher education support system and any benefits awarded by DWP.

Part-time students

If you meet the general eligibility criteria in Section 1 of this guide, will receive a pro rata amount of CDA (depending on your study pattern).

Typical annual amounts are shown below:

Length of your part-time course	Total amount of CDA payable
4 years (75% of FT rate payable)	£750 per year
5 years (60% of FT rate payable)	£600 per year
6 years (50% of FT rate payable)	£500 per year

“A non-repayable grant of £1000 per eligible student is available for each academic year of the course.”

⁴ Students who have a child or children with an ex-partner/spouse should only apply for CDA if shared parental care applies. You must have actual care of the child and parental responsibility on a regular basis even if this is only weekly or fortnightly. You are not entitled to CDA solely on the basis that you are making maintenance payments.

Applying for CDA

Once you have registered for an LSF account, and logged on, select Child Dependants Allowance under the 'Apply for' heading from the main screen. This will allow you to complete and submit the online form.

When you first apply for CDA, you will be required to provide us with your Student Loan notification letter. This should be sent with your student coversheet which can be printed off from your LSF account.

If you do not intend to apply for a student loan you will be asked to contact us so that we can determine your eligibility. In most cases you will be asked to supply additional evidence as well as an explanation as to why you have not applied for loan funding.

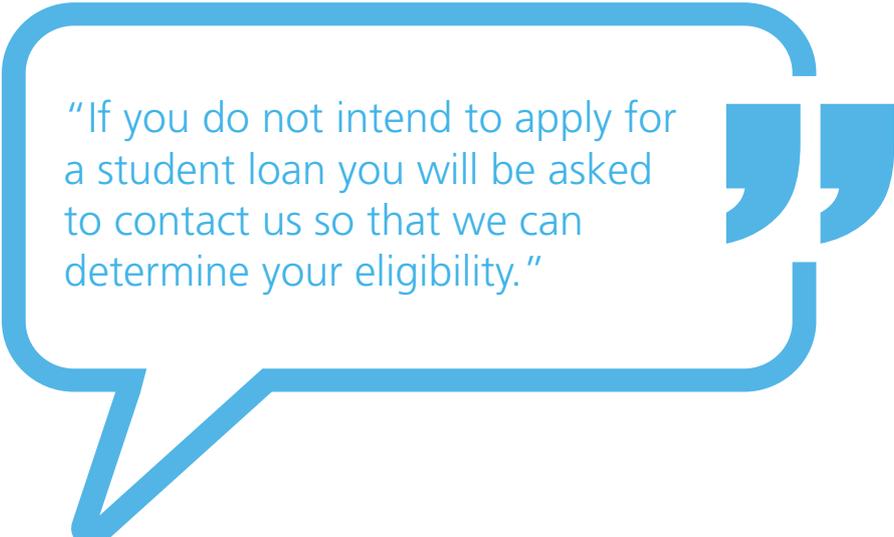
Please refer to the information on page 8 under 'Exception to the student loan requirement' for further details.

Reapplying for CDA

You will need to apply for CDA each academic year you are in training for as long as you and your dependants remain eligible.

To do this, simply log on to your existing LSF account and click on the CDA link under the 'Apply for' heading. This must be nine months from the start of the academic year for which you are applying.

You will also need to send us your new Student Loan notification letter each year, however you do not need to resend your child's birth certificate.



"If you do not intend to apply for a student loan you will be asked to contact us so that we can determine your eligibility."

Payment

If your CDA application is accepted, your CDA will be paid to your bank account over the academic year in three termly instalments. For full time students this will be scheduled as follows:

Term 1	Term 2	Term 3
■ £250	■ £250	■ £500

At a certain point in the academic year, your university will be required to confirm your attendance. This will enable the CDA payments to continue at the set times above. If we do not receive this confirmation your payments will stop until such time as your attendance is confirmed.

What happens to my CDA if I leave my course?

If you are in receipt of CDA, you **must** inform us as soon as possible, and no later than ten days after the event, if for any reason you stop attending your course.

When we receive notification we will stop any further instalments of CDA which may have been due to you in the current academic year, and will work out if you are owed any payment or part-payment of CDA or whether an overpayment has occurred.

If you are overpaid, we will contact you to advise of the amount and how to repay it. **The sooner you let us know that you are no longer attending your course, the sooner we can take action to help prevent overpayment.**

“You must inform us as soon as possible if you stop attending your course.”

3. Travel and Dual Accommodation Expenses (TDAE)

Students who meet the general eligibility criteria in [Section 1](#) are entitled to have some of the additional costs of attending a practice placement as part of their course reimbursed to them during the academic year.

How do I claim reimbursement of TDAE?

Once you have registered for an LSF account, you can log on and select the Travel and Dual Accommodation Expenses claim form under the heading '**Apply for**'. Once completed and signed, you should submit the form to your university for authorisation.

Remember to include any travel and/or accommodation receipts with your completed form, as well as a copy of your LSF coversheet.

Our guidance booklet [Completing your TDAE claim – a guide for students and universities](#) is available to guide you through this process. You are strongly advised to refer to the guide when completing your claim to ensure you have provided the correct details.

Claims will be checked and authorised by your university and the forms will be sent to us. We will arrange payment to you via the bank account you nominated when you registered for an LSF account, within 25 working days of receiving your form.

You must submit all TDAE claims no later than nine months after you incurred the travel or accommodation costs. Ideally, you should submit a claim after you have completed each placement.

"We will arrange payment to you via the bank account you nominated when you registered for an LSF account, within 25 working days of receiving your form."

What can I claim?

Travel costs

You can make a claim for reimbursement of some of your expenses for travel to practice placements each day for costs incurred over and above your usual daily travel costs to attend university. Below are some examples to illustrate how 'excess travel costs' are determined.

Example 1

Student A's travel costs are as follows:

Journey	Cost of daily return journey
Travel from term time address to university/normal place of study :	£5.75
Travel from term time address to practice placement site	£9.00

Student A can claim reimbursement of £3.25 per day (£9.00 less £5.75) via TDAE towards their placement travel costs for the duration of this placement. This is because their placement travel costs are in excess of their normal daily travel to and from university.

Example 2

Student B's travel costs are as follows:

Journey	Cost of daily return journey
Travel from term time address to university/normal place of study :	£10.00
Travel from term time address to practice placement site	£8.50

Student B cannot claim reimbursement via TDAE towards their placement travel costs for this particular placement. This is because it does not cost them an excess amount to travel to their placement site when compared to their normal daily return travel to university⁵.

⁵ If Student B is later required to attend another placement during the academic year and their daily travel costs for that placement were in excess of their normal daily travel to university, they would then be able to receive reimbursement for the new claim.

Example 3

Student C's placement is for five weeks and is not easily accessible by public transport at the times they need to attend. As Student C does not have access to a car they take up temporary accommodation near to their placement site.

As well as the cost of the placement accommodation, Student C can claim the cost of one weekly return journey between their temporary accommodation and their term time address, providing this is in excess of their normal return cost to travel to university each day.

Method of travel

Students are expected to travel by the cheapest form of transport available where it is reasonably practical to do so. If you choose to travel to placement in your own vehicle, rather than public transport, it is your responsibility to ensure that you have adequate insurance cover for all risks associated with its use.

Students travelling to and from their placement site do so at their own risk. The reimbursement of the costs of travel by private motor vehicle does not constitute any acceptance of liability by your university, the NHS Business Services Authority or any other NHS body.

If you receive a lift

You will be unable to claim for costs associated with any journeys to placement where you received a lift.

Car hire

If this was the most cost-effective option available to you when compared to public transport, or public transport (or the use of your own vehicle if you have one) was not an appropriate option, you may be able to claim reimbursement for:

- the cost to you of hiring the car
- mileage to and from the placement site at the rate of 28p per mile; and
- any placement-associated car parking, tunnel or road tolls, where applicable.

This must be authorised by your university.

Travel by taxi

We will not normally reimburse any costs you have incurred when travelling by taxi unless this has been specifically agreed by your university. Where this is agreed, reimbursement may be limited to the equivalent mileage or public transport rate.

“Students are expected to travel by the cheapest form of transport available where it is reasonably practical to do so.”

Rates payable 2019/20

Cost	Claim limited to
Public transport	Actual cost
Travel in or on the student's own vehicle	
Pedal Cycle	20p per mile
Motor vehicle	28p per mile
Parking, Tolls and Ferries	Actual cost

Temporary Placement Accommodation

As part of the TDAE arrangements, you may be able to claim the cost of taking temporary accommodation near to your practice placement site if it is not possible or practical for you to travel there from your normal term time address on a daily basis.

If you move to your parental home for the purpose of attending your placement, reimbursement of accommodation costs will not be available to you, but you may still be able to claim the cost of one weekly return journey between this temporary accommodation and your normal term time.

Placement accommodation rates

Commercial accommodation	Non-commercial accommodation
Up to £55 per night	Up to £25 per night

If you are required to stay in temporary accommodation whilst you attend your placement, you may also claim for travel costs as follows:

- any excess cost arising from one weekly return journey between your normal term time accommodation and your temporary placement accommodation, (as described in the example below) **and;**
- any excess cost arising from daily travel between your temporary placement accommodation and your practice placement site. Your placement travel costs must still be in excess of normal daily travel to university

Overseas placements

If you are required to attend a part of your course outside the United Kingdom you may be reimbursed for some of your additional costs to travel to your placement site, providing these:

- have been necessarily incurred (either within or outside the UK) **and;**
- are in excess of the normal daily return cost of travel between your normal term-time accommodation and your university.

In addition, essential associated costs for accommodation, medical insurance, tests and any fees for visas may also be reimbursed to you.

What if I am receiving help with my travel costs through Disabled Students Allowances (DSAs)?

The help provided by the Travel and Dual Accommodation Expenses (TDAE) award element in 2019/20 is completely separate to any travel associated costs that may be awarded through the DSAs paid via the Student Loans Company.

You should only claim for additional placement travel or accommodation related costs that are **not** already met through the DSAs.

4. Exceptional Support Fund (ESF)

What is the ESF?

This is a grant intended to assist students who can show:

- they have a shortfall between their available income and day to day expenditure which they are unable to manage by their own actions; and
- who have exhausted all other available sources of financial support, including student loans and university hardship funds.

To calculate whether you may be encountering a shortfall between your available income and necessary expenditure we will look at a combination of the following types of financial support that may be available to you:

Statutory	Student support from the government for higher education, including your student maintenance loan, tuition fee loan and other allowances such as a Childcare Grant, Adult Dependants Grant
Institutional	Bursary/scholarships/grants/hardship support from your university or other funding body or organisation (not including student loans)
Household	The income available to you and/or others members of your family if you live with a partner and/or any children
Personal	Income you may receive as an individual, such as part-time or casual employment, means-tested benefits, contributions from parents, savings etc.

Your own income and expenditure will be assessed, along with that of your partner if you have one. Your full student support entitlement

will also be taken into account together with any additional support you may be receiving.¹

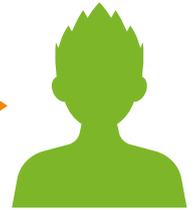
¹ If you are eligible, but have chosen not to apply for a student loan (tuition fees and maintenance) and you decide to claim ESF, you will be asked to demonstrate what alternative financial provisions you have made in order to undertake your course without student support.

Students are expected to have made provision for their basic living costs before commencing their studies.

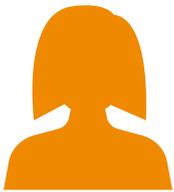
Who can apply?

To be eligible for assistance from the ESF you must:

be an **eligible student** under the general criteria set out in Section 1 of this guide.



demonstrate that there is a shortfall between your income and expenditure, which you are unable to manage by your own actions.



demonstrate that you have exhausted all other available avenues of funding support, including student loans, benefits and university funds, including hardship.



have received at least your first term's Student Loan payment, where applicable.



What is not covered under the ESF?

We cannot award ESF funds to:

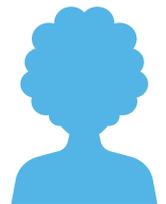
cover emergency payments, for example repairs to essential household equipment, replacing stolen items or non-routine car repairs.



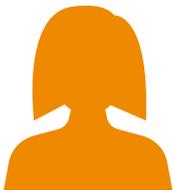
help meet the costs of your course tuition fees if you are eligible for, but have not taken out, a tuition fee loan.



substitute funds where there is evidence of money mismanagement, such as overspending on holidays, gym memberships, luxury items, gambling, etc.



make good a default in any assessed contribution to a student loan by a parent, spouse, civil partner or partner.



meet a **temporary** shortfall in your income, such as where you are waiting for payment of a maintenance award, university hardship funds, reimbursement of travel expenses or a bridging loan.



How much is available?

We can award **up to** a maximum of £3000 per academic year. Students can apply for ESF more than once within an academic year if they are still experiencing financial hardship and they have not already been awarded the maximum amount. You can also apply again in subsequent academic years, regardless of whether you have applied or received anything previously.

ESF Application window – when can I apply?

You can make an ESF application at any point during your academic year, providing you have received at least your first term's instalment of your student loan, where applicable.

Not all applications are successful and we cannot guarantee you will be awarded a payment. However, students can apply for ESF more than once within an academic year, if they believe they are still experiencing financial hardship or if they received a payment previously but were not awarded the maximum amount.

How do I apply for ESF and what evidence will I need to provide?

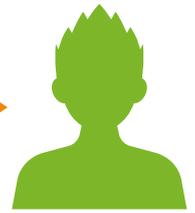
Once you have registered for an LSF account, you can log on and download the ESF application form which you will need to complete, print off and post to us. Please remember to include a copy of your LSF coversheet when posting your form.



We can award up to a maximum of £3000 per academic year. Students can apply for ESF more than once within an academic year.

In all cases you will be asked to provide:

a copy of your current student finance award letter for the 2019/20 academic year.
(however, see page 8 for exceptions to this)



your bank statements from the last three months, and those of your partner, if you have one.



completed university authorisation on the relevant section of your application form.



You may be required to provide additional evidence, depending on your circumstances. In addition, when we assess your ESF application we may contact you if we need to request further information or evidence. This is normally done by email, so please ensure your email address is set up to accept emails from us.

Dependent children

If you have dependent children, you should also apply for the [Child Dependents Allowance](#).

As part of our ESF assessment procedure, we will check your LSF account to see whether it has been awarded to you.

What if I have been turned down for hardship funding by my university?

Providing your university has completed the relevant authorisation section of your ESF application form, your application will still be considered.

How are ESF applications assessed?

We will firstly determine your eligibility, and if we are satisfied you meet the criteria, the actual amount we may pay will be calculated by considering your individual financial circumstances, using the information you provide to us. It is therefore essential that you complete the form as accurately as possible and you provide all of the relevant documentary evidence to support your claim.

Assumed income

When calculating income for the ESF, we assume that most students have made basic financial provisions in order to attend their course and that most will be able to supplement their income through, for example, part-time or holiday work, savings, agreed overdrafts and/or family contributions. So, instead of taking the actual amount of income gained in this way, the assessment uses the following fixed amounts for all students instead:

Course year	Amount
Full-time students who are not in their final year	£1869
Final year full time students	£623

Assumed income will not be applied in the case of students with dependents or those with caring responsibilities.

Expenses

We will look at your rent or mortgage, any childcare costs, council tax, any priority debts, and how much it costs for your travel to and from university, as well as any payments you may have for regular medication/prescription costs.

Priority and non-priority debts

The priority debts that we will look at are listed below alongside some non-priority debts that will not be taken into account:

Priority debts	Non-priority debts ⁶
Secured loans	Bank overdrafts
Rent arrears	Unsecured loans
Council tax	Credit card debts
Fines, maintenance & compensation orders	Gambling debts
Charges for utilities	Catalogue and hire purchase debts
TV licence	
Tax and VAT	
National Insurance Contributions	
Hire purchase/conditional sale agreements for goods that are essential for the debtor to retain	

Debts where the student has agreed a realistic repayment agreement, including court-determined repayment plans, may also be counted as part of a person's expenditure.

Composite living costs and variable expenditure

All students have to pay for essential items such as food, bills, clothes and leisure/entertainment, these are known as Composite Living Costs and we will apply one-off fixed amounts for these as follows:

Student profile	Living outside London (Weekly)	Living in London (Weekly)
Single	£78	£121
Student with partner	£122	£165
Children* (each)	£72	£72

⁶ Other types of debt may also be treated as priority if they could lead to serious personal or financial problems within the student's family. These will be considered on a case-by-case basis.

*In addition, we will add an extra one-off family premium cost of TBC where a student has at least one child.

This is to ensure that all students are treated fairly, regardless of what their individual circumstances may be.

However certain expenses such as rent, travel and childcare will vary quite substantially between students. Because some students may be required to spend more than others on these costs, we do not apply fixed amounts for these types of cost. These are referred to as variable expenditure.

The table below shows the types of expenses where we will apply a fixed amount (Composite Living Costs) and those where the actual cost will be taken into account (Variable Expenditure).

Expense	Composite Living Costs (CLCs)	Variable Expenditure
Rent/mortgage		✓
Council Tax		✓
Food	✓	
Utilities	✓	
Childcare		✓
Mobile phones	✓	
TV licence	✓	
Clothes	✓	
Travel		✓
Home contents insurance	✓	
Buildings insurance		✓
Medication		✓
Entertainment	✓	
Clubs and societies	✓	

Payment

If your application for ESF is successful we will contact you by email to notify you how much you have been awarded. Payment will normally be made in a lump sum and you can log on to your LSF account to see when the payment will be made to you.

We will also contact your university's Student Money/Welfare Advisor (or equivalent) to let them know the outcome of your ESF application for their records.

Withdrawal from training

If you have applied for or received an ESF payment from us, it is important that you contact us if you withdraw from your course or transfer to another course which is not eligible for the Learning Support Fund, so that we can cancel your application.



"If your application for ESF is successful, we will contact you by email, to notify you how much you have been awarded."

5. Changes to your circumstances

If your circumstances change in any way that may affect your eligibility for any of the Learning Support Fund allowances, or you are unsure, you should seek advice from us as soon as possible.

Changes that might affect your LSF entitlement and which you **must** tell us about can include:

Reason for the change	What we need to know and why
Withdrawal from your course	Whether this was temporary or permanent withdrawal and the reason for this.
Transfer to any other course at the same or a different university	Whether your new course is eligible for LSF.
Interruption to training due to maternity or adoption	Students who take a period of temporary withdrawal from their course for maternity or adoption leave will not normally be eligible for any of the LSF allowances, unless there are mitigating circumstances. If so, Child Dependents Allowance and Exceptional Support Fund payment/s may, exceptionally, be paid. Please refer to the policy document Financial Help for health students: Learning Support fund for further information.
Illness or injury	Students may continue to receive Child Dependents Allowance payments for periods of authorised absence due to a medically certified illness or injury of up to 60 days in an academic year.
Requiring an extension or extra time to complete your course	If you cannot complete your course in the time normally required because of maternity or adoption leave, or because your university requires you to repeat part of your course, Learning Support Fund provisions and any payments may be extended for up to 12 months to allow you to complete your training.
You are in receipt of CDA but cease to have parental responsibility for any formerly dependent children	You would no longer be entitled to CDA, so your payments would need to be stopped from the next available term.
A change to your personal contact details	Please log on to your LSF account and update your details as soon as possible.
A change to your bank account details	As above.

Fraud

If you knowingly withhold information, or provide false information, in order to receive more funding 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 any LSF payments, they may be removed from the register by their professional body.

Reporting suspected fraud

If you suspect that someone may be claiming funding support from the LSF 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.



6. LSF reviews and appeals

Scenario	First step	Next steps
<p>If you are concerned about the way in which your Learning Support Fund application or payment has been dealt with.</p>	<p>Contact us by telephone on 0300 330 0521.</p> <p>This is generally the fastest way to resolve any issues you may have about a current LSF application or payment</p>	<p>If you remain dissatisfied, you may make a written complaint to us, under the NHSBSA's complaints handling policy by email: nhsbsa.lsfcomplaints@nhs.net</p> <p>Or by post: The Review Section NHSBSA Student Services Hesketh House 200-220 Broadway Fleetwood FY7 8SS</p>
<p>If you disagree with the actual outcome of your Learning Support Fund application</p> <p>(For example, you disagree with the decision on the amount of funding payable, or you believe your LSF funding has been incorrectly suspended, reduced or terminated without good reason)</p>	<p>Request a review by writing to:</p> <p>The Review Section NHSBSA Student Services Hesketh House 200-220 Broadway Fleetwood FY7 8SS</p> <p>Or email: nhsbsa.lsfcomplaints@nhs.net</p> <p>This should normally be requested within 28 days of receiving the initial decision.</p>	<p>If after being informed of the result of the review you still believe the decision we have made in relation to your Learning Support Fund award is incorrect, you can appeal to the Department of Health and Social Care. This must be done within 28 days of receiving the NHSBSA's decision.</p> <p>Write to: Learning Support Fund Appeal Health & Social Care Workforce Strategy Quarry House Quarry Hill LEEDS LS2 7UE</p>

