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 attending an eligible social work course. The eligibility criteria can be found on our website at: www.nhsbsa.nhs.uk/social-work-students

If you are eligible for a bursary you must make an application each academic year in order for us to continue to pay you.

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.

Who are we?

SWB is 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 £51 million to more than 12,000 students each year.
Eligibility

Eligible courses

You must be studying, or intending to study, on a Higher Education Institution (HEI) 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)

You can check which courses are eligible for a social work bursary by visiting [www.hcpc-uk.org/education/approved-programmes](http://www.hcpc-uk.org/education/approved-programmes)

You will not be eligible if a social care employer is giving you:

- any paid time off to allow you to attend your studies
- payment of all or part of your tuition fees
- payment from a practice learning provider for undertaking placement duties for them.

In addition, you will not be eligible if you are receiving:

- funds through the Department for Education (DfE), excluding student loans
- any other form of support to assist with your social work training
- funding from a public body, government benefit agencies and bursaries from your Higher Education Institution.

Retainers

If you are receiving a retainer from an employer or potential employer, it must:

- be offered as an incentive to engage in employment with the retainer provider once the recipient qualifies as a social worker, and not as support towards the recipient's social work training be paid back if the recipient does not complete their training or engage in employment with the provider
- not be funded by the DfE.

Residency criteria

Continuing social work bursary students

If you have received social work bursary funding (including just the Placement Travel Allowance) in a previous academic year(s) you will have already demonstrated your eligibility for funding and supplied evidence of your identity and residency status. As a continuing bursary student you will not be required to provide this information again unless your immigration status changes.

New social work bursary applicants

If you will be:

- commencing a postgraduate level social work course in 2019/20; or
- entering the second year of an undergraduate social work course in 2019/20 and this is the first time you are applying to us

Please refer to the information below before making an application for the first time.
Information

Social work bursaries are only available to students who are ordinarily resident in England on the first day of the first academic year of their course. If you were ordinarily resident in Scotland, Wales or Northern Ireland immediately before the start of your course, you should apply to your own national funding authority for support. Links to these organisations are available at the back of this booklet.

To be eligible for the social work bursary, all applicants must satisfy the residency conditions in any one of the categories in the table below.

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Students who are settled in the UK / Students who have acquired the right of permanent residence in the UK.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This includes UK nationals who have always lived in the UK and EEA national or family member students who have acquired the right of permanent residence in the UK.</td>
<td></td>
</tr>
<tr>
<td>To be eligible under this category students must:</td>
<td></td>
</tr>
<tr>
<td>- be ordinarily resident in England on the first day of the first academic year of the course; and</td>
<td></td>
</tr>
<tr>
<td>- have been ordinarily resident on the UK (or the Channel Islands or Isle of Man) throughout the three years immediately before the first day of the first academic year of their course.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 2</th>
<th>Students who have been granted refugee status in the UK.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be eligible under this category students must:</td>
<td></td>
</tr>
<tr>
<td>- have been ordinarily resident in the UK and Islands; and</td>
<td></td>
</tr>
<tr>
<td>- have not ceased to be so since they were recognised as a refugee; and</td>
<td></td>
</tr>
<tr>
<td>- have been ordinarily resident in the UK on the first day of the first academic year of their course.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 3</th>
<th>Students who are the spouse or civil partner of a person with refugee status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be eligible under this category students must:</td>
<td></td>
</tr>
<tr>
<td>- have been the spouse or civil partner of the refugee on the date on which the refugee applied for asylum and;</td>
<td></td>
</tr>
<tr>
<td>- be ordinarily resident in the UK and have not ceased to be so since being given leave to enter or remain in the UK as the family member of the refugee and;</td>
<td></td>
</tr>
</tbody>
</table>

1 The first day of the academic year is:
1 September for Autumn start courses (courses starting from 1 September to 31 December) and 1 January for Winter start courses (courses starting from 1 January to 31 March).
If you are ordinarily resident in England as a result of moving from another UK country for the purpose of undertaking your social work course (or one immediately before), you’ll be considered ordinarily resident in the country from which you moved.

2 The Channel Islands or the Isle of Man.
### Category 4

**Students who are the child or step-child of a person with refugee status.**

To be eligible under this category students must:

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

### Category 5

**Students who have been granted humanitarian protection in the UK.**

To be eligible under this category students must:

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

### Category 6.

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

To be eligible under this category students must:

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

### Category 7

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

To be eligible under this category students must:

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

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3 This does not include unmarried partners.
### Category 8

**Students with Long Residence in the UK.**

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

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

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### Category 9

**Students who are EEA migrant workers, EEA self-employed persons, Swiss-employed persons, Swiss self-employed persons or a relevant family member.**

To be eligible under this category students must:

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

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### Category 10

**Students who are EEA frontier workers, EEA frontier self-employed persons, Swiss frontier-employed persons, Swiss frontier self-employed persons or a relevant family member.**

To be eligible under this category students must:

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

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### Category 11

**Students who are settled in the UK but who have exercised a right of residence elsewhere in the EEA.**

To be eligible under this category students must:

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

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4 The minimum residency period is capped at twenty years for those aged 40 and over.

5 Means that person's spouse or civil partner, or direct descendants of the person or of the person's spouse or civil partner who are under the age of 21, or dependants of the person or the person's spouse or civil partner, or dependent direct relatives in the ascending line of that person or of the person's spouse or civil partner.
<table>
<thead>
<tr>
<th>Category 12</th>
<th>Students who are EU nationals or a relevant family member who have not been ordinarily resident in the UK for at least five years.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To be eligible to receive a <strong>EU tuition fees only award</strong> under this category, postgraduate social work students must:</td>
</tr>
<tr>
<td></td>
<td>• have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of their course.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 13</th>
<th>Students who are EU Nationals (other than UK nationals).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To be eligible for a bursary under this category students must:</td>
</tr>
<tr>
<td></td>
<td>• be ordinarily resident in the UK on the first day of the first academic year of the course; and</td>
</tr>
<tr>
<td></td>
<td>• ordinarily resident in the UK and Islands throughout the five-year period immediately before the first day of the first academic year of their course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 14</th>
<th>Students who are the child of a Swiss National entitled to support in the UK by article 3(6) of annex 1 of the Swiss Agreement.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To be eligible under this category students must:</td>
</tr>
<tr>
<td></td>
<td>• be ordinarily resident in the UK on the first day of the first academic year of the course and;</td>
</tr>
<tr>
<td></td>
<td>• have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of their course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 15</th>
<th>Students who are the child of a Turkish worker.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To be eligible under this category students must:</td>
</tr>
<tr>
<td></td>
<td>• be ordinarily resident in the UK on the first day of the first academic year of the course; and</td>
</tr>
<tr>
<td></td>
<td>• have been ordinarily resident in the EEA, Switzerland or Turkey throughout the three year period before the first day of the first academic year of the course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 16</th>
<th>Students who have been granted Stateless Leave.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To be eligible under this category students must:</td>
</tr>
<tr>
<td></td>
<td>• be ordinarily resident in England on the first day of the first academic year of the course; and</td>
</tr>
<tr>
<td></td>
<td>• have been ordinarily resident in the United Kingdom and Islands throughout the three-year period preceding the first day of the first academic year of their course.</td>
</tr>
</tbody>
</table>

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6 Means that person’s spouse or civil partner, or that person’s child or the child of that person’s spouse or civil partner.

7 For students on undergraduate social work courses, a tuition fee contribution is not available.

8 This means a person who has Leave to Remain as a stateless person under the immigration rules within the meaning given in section 33(1) of the Immigration Act 1971(a) and who has been ordinarily resident in the United Kingdom and Islands throughout the period since being granted such leave.
### Category 17

**Students who are the spouse or civil partner of a person granted Stateless Leave.**

To be eligible under this category students must:

- have been that person’s spouse or civil partner on the leave application date; and
- have been ordinarily resident in England on the first day of the first academic year of the course; and
- have been ordinarily resident in the United Kingdom and Islands throughout the three-year period preceding the first day of the first academic year of the course.

### Category 18

**Students who are the child or step-child of a person who has been granted Stateless Leave.**

To be eligible under this category students must:

- have been the child or stepchild of the person granted stateless leave on the leave application date; and
- have been under 18 on that date; and
- have been ordinarily resident in England on the first day of the first academic year of the course; and
- have been ordinarily resident in the United Kingdom and Islands throughout the three-year period preceding the first day of the first academic year of the course.
Capping process

The number of bursary recipients for both part-time and full-time courses are limited (or ‘capped’). There is no guarantee you will receive a bursary even if your application is accepted and you take up an offer of a place on a social work course.

Universities decide who receives a bursary based on capping criteria set by the Department of Health and Social Care. The NHSBSA has no input into this decision process, so we can’t tell you if you’ll be nominated. For more information on how your university selects these students, please contact them directly. 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 have been included on the list 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 for is the fixed contribution towards your placement travel expenses through the Placement Travel Allowance (PTA) which is detailed on the next page.

If you are nominated for a capped place, you’ll normally retain this until you complete your course.

However, if you withdraw from your course for any reason and return to it at a later date, your capped place will not be retained.

If you transfer universities, you won’t automatically be given a place on the new university’s capping list as capped places cannot be transferred.
Social work bursary allowances

Undergraduate students

If you are eligible for funding and you are allocated a capped bursary place by your university, we will pay you the appropriate standard rate of basic non-income assessed bursary, as shown in the table below, which will include a fixed amount of PTA.

<table>
<thead>
<tr>
<th>University location</th>
<th>Amount*</th>
</tr>
</thead>
<tbody>
<tr>
<td>London</td>
<td>£5,262.50</td>
</tr>
<tr>
<td>Outside London</td>
<td>£4,862.50</td>
</tr>
</tbody>
</table>

*includes the Placement Travel Allowance

This is the only bursary element available to undergraduate students, apart from the Placement Travel Allowance detailed below. You cannot apply for any other support from SWB.

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 and your application has been approved, 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.

In addition to the basic bursary, postgraduate students may also apply for further bursary elements. These are as follows.

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. Students should be aware that the maximum tuition fee contribution the NHSBSA is permitted to pay towards course fees each academic year is £4052. If your university charges a higher amount than this, you will be responsible for meeting the balance.

Undergraduates are not entitled to this element.

Postgraduate students - Non-income assessed social work bursary

Non-income assessed social work bursary

<table>
<thead>
<tr>
<th>University location</th>
<th>Amount*</th>
</tr>
</thead>
<tbody>
<tr>
<td>London</td>
<td>£3762.50</td>
</tr>
<tr>
<td>Outside London</td>
<td>£3,362.50</td>
</tr>
</tbody>
</table>

Income-assessed social work bursary

This is intended to provide additional help towards the cost of attending your course. It is means tested, so the amount you may be awarded is directly linked to your available income. See the ‘Calculating your entitlement’ section below.

Income-assessed bursary rates 2019/20

<table>
<thead>
<tr>
<th>University location</th>
<th>Amount*</th>
</tr>
</thead>
<tbody>
<tr>
<td>London</td>
<td>up to £4,201</td>
</tr>
<tr>
<td>Outside London</td>
<td>up to £2,721</td>
</tr>
</tbody>
</table>

*part-time students receive pro rata of the full time rate

Calculating your entitlement

When assessing your application for the income assessed SWB, we will look at:
- your net unearned taxable income during the current academic year (if any)
- your partner’s residual taxable income from the 2017/18 tax year (if applicable).

We may also take other dependents in your family into consideration in the assessment, where applicable.

Calculating your entitlement can be complex, so you should not base your entitlement on your own calculations.

You do not have to apply for this element of the bursary if you do not wish to. The application form provides the option not to do so, if you prefer.
Adult Dependants Allowance (ADA)

This is payable if 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. This allowance is assessed using your adult dependents income, if they have any, during the academic year.

The full assessment criteria for means tested allowances and bursaries are set out in The Social Work Bursary Scheme Rules 2019-20, which is published by the Department of Health and Social Care. The maximum ADA available in 2019/20 is £2,757.

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 2019/20 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 childcare, you can apply for Childcare Allowance. Your entitlement to this allowance is assessed using your dependants’ income (if they have any).

We can contribute a maximum of 85% of your costs per week.

You will not be entitled to claim the SWB Childcare Allowance if:

- you are in receipt of the childcare elements of Working Tax or Universal Credit
- you receive Tax Free Childcare
- your provider is not registered by Ofsted or its equivalent, where applicable.

Maximum childcare allowance rates 2019/20

<table>
<thead>
<tr>
<th>Number of children</th>
<th>Amount per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>up to £155.25</td>
</tr>
<tr>
<td>Two or more</td>
<td>up to £266.15</td>
</tr>
</tbody>
</table>

Reconciling your childcare costs

When you first apply for the childcare allowance you will be asked to provide an estimate of your expected costs for the academic year ahead. At the end of each term, we will contact your childcare provider(s) to confirm your costs are correct.

Once we have received confirmation of your costs we will reassess your entitlement to the childcare allowance three times per academic year.

Disabled Students Allowances (DSAs) - postgraduate students only

You can apply for DSAs if you have a disability and need additional help or equipment to complete your course.

The amount of DSA you could get is based on the recommendations in your Needs Assessment Report. The maximum possible full time rates for 2019/20 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

*All students who are recommended a specialist equipment allowance are required to contribute the first £200 towards the cost. DSAs will cover the rest up to the maximum amount

Visit [www.nhsbsa.nhs.uk/AskUS](http://www.nhsbsa.nhs.uk/AskUS) for more information about DSAs for students on social work courses.

We are only able to provide a basic bursary to students on an undergraduate course. You should contact [Student Finance England](https://www.sfe.org.uk) to find out about any additional support you may be entitled to, including Disabled Student’s Allowances and help with tuition fees.
Making a bursary application

To make your application you will need to You should firstly create an account on the MyFunding system. Creating an account is simple and only takes a few minutes.

What should I know before I apply?

Once you have created your MyFunding account, you will be able to access the appropriate social work bursary application form for the 2019/20 academic year.

Before you complete your application, please make sure you have read and understood the eligibility criteria in this guidance.

If you meet the eligibility criteria, your application form should be completed online before being printed off and posted to us, together with any original supporting documents.

If you are not sure whether your university has or will 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 is detailed on the application form. We will return all original documentation within 10 working days. You are advised to enclose a pre-paid 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.

You must make an application each academic year.
Timescales for assessment and payment

Documents
We aim to process and return your original 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 for the Childcare Allowance separately at a later date, we aim to assess your application within 20 working days.

Further information
If we request further information or evidence from you, we will process the information you send to us within 10 working days of receiving it.

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.

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?

You post your application and original supporting documents to us.

We have all the information we need in your application.

We will send your original documents back in the post to you.

We receive further information about your application.

We require further information in support of your application. We will request this from you.

If capping data has been received and you are not allocated a bursary place we will advise you of your PTA allowance via your MyFunding account.

If capping data has not yet been received from your university, we will notify you via your MyFunding account notification letter.

When we receive confirmation from your university that you are attending your course we will make your first payment.
How often will I receive my bursary?

Bursaries are paid in three termly instalments to eligible students each academic year and can only be paid once we have received confirmation from your university that you are attending your course. You should log on to your MyFunding account for details of any bursary payments that are scheduled to be made to you.

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

If you are a postgraduate student and you have applied for and been awarded a Childcare Allowance, the first instalment will be paid to you at the same time as your first terms bursary. However, further instalments will only be made once we have reconciled your previous terms 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.

Additional 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

It's important that you let us know straight away if your personal circumstances change at any point during the academic year so we can reassess your bursary entitlement, if appropriate, and let you know if there has been an overpayment or underpayment.

If an overpayment occurs we will contact you to inform you how the repayment will be recovered. If you are due additional funds as a result of your changing circumstances, these will be added to your next bursary payment. This is especially important for postgraduate students, as a change in circumstances could affect the amount of bursary you receive.

How do I notify you?

You can tell us about most changes in your circumstances via your MyFunding account. Depending on the nature of the change, you may need to complete a separate form.

Change of address or other contact details
You can amend your personal details yourself at any time by logging in to your MyFunding account.

A change of bank account
You can update your bank account details in your MyFunding account. It’s important we have the most up to date details as this is where we will pay your bursary.

Change of living arrangements (postgraduate students)
If you marry, divorce, separate or move in with a partner, you may need to inform us as your bursary may be made up of elements that are income assessed or make allowances for dependents.

You’ll need to make a new application if the change affects your bursary entitlement. If you aren’t sure, please contact us.

A change to your, or your family’s income (postgraduate students only)
If has reduced by 15% or more you may be entitled to more help. You can apply for this by selecting the ‘Current Income Assessment’ form from your MyFunding account.

A change to your residency status
If your residency or immigration status changes during an academic year, this may affect your social work bursary entitlement. Please contact us so we can advise you whether you need to take any further action.

Additional dependants (postgraduate students only)
You may need to complete another application form, depending on the level of social work bursary you are currently receiving. Please contact us for advice first.

Changes to your childcare arrangements (postgraduate students only)
If you have changed your childcare provider, have started or have started using an additional one, or your costs have changed, please complete a new childcare application form.

If you stop attending your course (all students)
You must tell us as soon as possible if you are suspending training or leaving your course for any reason so we can hold any future bursary payments on your account to prevent an overpayment. You can do this directly via your MyFunding account.

If an overpayment has occurred, we will contact you to advise you of the repayment options available to you. If you are due any bursary payment, these will be released once we have completed a withdrawal calculation.

If you have been allocated a capped place and you leave your course this cannot be reinstated if you return to training in a new academic year.
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.
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:

nhsbsa.swb1@nhsbsa.nhs.uk
www.facebook.com/socialworkbursaries
www.twitter.com/SWB_NHSBSA
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: www.gov.uk/government/publications/reforming-social-work-bursary-information-packs

UCAS
www.ucas.ac.uk

Student Loans Company
www.slc.co.uk

Student Finance England
www.gov.uk/student-finance

National Union of Students
www.nus.org.uk

NASMA
(National Association of Student Money Advisors)
www.nasma.org.uk

Student Awards Agency for Scotland
www.saas.gov.uk

Scottish Social Services Council (SSSC)
www.sssc.uk.com

Social Care Wales
https://socialcare.wales/careers/student-funding

Northern Ireland Social Care Council (NISCC)
www.niscc.info

Health and Care Professions Council
www.hcpc-uk.org/

NHS Help with Health Costs
www.nhsbsa.nhs.uk/nhs-help-health-costs
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 DHSC. You can read the information [www.gov.uk/government/publications/reforming-social-work-bursary-information-packs](http://www.gov.uk/government/publications/reforming-social-work-bursary-information-packs)