

NHS Student Bursaries - Completing your NHS Bursary application

A step by step guide to
the Bursary Online Support
System (BOSS)

Contents

Guidance notes	4
Creating a BOSS account	5
Filling in the form	5
Student Details – Personal details.....	6
Student Details – Course details.....	7
Student Details – Details of sponsorship or secondment.....	9
Student Details – Personal eligibility	10
Student Details – Personal eligibility: immigration status	12
Student Details – Personal eligibility: temporary absence	13
Student Details – Dependants Allowance	14
Student Details – Dependants Allowance: details of dependent children	15
Student Details – Dependants Allowance: details of spouse, partner or civil partner	16
Student Details – Childcare Allowance	18
Student Details – Childcare: childcare provider	19
Student Details – Student award status.....	21
Student Details – Student’s income and expenses	22
Student Details – Bank details.....	25
Student Details – Equality and diversity monitoring	26
Student Details – Student declaration	27
Student Details – Dependants Allowance: details of spouse, civil partner, partner’s income and expenses	28
Student Details – Dependants Allowance: declaration	31

Student Details – Person 1 means tested contribution	32
Student Details – Person 1 means tested contribution: income and expenses	34
Student Details – Person 1 means tested contribution: other dependent children	36
Student Details – Person 1 declaration	37
Student Details – Person 2 means tested contribution	38
Student Details – Person 2 means tested contribution: income and expenses	40
Student Details – Person 2 declaration	42
Student Details – What happens next?	42
Submitting your supporting evidence	43
Submitting another person’s supporting evidence	43
Timescales for assessing your bursary entitlement	44
Receiving your bursary payments	45

Guidance notes

This guide is intended to help you to make an NHS Bursary application on the Bursary Online Support System (BOSS).

Who can apply for NHS Bursary funding in 2019/20?

- 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, eligible for a NHS Bursary under the 2017/18 Transitional Arrangements, who will be attending their course in 2019/20.
- Continuing students occupying a capped place on an eligible undergraduate pre-registration dental hygiene and dental therapy course commissioned by Health Education England which started on or after 1 August 2018 and before 1 August 2019, at the following institutions:
 - The UCL Eastman Dental Institution,
 - 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.

For queries about the NHS Bursary:

Ask Us	http://ow.ly/Li6p8
Website	www.nhsbsa.nhs.uk/student-services
Facebook	NHS Student Bursaries
Twitter	@NHSBSA_Students
Email	nhsbsa.sbaccount@nhsbsa.nhs.uk
Telephone	0300 330 1345

- The application form should take 30 – 45 minutes to complete on average.
- You do not have to complete the application in one session. You can save the progress of a partially completed application form by clicking save (at the bottom of each page at every stage of the application).
- The system is not available between 2am and 6am GMT each day for scheduled maintenance. Any unsaved applications and updates that are in progress during this period may be lost.
- BOSS is best viewed on Internet Explorer 7+, Firefox 16+, Chrome 20+ or Safari 5+ with a minimum resolution of 1280 * 800 pixels.

Creating a BOSS account

You will only need to create a BOSS account once. Please follow the five steps below.

1. Create a BOSS account by visiting <https://myaccount.nhsbsa.nhs.uk/Pages/Login.aspx> and clicking the 'Register' button.
2. Fill out your personal details and create a user name and password.
3. Provide answers to the security questions.
4. Press the 'Register' button and wait for an activation email to arrive. Don't forget to check your junk/spam folder.
5. Once you receive this email, you must activate your account within 72 hours or it will expire and you will have to create a new account using a different email address.

Reapplying

Once you have created your account there is no need to create another if you need to re-apply in another academic year. You should always use your existing BOSS account to do this.

Filling in the form

If, after reading this guide, you have further questions about your application, the answers can be found in [this section of Ask Us](#).

If you are unsure about any aspect of the application in BOSS there is hint text available to assist you (hover over the  symbol).

Remember it is your responsibility to ensure that your application form is complete, accurate and that you have all of the necessary documents to support it.

In all cases, please ensure that your NHS Bursary application, including all your supporting evidence, is received by us within nine months of the first day of your academic year.

Student Details – Personal details

Some of this section will be automatically populated from the information you provided on registration.

When applying for the first time you will be asked to provide two pieces of evidence to confirm your identity, at least one of which must include your photograph. This would normally be a birth certificate and a valid passport. We cannot assess your application without two forms of identification. Please search [Ask Us](#) for what ID evidence we will accept.

Title	You must check that the title you have provided is correct. If your title is not listed, select 'Other' and enter your title in the text box that appears below.
Forename	Ensure your forename/s and surname are entered the correct way round.
Surname	Ensure your surname and forename/s are entered the correct way round.
Previous names	Enter any previous names you have held. For example, any maiden names.
Marital status	Select one of the options provided. If you select Single, Widowed, Divorced or Separated then a further question will appear (see below).
Are you living with a partner as if married or as if in a civil partnership?	This question will only appear if you answer that you are Single, Widowed, Divorced or Separated (see question above). Select 'yes' or 'no'.
House number/name	Enter the number or name of your house.
Address line 1	Enter the first line of your address. This should be the address where you would like all correspondence about your bursary sent to.
Address line 2	Enter the second line of your address (if there is one).
Town/city	Enter which town or city this address is in.
Country	Select the country this address is in from the drop down box.
Postal/zip code	Enter your postcode.
Mobile telephone number	Provide a mobile number as we may contact you via SMS.
Alternative contact number	Please provide an alternative contact number if you have one.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Course details

This section requires you to complete details of the university and course you are attending.

University	Select the university you are attending.
Course	FT = Full-time attendance PT = Part-time attendance Please select the course you are attending. Ensure you select the month correct start month for the academic year in which you are applying. If you select a medical/dental course, further questions will appear. Please read the explanations carefully before selecting your answers.
In which year does this application period start?	Choose the year that is relevant to the application you are making now. If the academic year you are applying for starts between 1 January 2019 and 31 December 2019 please select '2019'.
Will you be living with your parents during term time?	Select 'yes' or 'no'. The answer you provide here will affect the bursary rate you are awarded. Tell us where you will be living whilst attending your course at university during the academic year you are applying for and not where you will live whilst on placement.
Have you received any student finance during your course from another funding body e.g. Student Finance England?	Select 'yes' or 'no'.
Study year	Choose the study year you will be entering in the academic year you are applying for, including any repeat years, intercalation years and foundation years. For example if you are applying for a repeat of course year 5, you will be entering your sixth year of study and should therefore select 'Year 6'.
Please select the course year relevant to this application.	Choose the course year you will be entering this academic year.
Are you either: Commencing your first NHS funded year of an APEL programme? OR Commencing your first NHS funded year of a medical/dental course?	This question will only appear if you have selected a course year other than Year 1. Select 'yes' or 'no'.

Previous years

The number of fields that will appear in this section depends on what study year you have said you are entering e.g. if you have selected 'Year 6' then other fields will appear in which you must enter your course history, including any integral foundation years, repeat years and/or intercalation.

The course year and study year are most likely to differ when you have repeated a course year or had an intercalation year.

Which option describes when Year 1 of your course began or will begin?

Select the statement that describes the period of when the first year of your course commenced.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Details of sponsorship or secondment

We need to know if you will receive sponsorship from an employer during the academic year you are applying for or attend the course on secondment terms i.e. continue to receive a salary from an NHS employer or other organisation for a period for which you have leave of absence. A bursary may not be payable if you are seconded or sponsored.

Select 'yes' or 'no'.

Will you attend the course on secondment terms?

If you answer 'yes' to this question you will not be able to proceed any further with your application as you are not eligible for NHS Bursary funding.

Will you receive sponsorship from your employer?

Select 'yes' or 'no'.

If you answer 'yes' two further questions will appear (see below).

Tell us the amount of money you expect to receive via sponsorship in the forthcoming academic year

Enter the amount in £.

Name and address of the employer providing sponsorship

Enter the full name and address (including postcode).

At the end of this page, you have four options.

If you would like to continue with your bursary application, click

Next

Student Details – Personal eligibility

Complete this section so that we can determine if you are eligible for an NHS Bursary.

Nationality	<p>Select your nationality.</p> <p>If you answer anything other than 'UK national', after you have completed this page you will be asked about your right of residence in the UK.</p>
Were you ordinarily resident in the United Kingdom, Channel Islands or Isle of Man throughout the three years preceding the prescribed date (the first day of the first academic year)?	<p>Select 'yes' or 'no'.</p> <p>If you select 'no' and you are a UK National, after you have completed the rest of this page, you will be asked some further questions regarding your absence from the UK.</p> <p>If all of these three years of residence were in the Channel Islands or the Isle of Man you will not be entitled to receive NHS bursary funding. Do not continue with the BOSS application if this is the case.</p>
Were you ordinarily resident in the United Kingdom (excluding Channel Islands, Isle of Man) on the prescribed date (the first day of the first academic year)?	<p>Select 'yes' or 'no'.</p> <p>'Ordinary residence' is defined as habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences.</p>
Country of residence	<p>Give details of where you lived for the whole of the three years preceding the first academic year of your course.</p> <p>Specify the Country, Reason, Start Date and End Date for each period of residence for the three years preceding the prescribed date (the first day of the first academic year).</p> <p>For example:</p> <p>England - Since Birth - 22/06/1983 – 12/09/2012</p>

Further/Higher Education history

Provide details of any further or higher education courses you have attended in the UK.

Specify the College, Course, Start Date and End Date for any further or higher education courses you have attended in the UK.

For example:

Belfast Metropolitan College - Maths (A-Level) - 10/09/2014 - 12/06/2016

Employment history

Provide details of your employment history.

If you were employed in the three years preceding the prescribed date, please give details.

For example:

Bromley Tea House - 14 High Street, Bromley - Full Time - 10/09/2014 - 21/04/2016

This should include any full and part time employment you have had for at least the last 3 years.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

[Next](#)

Student Details – Personal eligibility: immigration status

This section will only be displayed to students who have indicated in the previous section that they are a non-UK national.

Date of your first arrival in the United Kingdom	Select the correct day and month from the drop down lists (and enter the year in the format YYYY) or use the calendar function to select the correct date.
Reason for coming to the United Kingdom	State your reason for coming to the UK on the above date.
Is your status in the United Kingdom	Select one of the two options provided to indicate whether your immigration status is in your own name or you are named on another person's documentation. If you select 'Linked to another person's immigration status', you will need to answer a further three questions (see below).
Please provide the name of the person	Enter their full name.
Relationship to the person	Enter their relationship to you e.g. mother
What is the person's immigration status?	Select the person's current immigration status from the drop down list.
What is your immigration status?	You will only be asked about your immigration status if you answered that it is 'In your own right'. Select your immigration status from the drop down list.

At the end of this page, you have four options.

If you would like to continue with your bursary application, click

Next

Student Details – Personal eligibility: temporary absence

This section will only appear if you answer 'No' to the question, 'Have you been ordinarily resident in the United Kingdom, Channel Islands or Isle of Man throughout the three years preceding the prescribed date (the first day of the first academic year)?'.

Please provide a full explanation for the reason for your absence from the UK during the 3 years preceding the prescribed date (the first day of the first academic year)?

Enter the reason for your absence. For example, if you were temporarily employed or if you were travelling or on a gap year etc.

If the reason for absence was due to employment abroad of yourself, a parent, a spouse or a civil partner, please state the nature of the contract.

Enter the nature of the employment contract. Include whether it was permanent or temporary, whether it was liable for UK income tax or if it was due to service in the Armed Forces etc.

Absence details

Specify the details of each period of absence.

Specify the Country, Start Date and End Date for each period of absence.

Have you maintained a home in the UK?

Select 'yes' or 'no'.

Answer 'yes' if you were financially obliged to maintain a home in the UK whilst absent e.g. mortgage/rent payments.

Time spent in the UK

Specify the details of any time spent in the UK during the period abroad.

Specify the Reason, Start Date and End Date for each period spent in the UK during the absence.

For example:

Family Reunions 12/02/2017 - 14/03/2017

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Dependants Allowance

Select 'yes' or 'no'.

Do you have a spouse/civil partner/partner who will be wholly or mainly financially dependent on you during your training?

In order to apply for the Dependants Allowance for a spouse, partner or civil partner for the purposes of this application, you must select that they will be wholly or mainly financially dependent on you, even if, for example, they are in full time employment.

If you intend to apply for Childcare Allowance, you must apply for Dependants Allowance first.

Do you wish to claim Dependants Allowance for your spouse/civil partner/partner?

This question will only appear if you answer 'yes' to the question above.

If you wish to apply for Dependants Allowance you should always select 'yes' to this question.

Do you have a child/children who will be wholly or mainly financially dependent on you during your training?

This question will only appear if you indicate that you have a spouse/partner that you wish to claim Dependants Allowance for.

Select 'yes' or 'no'.

In order to apply for the Dependants Allowance for a child/children you must select that they will be wholly or mainly financially dependent on you.

If you intend to apply for Childcare Allowance, you must firstly apply for Dependants Allowance.

Do you wish to claim Dependants Allowance for your child/children?

This question will only appear if you answer 'yes' to being a lone parent or 'yes' to the question 'Do you have a child/children who will be wholly or mainly financially dependent on you during your training?'

If you wish to apply for Dependants Allowance you should select 'yes' to this question.

Are you a lone parent?

You only need to answer this question if you have answered 'no' to having a spouse/partner who is financially dependent on you.

Select 'yes' or 'no'.

If you answer 'no' you will not be considered for Dependants Allowance or have the option to apply for Childcare Allowance.

Lone parent declaration

If you tick the box you are confirming that you are a lone parent who will not be living with a spouse, or any person as a spouse. If your circumstances change it is your responsibility to inform us immediately.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Dependants Allowance: details of dependent children

Please enter below the details of all the children that are financially dependent on you. If you list details of a child who has left school or will not be living with you during term-time please give details under 'Additional Information'. If your child or children are or will be enrolled on a course in further or higher education, please provide supporting documentary evidence which relates to the academic year you are applying for.

Surname	Enter the child's last name/surname as it appears on their identification.
Forename	Enter the child's first name/forename as it appears on their identification.
Date of birth	Either select the correct day and month using the drop down (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.
Relationship to you	Enter the nature of your relationship to the child e.g. daughter, son, step-child, etc.
Who the child lives with	Select from the drop down list. If custody of the child is shared between you and a third party, please select 'Shared Living Arrangement'.
Estimated net income	Enter the amount of income the child is expected to receive during the academic year you are applying for e.g. from employment. Please do not include the amount of Child Benefit or Tax Credits when stating the estimated net income of the child.
Add Additional Child	Click this button if you want to apply for Dependants Allowance for additional children. You can add as many additional children as you require. The fields to complete will be the same as outlined above.
Additional information	Use this section to provide us with any further details about the child/children that you believe to be relevant to this application.

At the end of this page, you have four options.

If you would like to continue with your bursary application, click

Next

Student Details – Dependants Allowance: details of spouse, partner or civil partner

Enter below the details of the spouse, partner or civil partner who is financially dependent on you.

Surname	Enter your spouse, partner or civil partner's last name/surname as it appears on their identification.
Forename	Enter your spouse, partner or civil partner's first name/forename as it appears on their identification.
Other names	Only answer this question if your spouse, partner or civil partner has any other names you wish to tell us about e.g. a maiden name or a previous legal name.
Date of birth	Select the correct day and month using the drop down (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.
Nationality	Select their nationality from the three options.
Will your spouse, civil partner or partner be living with you during term-time?	Select where they will be living from the three options.
Relationship to you	Select one of the three drop down options.
Please tick the boxes that apply to this person	Select all of the options that apply to your spouse, partner or civil partner.
Will your spouse, civil partner or partner be undertaking a course in further or higher education in the forthcoming academic year?	Select 'yes' or 'no'. If you choose 'no' you will be taken to the next section. If you choose 'yes' you will be asked three further questions (see below).
Name of college or university	Enter the name of the further or higher education institution your spouse, partner or civil partner will be attending.
Name of course	Enter the name of the course your spouse, partner or civil partner will be studying.

Select 'yes' or 'no'.

Will this person receive any funding whilst in training?

The funding we need to know about includes student loans, grants, finance and scholarships etc.

If you choose 'no' you will be taken to the next section.

If you choose 'yes' you will be asked one further question (see below).

Details of any funding whilst in training

Give specific details regarding your spouse, partner or civil partner's funding arrangements. For example, let us know where the funding comes from e.g. Student Loan Company or Student Finance England, NHS Student Bursaries etc.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Childcare Allowance

Further details about the Childcare Allowance and the rates payable can be found in our booklet '[Help with childcare costs for NHS Bursary students](#)'.

Select 'yes' or 'no'.

Will your child/children be receiving registered or approved childcare?

Registered childcare can include Ofsted registered childminders, nurseries, playgroups, breakfast/after school clubs and holiday play schemes.

If you select 'no', you will not be able to apply for Childcare Allowance.

Will you, your spouse, civil partner or partner claim Working Tax Credit during the forthcoming academic year?

Select 'yes' or 'no'.

If you select 'yes' you will be asked a further question about this.

If you select 'no' you will be asked if you would like to claim Childcare Allowance (see below).

Will you, your spouse, civil partner or partner claim the childcare element of Working Tax Credit during the forthcoming academic year?

You will only be asked this question if you select 'yes' to the question above.

Select 'yes' or 'no'. This also includes the childcare element of Universal Credit

Please note that this does not refer to Child Tax Credits.

If you select 'yes', you will not be entitled to claim Childcare Allowance as you are already claiming from another organisation.

If you select 'no' you will be asked if you would like to claim Childcare Allowance (see below).

Do you wish to claim Childcare Allowance? *

Select 'yes' or 'no'.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Childcare: childcare provider

This section will only appear if your answers in the previous section have indicated that you are eligible to apply for Childcare Allowance and you answered 'yes' when asked if you would like to apply for it.

Provide details of each registered childcare provider. Wherever possible, an Ofsted registration number or equivalent must be provided. If not provided, this will delay assessment of your Childcare Allowance entitlement.

After you have submitted your online form, you will then need to download and complete a Childcare Allowance application form from our website to give us more details about your expected childcare costs. This form is a paper application which should be printed from the [Bursary Forms](#) section of our website, completed and then signed by you and your childcare provider/s.

When completing the paper Childcare Allowance application form, be aware that when declaring your costs, the 52 row table relates to a 52 week period in which the first row is the week that your academic year commences. Fill in each week with the estimated costs and if there are any weeks with no charge enter £0.00 for these weeks.

If you are awarded Childcare Allowance, please remember to keep all of your original receipts from your childcare provider/s as these may be requested by us at any point during the year.

Ofsted registration number or equivalent reference number	Enter the registration number of your childcare provider (if you have more than one provider, enter one of the numbers here and the rest later, as instructed).
Date of registration	Either select the correct day and month from the drop down lists (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.
Date of registration expiry (if known)	Either select the correct day and month from the drop down lists (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.
Registration body (if known)	Enter the registration body of this provider e.g. Ofsted, SureStart, Care and Social Services Inspectorate Wales (CSSIW) etc.
Name of childcare provider	Enter the name of the childcare provider. This could be a company name or an individual's name but it must relate to the registration number declared.
House number/name	Enter the childcare provider's house name or number here.
Address line 1	Enter the first line of the childcare provider's address here.
Address line 2	Enter a second line of the childcare provider's address, if applicable.
Town/city	Enter the town in which the childcare provider is located.
Postcode	Enter the childcare provider's postcode.

Telephone number

Make sure you provide a contact telephone number for this childcare provider.

Please select the child(ren) being cared for by this provider in the forthcoming academic year. Please note that you may only claim Childcare Allowance if you have applied for Dependants Allowance for that child.

Select the children from the list that will be in attendance at this provider during the academic year you are applying for.

Add Additional Childcare Provider

Click this button if you want to add additional childcare providers to this application for Childcare Allowance. You can add as many additional childcare providers as necessary.

The fields to complete will be the same as outlined above.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next



Student Details – Student award status

This section is to determine whether your award will be assessed on your parents', spouse, civil partner or partner's income.

Answer 'yes' or 'no' to the questions in this section.

You will be presented with five questions. These will appear one at a time and you will only be shown the next question if you answer 'no' to the preceding one.

At the first day of the forthcoming academic year, will...

If you answer 'yes' to any of the questions in this section you may be classed as an 'independent student' subject to satisfactory supporting evidence. Your bursary entitlement will be assessed on the income of your spouse, partner or civil partner (if you have one).

If you answer 'no' to all the questions in this section you will be classed as a 'dependent student', and your means-tested bursary entitlement will be assessed on the income of your parent/s if they wish to declare this on your application.

...you be married, in a civil partnership, separated, divorced or widowed?

If you answer 'yes' you will need to provide evidence of this e.g. marriage certificate, Decree Nisi, death certificate etc.

...you be irreconcilably estranged from your parents?

A person will generally be regarded as irreconcilably estranged from their parents if they have had no communication with either parent for a period of at least one year before the beginning of the academic year.

If you answer 'yes' to this question you will be asked to send evidence in the form of a letter or statement from an unrelated third party in a professional capacity, who is aware of the circumstances surrounding the estrangement. Relevant third parties may include civil servants, police officers, social workers or GPs etc.

...both of your parents be deceased?

If you answer 'yes' you will need to provide evidence of this i.e. death certificate.

...you have care of a child or children?

If you answer 'yes' you will need to provide evidence of this. We will need to be sent evidence of the child/children's identity e.g. birth certificate or passport. We will also require evidence that you are responsible for them e.g. Child Benefit letter or a Child Tax Credit letter or evidence of shared custody.

...you have supported yourself out of your own earnings (including any benefits) before the first academic year of your course for a total of 36 months?

If you answer 'yes', you must complete the table to provide us with details of 36 months of self-support.

Please note that the 36 months do not have to be concurrent i.e. there could be a gap in the 36 months as long as the self-support totals 36 months.

The evidence we would need to support this is P60s, payslips, proof of unemployment benefits etc.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Student’s income and expenses

Complete this section to show your expected unearned income and expenses for the forthcoming academic year.

If you are a full-time student, you should exclude earnings for work done in the evenings, at weekends or during holidays whilst you are attending your course.

If you are not declaring any income in this section, do not declare any expenses such as your rent. This is because we do not take into account your expenses when you have no income to offset against them.

All expenses that we do take into account are requested in this section. We do not take into account any other expenses such as household bills for council tax, utility bills, TV licence and car insurance etc.

Estimated income for the forthcoming academic year

Sponsorship/scholarship/ cadetship (£)	Enter any sponsorship arrangement with your employer/funding body.
Any income from your employer (before tax) (£)	If you are attending a full-time course you do not need to declare this income.
Any income from your self employment (before tax) (£)	Enter any estimated income you will receive from self-employment (including Foster Carers Allowance). Note that if you are attending a full-time course you do not need to declare income.
Pension (before tax) (£)	Enter income you expect to receive from state pension, private pension or employee pension.
Bank/building society interest (exclude details of any tax free interest, such as ISAs)	Enter any estimated income you will receive from bank or building society interest inclusive of tax.
Profit from lettings or lodgings (£)	Enter any estimated income you will receive from lettings or lodgings profit inclusive of tax.
Other unearned income (£)	Enter any estimated other unearned income you expect to receive inclusive of tax (dividends, shares etc).
Taxable benefits (£)	Enter any estimated income you will receive from taxable benefits (Jobseekers Allowance, Incapacity Benefit etc). Note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).

Maintenance received
(before tax) (£)

Enter any estimated income you receive from maintenance payments..

We class maintenance as a payment you receive from another person as agreed by a court order, by the Child Support Agency or through a voluntary agreement.

Trust fund income (before
tax)

Enter any estimated income you receive payments. from a trust fund.

Estimated Expenses for the forthcoming academic year - only complete this part of the form if you have entered income details above £0.00 in the previous section.

Income tax from employment
and/or pensions (£)

Only complete this section if you have entered details of a wage or salary if you are a part-time student.

National Insurance
contributions (£)

Only complete this section if you have entered details of a wage or salary if you are a part-time student.

Employee pension
contributions (£)

As above.

Personal pension/retirement
annuity payments (£)

Enter any estimated expenses you will be paying for personal pension contributions.

Only provide a figure if the pension attracts tax relief.

Life assurance premiums (£)

Enter any estimated expenses you will be paying for life assurance premiums.

If this is a joint policy with your spouse, partner or civil partner who you will be applying for Dependents Allowance for, enter half of the amount here and the other half in their section.

Mortgage payments (£)

Enter any estimated expenses you will be paying for a mortgage.

If this is a joint expense with your spouse, partner or civil partner who you will be applying for Dependents Allowance for, enter the full amount of the expense here and the same full amount in their section.

Rent (£)

Provide details of the total amount you expect to pay in rent for your full academic year.

If this is a joint expense with your spouse, partner or civil partner who you will be applying for Dependents Allowance for, enter the full amount of the expense here and the same full amount in their section.

Wages for Domestic Help
(assistance resulting from
the care of a member of the
household with a disability or
illness) (£)

Enter £0.00 in this section.

Maintenance payments (£)

Enter any estimated expenses you will be paying or expect to be paying for maintenance.

We class maintenance as a payment you make to another person as agreed by a court order, by the Child Support Agency or through a voluntary agreement.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Bank details

Provide details of the bank or building society that you want your bursary paid into. It is your responsibility to ensure that your bank or building society is able to accept Bank Automated Credit Payments (BACS).

If you do not yet have details of the account into which you want your bursary to be paid, save the application form at this point as you will not be able to continue without them. When your details are known, log back in and complete this section.

Please ensure that the details you enter are valid and correct. Failure to provide valid and/or correct details will delay payment.

Name of bank or building society	Enter the name of your bank or building society e.g. Barclays.
Address of bank or building society	Enter the address of your bank or building society including the postcode.
Name of account holder	Enter your name as it is shown on your bank statement/bank card.
Sort code	Enter your answer in numerals without the dashes e.g. 112233.
Confirm sort code	Re-enter your sort code to confirm.
Account number	Enter your answer in numerals e.g. 1234567 or 12345678.
Confirm account number	Re-enter your account number to confirm.
	Select 'yes' or 'no'.
Are these details for a building society?	If you answer 'no' this is the end of the questions in this section. If you answer 'yes', you will be asked two further questions (see below).
Building society number/roll number	Enter your building society number/roll number as shown on your statement.
Confirm building society number/roll number	Re-enter your building society number/roll number to confirm.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 

Student Details – Equality and diversity monitoring

The equality and diversity information is collected for monitoring purposes only and will not be used as part of the assessment process. All of the questions provide you with the option to tell us you would prefer not to answer.

Gender Select your answer from the drop down list.

Ethnic Origin Select your answer from the drop down list.

Sexual Orientation Select your answer from the drop down list.

Religion/Belief Select your answer from the drop down list.

Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? Select your answer from the drop down list.

What is your occupation? Tick the box 'Prefer not to say' or type in your occupation and click 'Find Occupation'. Once you have done this, a drop down list will appear. Please select the most appropriate occupation from this list.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 

Student Details – Student declaration

This declaration is to indicate that all of the information you have provided so far is correct to the best of your knowledge.

Please take the opportunity at this point to review all information you have provided in the online section and carefully read the guidance contained on this declaration page before accepting it.

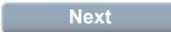
If you choose not to accept it, we will be unable to assess your application for an NHS Bursary.

If you have applied as an independent student who does not have a spouse, partner or civil partner, this is the end of your bursary application. For all other students, there will be further sections to be completed by either your parent/s or your spouse, partner or civil partner.

Accept Declaration Tick the box to indicate you agree with the declaration.

Date of Declaration Click on the calendar icon and select today's date.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 

Student Details – Dependants Allowance: spouse, partner or civil partner's income and expenses

Please ask your spouse, civil partner or partner if you have one to complete details of their income and expenses for the most recent financial year.

Once your NHS Bursary application has been submitted, the financial details entered by your spouse, partner or civil partner are not visible to anyone other than authorised NHSBSA staff.

Before your application is submitted, all sections of the form can be viewed by anyone logged into your BOSS account. If your spouse, partner or civil partner wishes to keep the information they enter private, you should complete and check all of your sections of the form first, including the 'Student declaration', before asking them to complete this section. Your spouse, partner or civil partner should then click 'Submit' at the end of the application. No changes can be made to your application once they have clicked 'Submit' so please ensure you are happy with the information you have entered first.

Any subsequent supporting evidence that your spouse, partner or civil partner provides, such as P60s, is scanned to the 'private' section of your BOSS account and cannot be viewed by anyone other than authorised NHSBSA staff.

Gross taxable income for the previous financial year

Salary or wages Enter your most recent financial year's income from any employment (salary/wages etc).

This figure can be found on your P60 or March payslip.

Taxable allowances Enter your most recent financial year's income from taxable allowances.

This information can be found on your P2 or P11D.

Any income from self employment (before tax) (£) Enter your most recent financial year's income from self employment.

Maintenance received (£) Enter the amount of income you received from maintenance in the most recent financial year. We class maintenance as a payment you received from another person as agreed by a Court Order, by the Child Support Agency or through a voluntary agreement.

Pension (before tax) (£) Enter your most recent financial year's income from pensions (state pension, private pension, employee pension etc).

Bank/building society interest (exclude details of any tax free interest, such as ISAs) Enter your most recent financial year's income from bank or building society interest inclusive of tax.

Taxable benefits (£) Enter your most recent financial year's income from taxable benefits (Jobseekers Allowance, Incapacity Benefit etc).

Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).

Profit from lettings or lodgings Enter your most recent financial year's income from lettings or lodgings profit inclusive of tax.

Other unearned income (£) Enter any other unearned income you received from the most recent financial year, inclusive of tax (dividends, shares etc).

If you have entered £0.00 in all of the boxes above, which indicates that you have no taxable income, you must provide an explanation here. For example, you are in receipt of non taxable benefits, you are self employed but have not made a profit in the financial year or you have been reliant on your spouse, partner or civil partner's income.

Gross expenses for the previous financial year

Income Tax from employment and/or pensions (£) Enter your Income Tax expenses from the most recent financial year.

National Insurance contributions (£) Enter your National Insurance contributions from the most recent financial year.

Employee pension contributions (£) Enter your employee pension contributions from the most recent financial year.

Personal pension/ retirement annuity payments (£) Enter your most recent financial year's expenses from personal pension payments.
We can only take into account pension payments which attract tax relief.

Life assurance premiums (£) Enter the amount paid for life assurance premiums in the most recent financial year.
If this is a joint policy with the student (and only if the student has declared some of their own income in their section of the application), enter half of the expense here and the other half in their section. If they haven't declared any income, enter the whole expense here.

Mortgage payments (£) Enter the total mortgage payments you have made in the most recent financial year.
Even if this is a joint expense with the student, still enter the full amount of the expense here.
If the student has declared some of their own income in their section of the application then they also need to enter the same full amount in that section.

Rent (£) Please enter the total amount of rent you have paid in the most recent financial year. Please remember to deduct any housing benefit you received and only enter the exact amount you were responsible for paying.

Even if this is a joint expense with the student, please still enter the full amount of the expense here.

Wages for Domestic Help (assistance resulting from the care of a member of the household with a disability or illness) (£) Enter £0.00 in this section.

Maintenance payments (£) Enter the expenses you have paid in maintenance for the most recent financial year. We class maintenance as a payment you make to another person as agreed by a Court Order, by the Child Support Agency or through a voluntary agreement.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click [Next](#)

Student Details – Dependants Allowance: declaration

This declaration is to indicate that all of the information provided for your Dependants Allowance application is correct to the best of your knowledge.

Review all information provided in this section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to process your application for an NHS Bursary (including Dependants Allowance).

Accept Declaration

Tick the box to indicate you agree with the declaration.

Date of Declaration

Click on the calendar icon and select today's date.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next



Student Details – Person 1 means tested contribution

Dependent students

Your parents should complete the 'Person 1' and 'Person 2' sections respectively.

If your parents do not live together because they are divorced, legally separated, unmarried or widowed, you only need to ask the parent you ordinarily reside with to provide their income details in 'Person 1'. Step-parents do not need to disclose their income unless they have legally adopted you.

Independent students

If applicable, ask your spouse, partner or civil partner should complete 'Person 1'. If you are a single, this section will not appear on your bursary application.

Once this section of the form has been completed and your NHS Bursary application has been submitted, everything entered by Person 1 is not visible to anyone other than our authorised staff.

Before your application is submitted, all sections of the form can be viewed by anyone logged into your BOSS account. If Person 1 wishes to keep the information they enter private, you should complete and check all of your sections of the form first, including the 'Student declaration', before asking them to complete this section. Person 1 should then click 'Submit' at the end of the application. No amends can be made to your application once they have clicked 'Submit' so ensure you are happy with the information you have entered first.

Any subsequent supporting evidence that Person 1 provides, such as P60s, is scanned to the 'private' section of your BOSS account and cannot be viewed by anyone other than authorised NHSBSA staff.

Tick 'yes' or 'no'.

Please note that if you select 'no' (choosing not to declare your income), the means tested element of the bursary award will be £0.00.

Do you wish to declare your income?

If you select 'no', the NHS will still pay the standard tuition fee contribution for all eligible students.

They will still be entitled to the reimbursement of any additional expenses incurred whilst on practice placements and be awarded the £1,000 non means tested grant.

Title

You must check that the title you have provided is correct. If your title is not listed, please select 'Other' and enter your title preferred in the text box that appears below.

Surname	Enter your last name/surname as it appears on your identification.
Forename	Enter your first name/forename as it appears on your identification.
Relationship to student	Enter your relationship to the student e.g. father.
Email address	Enter your email address so we can contact you about the details you have provided here, if necessary.
House number/name	Enter the number or name of your house.
Address line 1	Enter the first line of your address.
Address line 2	Enter the second line of your address (if there is one).
Town/city	Enter which town or city this address is in.
Country	Select the country this address is in from the drop down list.
Postal/zip code	Enter your postcode.
Landline telephone number	Provide a contact telephone number in case we need to contact you to verify any details you have provided.
Mobile telephone number	Provide a mobile number as an alternative to the contact number above.
Please tick the boxes that apply to you	Select all of the options that apply to you. At least one option must be chosen.
Are you living with the student's other parent/legal guardian?	Tick 'yes' or 'no'. If you answer 'yes' this is the end of this section for you. If you answer 'no' you will be asked one further question (see below).
Reason	You will only be asked this question if you answer 'no' to the question above. Select one of the four options: Divorced, Widowed, Separated, Unmarried.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 

Student Details – Person 1 means tested contribution: income and expenses

Please complete details of your income for the most recent financial year and expenses for the most recent financial year.

A financial year is defined as a UK tax year which begins on 6 April and runs for a 12 month period.

When declaring income, ensure that the figures you declare match what is shown in the supporting evidence you will supply. This will help to ensure that your application is assessed as quickly as possible.

Person 1 - gross taxable income for most recent financial year ending April 5

Salary or wages Enter the most recent financial year's income from any employment (salary/wages etc).

This figure can be found on your P60 or March payslip.

Taxable allowances Enter your most recent financial year's income from taxable allowances.

This information can be found on your P2 or P11D.

Income from self employment or company directorship Enter the most recent financial year's income from self employment (including Foster Carers Allowance).

Profit from lettings or lodgings Enter the most recent financial year's income from lettings or lodgings profit inclusive of tax.

Pensions Enter the most recent financial year's income from pensions (state pension, private pension, employee pension etc).

Bank or building society interest (exclude details of any tax free interest, such as ISAs) Enter the most recent financial year's income from bank or building society interest inclusive of tax.

Taxable benefits Enter the most recent financial year's income from taxable benefits (Jobseekers Allowance, Incapacity Benefit etc).

Note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).

Other unearned income Enter any other unearned income from the most recent financial year, inclusive of tax (dividends, shares etc).

If you have entered £0.00 in all of the boxes above, which indicates that you have no taxable income, you must provide an explanation here. For example, you are in receipt of non taxable benefits, you are self employed but have not made a profit in the financial year or you have been reliant on your spouse, partner or civil partner's income.

Person 1 - allowable expenses for the most recent financial year

Employee pension contributions	Enter your employee pension contribution expenses, if applicable, from the most recent financial year.
Personal pension/retirement annuity payments	Enter the most recent financial year's expenses from personal pension payments including tax relief. Note that these must attract tax relief or you should not include them.
Other loan interest (if allowed for tax purposes)	If you are self employed, please enter the most recent financial year's expenses from other loan interest, if this has not already been deducted from your taxable profit figure declared above.
Professional subscriptions and any other expenses attracting tax relief	Enter the most recent financial year's expenses from professional subscriptions on which you claim tax relief. This information can be found on your P2 or P11D.
Wages for Domestic Help (assistance resulting from the care of a member of the household with a disability or illness) (£)	Enter £0.00 in this section.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Person 1 means tested contribution: other dependent children

Enter the details of any children who will be dependent on you in the forthcoming academic year , excluding the NHS Bursary applicant.

If you have another child(ren) who will also be attending a course in higher education and who will be in receipt of an income assessed award (from a student loan or a student bursary) from Student Finance England or other funding body, it may be possible to share the assessed parental or spouse contribution with them.

To avoid an overpayment of bursary please notify us immediately if at any time during the academic year the child(ren) is no longer eligible for higher education funding e.g. the child does not enrol or withdraws from the course.

Child's name	Enter the child's full name as appears on their identification.
Date of birth	Select the correct day and month from the drop down list (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.
Full time education	Select 'yes' or 'no'.
Educational establishment	Select one of the four drop down options. You will be asked one further question if you select 'Higher Education'.
Name of funding authority (if higher education)	This question will only appear if you select 'Higher Education' on the previous question. Enter the name of the funding authority e.g. Student Finance England.
Add Additional Child	Click this button if you want to declare more than one child who will be dependent on you during the academic year. You can add as many additional children as you require. The fields to complete will be the same as outlined above.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Person 1 declaration

This declaration is to indicate that all of the information you have provided is correct to the best of your knowledge.

Please review all information provided in this section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to assess the student's application for an NHS Bursary.

Accept Declaration Tick the box to indicate you agree with the declaration.

Date of Declaration Click on the calendar icon and select today's date.

At the end of this page, you have four options.

If you would like to continue with your bursary application, click

Next



Student Details – Person 2 means tested contribution (Dependent students only)

Please ask your other parent to complete this section. If your parents do not live together because they are divorced, legally separated, unmarried or widowed, you only need to ask the parent you ordinarily reside with to provide their income details and this section will not appear. Please note that step-parents do not need to disclose their income unless they have legally adopted you.

Once this section of the form has been completed and your NHS Bursary application has been submitted, everything entered by Person 2 is not visible to anyone other than authorised NHSBSA staff.

Before your application is submitted, all sections of the form can be viewed by anyone logged into your BOSS account. If Person 2 wishes to keep the information they enter private, you should complete and check all of your sections of the form first, including the 'Student declaration', before asking them to complete this section. Person 2 should then click 'Submit' at the end of the application. No changes can be made to your application once they have clicked 'Submit' so please ensure you are happy with the information you have entered first.

Any subsequent supporting evidence that Person 2 provides, such as P60s, is scanned to the 'private' section of your BOSS account and cannot be viewed by anyone other than our authorised staff.

Tick 'yes' or 'no'.

Note that if you select 'no' (choosing not to declare your income), the means tested element of the bursary award will be £0.00 even if Person 1 has declared their income.

Do you wish to declare your income?

If you select 'no', the NHS will still pay the standard tuition fee contribution for all eligible students.

They will still be entitled to reimbursement of additional expenses incurred whilst on practice placements and be awarded the £1,000 non means tested grant.

Title

You must check that the title you have provided is correct. If your title is not listed, select 'Other' and enter your title in the text box that appears below.

Surname

Enter your last name/surname as it appears on your identification.

Forename	Enter your first name/forename as it appears on your identification.
Relationship to student	Enter your relationship to the student e.g. father.
Email address	Enter your email address so we can contact you about the details you have provided here, if necessary.
House number/name	Enter the number or name of your house.
Address line 1	Enter the first line of your address.
Address line 2	Enter the second line of your address (if there is one).
Town/city	Enter which town or city this address is in.
Country	Select the country this address is in from the drop down box.
Postal/zip code	Enter your postcode.
Landline telephone number	Provide a contact telephone number in case we need to contact you to verify any details you have provided.
Mobile telephone number	Provide a mobile number as an alternative to the contact number above.
Please tick the boxes that apply to you	Select all of the options that apply to you.

At the end of this page, you have four options.

If you would like to continue with your bursary application, click [Next](#)

Student Details – Person 2 means tested contribution: income and expenses

Complete details of your income and expenses for the most recent financial year.

The financial year is defined as a UK tax year which begins on 6 April and runs for a 12 month period.

Person 2 - gross taxable income for most recent financial year ending April 5

Salary or wages	Enter the most recent financial year income from any employment (salary/wages etc). This figure can be found on your P60 or March payslip.
Taxable allowances	Enter your most recent financial year's income from taxable allowances. This information can be found on your P2 or P11D.
Income from self employment or company directorship	Enter the most recent financial year's income from self employment (including Foster Carers Allowance).
Profit from lettings or lodgings	Enter the most recent financial year's income from lettings or lodgings profit inclusive of tax.
Pensions	Enter the most recent financial year's income from pensions (state pension, private pension, employee pension etc).
Bank or building society interest (exclude details of any tax free interest, such as ISAs)	Enter the most recent financial year's income from bank or building society interest inclusive of tax.
Taxable benefits	Enter the most recent financial year's income from taxable benefits (Jobseeker's Allowance, Incapacity Benefit etc). Note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).
Other unearned income	Enter any other unearned income from the most recent financial year, inclusive of tax (dividends, shares etc).
If you have entered £0.00 in all of the boxes above, which indicates that you have no taxable income, you must provide an explanation here. For example, you are in receipt of non taxable benefits, you are self employed but have not made a profit in the financial year or you have been reliant on your spouse, partner or civil partner's income.	

Person 2 - allowable expenses for the most recent financial year

Employee pension contributions	Enter your employee pension contribution expenses, if applicable, from the most recent financial year.
Personal pension/retirement annuity payments	Enter the most recent financial year's expenses from personal pension payments including tax relief. Note that these must attract tax relief or you should not include them.
Other loan interests (if allowed for tax purposes)	If you are self employed enter the most recent financial year's expenses from other loan interest, if this has not already been deducted from your taxable profit figure declared above.
Professional subscriptions and any other expenses attracting tax relief	Enter the most recent financial year's expenses from professional subscriptions on which you claim tax relief. This information can be found on your P2 or P11D.
Wages for Domestic Help (assistance resulting from the care of a member of the household with a disability or illness) (£)	Enter £0.00 in this section.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click

Next

Student Details – Person 2 declaration

This declaration is to indicate that all of the information you have provided is correct to the best of your knowledge.

Please take the opportunity at this point to review all information provided in this section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to assess the student's application for an NHS Bursary.

Accept Declaration Tick the box to indicate you agree with the declaration.

Date of Declaration Click on the calendar icon and select today's date.

At the end of this page, you have four options.

If you would like to continue with your bursary application, click

Next

Student Details – What happens next?

Please read the information provided on this page.

At the end of this page, you have four options. This is the last stage of your NHS Bursary application.

Please ensure that you are happy with your draft application form before you submit it.

Once you are ready to submit your bursary application, click

Submit

Submitting your supporting evidence

Once you have submitted your online form, you will receive an automated email that lists all the evidence we need to you to send in order to complete your application (you can also find a copy in the 'Documents' section of your BOSS account – called 'EvidenceRequiredEmail').

If you have applied for Childcare Allowance, the email will ask you to complete a paper application form to provide us with your estimated costs for the academic year. You should ideally send this form to us at the same time as your requested supporting documentation and your student coversheet which you can print from the 'Documents' section of your BOSS account.

Until we receive all of your supporting evidence, we cannot assess your bursary entitlement.

Send your supporting evidence to:

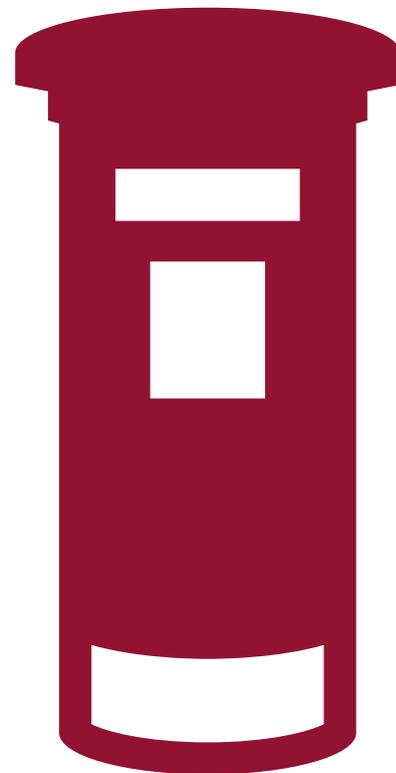
NHS Student Bursaries
Ridgway House
Northgate Close
Middlebrook
Horwich
Bolton
BL6 6PQ

You may wish to send everything to us by Special Delivery. You should include a self addressed return envelope with the correct amount of postage paid on it so that you can track the receipt of your documents and their return once.

Submitting another person's supporting evidence

You may have to supply evidence to us from another person, for example, financial evidence from a parent, spouse or partner. If they would prefer the information it contains to remain confidential from you, you should ask them to place the document/s into a sealed envelope and put it inside the envelope containing your supporting evidence. Do not send in another person's evidence separately to your own as this can cause delays to the assessment of your application.

If the other person wants us to return their document/s to a different address they must include a covering letter stating this and an envelope with the correct amount of postage paid on it addressed to the place you wish the documents to be returned to.



Timescales for assessing your bursary entitlement

Bursary applications

We aim to assess your bursary application within 25 working days of all of your supporting evidence being received.

Please ensure we receive your bursary application and all supporting evidence within nine months of the start of your academic year.

Scanning

We aim to process and return your documents to you within 15 working days.

Dependants Allowance and Childcare Allowance

We aim to assess these applications within 25 working days if you apply separately, at a later date, from your bursary application. If you apply at the same time, all applications will be assessed within 25 or 35 working days, as explained above.

Change in circumstances

We aim to process these and update your account within 25 working days.

Practice Placement Expenses (PPE) claims

We aim to pay PPE claims within 25 working days following receipt of a validated claim from a university.

Disabled Students Allowance (DSA)

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

Childcare reconciliation

We aim to reconcile your childcare costs by the end of the following reconciliation period. Please keep your original childcare receipts as we may request these for random sample checking at any point during your academic year.



Receiving your bursary payments

NHS Bursaries are paid in 12 equal monthly instalments each year, except in your final year of study when the bursary will be paid over the number of months you will be in training. For example, if your final year commences 16 September and ends 20 June, your bursary will be paid in 10 instalments (September – June).

Bursary payments are made on the third Friday of each month, directly into the bank account for which you have provided details of on BOSS.

If you are a new bursary applicant you will receive monthly payments from the beginning of your academic year.

If you are an existing bursary applicant,, meeting the application window deadline for submitting your application and supporting evidence will guarantee that your monthly payments will continue into your next academic year.

