

## Social Work Bursaries - Request for a Current Income Assessment (Postgraduate Students Only)

[www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students)

To be completed by the spouse, civil partner or partner of the student

Complete this form if your total income for the current financial year is, or is expected to be, at least 15% less than the financial year previously declared for bursary assessment. This income will relate to a spouse, partner or civil partner.

Please complete all sections in full, where applicable and upload to your MyFunding account.

Student name

Personal reference number

### Section 1

Title (Mr/Mrs/Miss/Ms)
Surname
Forenames
Address
Postcode

Daytime phone number (  )

Mobile phone number

Occupation

What is your relationship to the student?

### Section 2

Please indicate the reason for your change in income by ticking the appropriate box below and provide a brief explanation if necessary. **Please note that we will require confirmation of your actual income for the financial year in question (final year wage slip or P60) before we will be able to release your final bursary instalment.**

Change of employment       Redundancy       Retirement

Long term sickness       Other       Please give details below

# Declaration of income

## Section 3

In ALL cases you must enclose documentary evidence to support any income and expenses that you declare.

(a) Estimated income for the current financial year ending 5 April  (Enter current financial year)

Description of income	Amount during the tax year	Original evidence sent (tick box)
Salary or wages before deductions Send your payslips	£	
Income from self employment Send evidence of amount, e.g. accounts or a tax self assessment form	£	
Income as company director Send evidence of amount, e.g. send your payslips	£	
State Retirement Pension Send evidence of amount	£	
Income from any other pensions Send evidence of amount	£	
Bank and building society gross interest (before tax) Send evidence if amount is above £1,000	£	
Other investment income (before tax) Send evidence if amount is above £1,000	£	
Maintenance payments received Send the court order or other evidence	£	
Benefits or allowances - List below and send evidence of amount		
	£	
	£	
	£	
	£	
	£	
Any other type of income - List below and send evidence of amount		
	£	
	£	
	£	
	£	
<b>Please add up all the income you have listed</b>	<b>£</b>	

## (b) Details of expenses

Give details for the current financial year.

- Answer all questions.
- If a question does not apply to you, write None or £0.00 in the answer space.
- You must provide original documentary evidence.

Description of deductions	Amount during the tax year
Private pension contributions made Send evidence of amount, e.g. a pension statement	£
Additional voluntary contributions made Send evidence of amount	£
Employee pension contributions made Send your payslip	£
Any other expenses connected with employment (if allowed for tax purposes) List below and send your P2 Notice of Coding or P11D	
	£
	£
	£

## Section 4. Declaration

I declare that I am the person named in Section 1 of this form and that the reduced income I have declared on this form is due to reasons beyond my control.

I confirm that I will inform NHSBSA Student Services immediately if there is any change to the details set out in section 2 of this form, or if the figures set out in section 3 are subsequently revised by HM Revenue and Customs and I understand and accept that any changes will require this Social Work Bursary assessment to be reviewed.

I confirm that I will inform Social Work Bursaries immediately in the event that there is any change to my personal or contact details set out in Section 1.

I consent to the disclosure of information to and by the organisations detailed in Section 2 of this form for the purpose of verification of information provided on this form.

I understand that:

the administration of Social Work Bursary and the responsibility for counter fraud and security management in the NHS are both responsibilities of the NHS Business Services Authority.

NHSBSA Student Services may share the information on this form with the NHSBSA Loss and Fraud Prevention Team (LFP), Department of Health and Social Care (DHSC) Anti-Fraud Unit and NHS Counter Fraud Authority (NHSCFA) for the purposes of the prevention, detection, investigation and prosecution of fraud or any other unlawful activity affecting the NHS.

*Note: The NHS Counter Fraud Authority (NHSCFA) collects data appropriate for preventing and detecting economic crime within the NHS. Data is provided to the NHSCFA in the course of investigations undertaken by the NHSBSA LFP Team and Department of Health and Social Care, intelligence gathering and other proactive anti-crime programmes.*

I declare that I am the person named in Section 1 of this form and that the information given on this form and in the supporting documents provided is complete and accurate. I understand and accept that if I provide false or misleading information, financial support may be refused or withdrawn and I may be liable to prosecution and/or civil proceedings.

Signature

Print name

Date

**We will use the information you provide to:**

- assess your application
- pay you
- detect and prevent fraud and mistakes
- help plan and make improvements to NHS services, and/or direct patient care
- research the effectiveness of the Social Work Bursary

To prevent, detect and investigate fraud and errors, we may share your information with:

- The Student Loans Company
- HM Revenue and Customs
- higher education institutions
- the Home Office
- organisations from which you receive benefits, bursaries, grants or support
- bodies performing functions on behalf of the above organisations, including but not limited to: the Department for Work and Pensions, HMRC and Local authorities throughout the UK.

We may share information with the DHSC to investigate and prosecute fraud, or any other unlawful activity affecting the NHS.

We may share information with the Cabinet Office in relation to the in relation to the National Fraud Initiative.

Anonymised information may also be shared with the DHSC to:

- Monitor compliance with equality law
- Research the effectiveness of the Social Work Bursary

NHSBSA Student Services may contact you to discuss your application by any methods you have provided. Find out more about your rights and how we process your information at [www.nhsbsa.nhs.uk/yourinformation](http://www.nhsbsa.nhs.uk/yourinformation)