

NHS Bursary

**A University's Guide
to NHS Bursary (BUR)**

Forms



Contents

Introduction	3
Confirmation of Medical and Dental Student Eligibility to Apply Form (BUR99)	4
Dates of Attendance Form (BUR100 MED)	4
Changes to Medical and Dental Students Course Year form (BUR98)	4
Withdrawal Form (BUR101W)	5
Maternity Withdrawal Form (BUR101W MAT)	6
Resumer Form (BUR101R)	6
Maternity Resumer Form (BUR101R MAT)	6
Course Change Form (BUR102 MED)	7
Extension Request Form (BUR102 MED)	7

Introduction

This guide has been produced to assist universities with the completion of the forms used by NHSBSA Student Services for processing, paying, suspending or reinstating NHS Bursary payments. The accurate completion of the forms is important as they ensure that NHS Bursary-eligible students receive their correct bursary entitlement.

Completed BUR98 and BUR99 forms should be returned to [**bur99@nhsbsa.nhs.uk**](mailto:bur99@nhsbsa.nhs.uk). All other completed forms should be sent to [**heiforms@nhsbsa.nhs.uk**](mailto:heiforms@nhsbsa.nhs.uk)

Enquiries about forms and requests for form templates should be sent to [**heienquiries@nhsbsa.nhs.uk**](mailto:heienquiries@nhsbsa.nhs.uk).

NHS bursary funding for students currently on a course leading to registration as a doctor or dentist.

Medical and dental students are eligible to apply for NHS Bursary funding if:

- They are on an undergraduate course lasting 5 or 6 years, or they are on a graduate entry course lasting 3 or 4 years, and their course is in the Office for Students' medical and dental student intake
- They are on an undergraduate medicine or dentistry course lasting 5 or more years, they can apply for course years 5 and 6. Integral foundation years can be counted towards this.
- They are on a course for graduates lasting 3 years, they can apply for years 2 and 3.
- They are on a course for graduates lasting 4 years, they can apply for course years 2, 3 and 4.

More information is available at [**www.nhsbsa.nhs.uk/nhs-bursary**](http://www.nhsbsa.nhs.uk/nhs-bursary)



Confirmation of Medical and Dental Student Eligibility to Apply Form (BUR99)

This form enables you to register details of Medical and Dental students who are eligible to apply for NHS Bursary support in their later years of training.

It is essential that the student's personal email address is included. This information will be used to help us communicate effectively with your students regarding any updates to their bursary or entitlement.

All students are advised to read the information on our website for up to date guidance and information about applying for a bursary.

When are medical or dental students eligible to apply for an NHS Bursary?

For guidance about when Medical and Dental students are eligible to apply for NHS funding, please read the information on **our website**.

Dates of Attendance Form (BUR100 MED)

This form enables us to calculate the correct level of bursary payable to students in the relevant academic year. We need to know the exact term dates and number of days students will be in training and attending practice placements.

Completing the form

Please complete and return BUR100 MED forms on time. We cannot finalise your students' entitlement for the forthcoming academic year until we have this information.

- Please complete the form as accurately as possible. NHS Bursary entitlements are assessed on the exact number of weeks in attendance. Incorrect dates could result in incorrect payments being made to your students.

- Start and end dates entered should reflect all continuous periods of study and/or practice placements that fall within the academic year, excluding vacation periods.
- You must complete a separate form for each of your courses and email them to us by 28 February in time for the NHS Bursary application window for the next academic year opening from the March.
- As set out on the form, please ensure you provide the correct dates initially as we are unable to accept amended forms after the cut-off date.

Changes to Medical and Dental Students Course Year form (BUR98)

The BUR98 is used to inform us of changes to a student's study pattern in the current academic year following submission of the original BUR99. This may be because a student is required to undertake a repeat year, or has chosen to do an intercalation.

It is essential that we are notified of any changes as soon as they are known as these are likely to affect the student's NHS Bursary entitlement.

Withdrawal Form (BUR101W)

This form is for the purpose of notifying us if one of your students withdraws from their course, either on a permanent or temporary basis.

It is extremely important that you notify us as soon as you become aware that a student has stepped off their course. Failure to do so could result in the student being paid too much bursary, which they will be expected to repay.

A Withdrawal form should be completed for each student who has:

- left the course permanently from choice
- taken temporary absence from the course for personal reasons (not including authorised maternity, adoption or maternity support absence as a Maternity Withdrawal form (BUR101W MAT) should be used in these cases)
- been withdrawn from the course at the discretion of the university due to academic failure
- been withdrawn from the course at the discretion of the university for any
- other reason

Please do not use this form to notify us about students taking authorised absence for reasons of maternity, adoption or maternity support - a Maternity Withdrawal form (BUR101W MAT) should be used in these circumstances.

What should be entered for the 'last date of attendance'?

It is essential that you supply the correct last date of attendance, as the bursary is only payable up to that date.

This should be the last date the student was actually in attendance on the course, either for any formally taught part of the course (lectures, tutorials, etc) or a practice placement.

What date should be entered if the student has been on authorised sick leave from their course?

Under **NHS Bursary Scheme Rules**, students are permitted to take up to 60 consecutive days authorised sickness absence from their course without their bursary payments being affected. Where this is the case, any authorised period of sickness should be taken into account when providing their last date of attendance.

Example:

A student's last date of actual attendance at university is 15 May, but they have provided fit notes from their GP to cover them up until 15 July. However, on 1 July the student gives notice that they have decided to withdraw from the course permanently, so the last date of attendance to give on the Withdrawal form would be 1 July rather than any final date covered by the fit note.

Maternity Withdrawal Form (BUR101W MAT)

This form should be completed for any NHS Bursary funded student who is due to begin a period of authorised absence for reasons of maternity, adoption or maternity support.

Maternity leave cannot commence any later than the day after the date of birth of a child and must last for a minimum of 2 weeks. This is the statutory minimum amount of maternity leave that must be taken by any student who gives birth.

Further guidance on student maternity absence can be found in the Department of Health and Social Care's NHS Bursary Scheme rules which can be viewed on our website:

www.nhsbsa.nhs.uk/information-universities-and-colleges/guides-and-toolkit

Resumer Form (BUR101R)

This form should be completed once a student has returned to training after a period of withdrawal.

Please be aware that we cannot accept forms which have been completed in advance of the student's return date.

It is essential that you supply details of the cohort the student has joined so that we can accurately schedule future bursary payments.

Do not use this form to notify us about students returning from a period of authorised absence due to maternity, adoption or maternity support - a Maternity Resumer Form (BUR101R MAT) should be used in these circumstances.

Maternity Resumer Form (BUR101R MAT)

This form should be completed whenever a student returns to training following a period of authorised absence for maternity, maternity support or adoption purposes.

We cannot accept Maternity Resumer Forms which have been completed in advance of the student's return date, so please ensure you

submit the form on the day or after the student returns from maternity leave.

If a student is resuming on a different intake, cohort or academic year they must make a new bursary application in accordance with the invite schedule for continuing students.

Course Change Form (BUR102)

This form should be completed as soon as you are aware of any changes to a student's course attendance. This may be because they require a period of repeat study or they are changing to part-time or reduced attendance or back to full time attendance.

All of these circumstances are likely to affect a student's NHS Bursary entitlement so it is important we are informed of any changes as soon as possible.

Extension Request Form (BUR102)

This form should only be completed when a student requires a further period of time to complete training **after the official course end date**.

When can students receive an extension to their bursary payments?

Some students may need to extend their bursary payments beyond the standard course end date. For example, this could be because they are required to repeat part of the course due to academic fail or they need extra time to complete because they stepped off at an earlier point in the programme.

BUR102 extension forms can be submitted in advance of the period being applied for, but we ask that this is limited to no more than six weeks beforehand.

Students are allowed up to a maximum period of 12 additional months over and above the standard course duration to complete the course, during which time they can continue to receive bursary payments. No additional bursary can be granted above the 12 month maximum under any circumstances.

If the extension period being requested is for more than six months in duration, the student will be expected to make a new full bursary application via their online bursary account.

For extension requests of a lesser duration, a re-application will not be required and, where eligible, the student will automatically receive a one off lump sum payment once the BUR102 request is approved and processed.

Student Services

A University's Guide to NHS Bursary (BUR) Forms

You can find out the latest information regarding NHS Bursaries on our social media channels:

 www.facebook.com/NHSstudentbursaries

 [@NHSBSA_Students](https://twitter.com/NHSBSA_Students)