Financial Help for Healthcare Students 2013/14
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Disclaimer

Students and prospective students should not rely on current NHS bursary rules and allowances when planning for subsequent academic years as these may be subject to review in the future and as a result may be liable to change.

Further information about NHS bursaries is posted on the NHS Student Bursaries website (www.nhsbsa.nhs.uk/Students) as and when it is made available. Students are advised to check the website on a regular basis.

The Department of Health and NHS Student Bursaries cannot accept any responsibility for the loss of any type, however suffered, by students who have relied on current rules and allowances in altering their circumstances (including but not limited to financial circumstances), whether for the current academic year, academic year to begin or indeed for any subsequent academic years.

Important Information for all NHS bursary students

It is essential that you inform NHS Student Bursaries as soon as possible if your circumstances change, to ensure that you are receiving the correct amount of bursary support. If you do not, you could receive an incorrect amount and you may have to pay some money back to NHS Student Bursaries.

Please note that if you knowingly withhold information, or provide false information, in order to receive more bursary funds than you are entitled to, you will be committing fraud. If at any time NHS Student Bursaries suspect that a claim is fraudulent a referral will be made to the NHS Protect for further investigation.

If you suspect that someone may be claiming a bursary fraudulently, you can use the freephone NHS Fraud and Corruption Reporting Line (FCRL) to pass on information anonymously. All calls are treated in confidence and investigated by professionally trained staff. The FCRL number is 0800 028 40 60.

If a person is found to be guilty of fraud following an investigation, they may be liable to prosecution and/or civil proceedings.

For example:

- A student nurse failed to inform NHS Student Bursaries that she had withdrawn from her 3 year diploma course. She continued to complete application forms and claim her bursary for the following 10 months. After suspicions were raised, NHS Protect investigated and discovered the deliberate fraud. The student nurse was arrested and charged with one count of theft and two counts of false accounting. She pleaded guilty and had to repay £16,920.24.
• A student nurse inflated the cost of her childcare in order to receive a greater amount for her childcare allowance. An audit later discovered the discrepancy, and the matter was referred to NHS Protect for investigation. She was later charged with false accounting and false representation. At a hearing, she pleaded guilty to three charges. She received a 180 day suspended jail sentence, a 150 hours community punishment order and a 12 month supervision order.

The arrangements and rates described in this booklet apply to the 2013/14 academic year only.

The information in this booklet is correct at the time of publication, however changes may be made to the NHS Bursary Scheme and all potential applicants are advised to check our website at: http://www.nhsbsa.nhs.uk/Students and the Department of Health’s website at: https://www.gov.uk/government/publications/nhs-bursary-scheme-rules for updated details.

This booklet is for guidance only. It cannot cover all individual circumstances, and you may need to get more details from your University/College, by reading the Frequently Asked Questions on our website at http://www.nhsbsa.nhs.uk/Students/3946.aspx or by contacting the NHS Student Bursaries helpline on 0300 330 1345.

Introduction

The NHS bursary is a form of student financial support to help towards your day to day living costs whilst you are studying. Bursary awards are not subject to Income Tax deductions or National Insurance contributions.

Eligible students can receive a bursary each year of their training, normally paid in monthly installments.

Types of NHS bursary

There are two types of NHS bursary:

**Income assessed (all Schemes):** for degree and postgraduate level courses, including Postgraduate DipHE Allied Health Professional (AHP) courses.

**Non income assessed (Pre-2007 and 2007 Schemes):** available for nursing, operating department practitioner diploma (DipHE) courses and also postgraduate pre-registration nursing diploma programmes.

More details about how these are calculated can be found later in this booklet.
2013/14 NHS Bursary Scheme Arrangements: Which rules apply to me?

NHS Student Bursaries is a service supplied by the NHS Business Services Authority. We award and pay bursaries to students on pre-registration health professional training courses according to the NHS Bursary Scheme as published by the Department of Health.

Students should familiarise themselves with the appropriate NHS Bursary Scheme arrangements so that they are fully aware of what they may be entitled to.

Please see below for which Bursary Scheme Rules apply to you.

- If your course started on or after 1 September 2012 you are in the 2012 Scheme.
- If your course started between 1 September 2007 and 31 August 2012 you are in the 2007 Scheme.
- If your course started before 1 September 2007 you are in the Pre-2007 Scheme.

Will I still be entitled to a bursary in 2013/14 as a Pre-2007 Scheme student?

This depends largely on your individual circumstances and the reasons why you are still in training. You may have had to interrupt your course for personal reasons or you have been required to re-take certain elements of your course due to academic failure or you may have transferred to part-time attendance.

Most professional bodies have a required timescale in which students must complete their studies and qualify for registration. You should speak to your professional body or University in the first instance as an NHS student bursary may not be available in cases where a student is not able to complete within the required timescale.

Eligible courses

All Schemes

To be eligible for NHS student support in the form of an NHS bursary, you must firstly be accepted for an NHS funded place on a full or part-time course which leads to professional registration as a:

- doctor or dentist
- chiropodist (including podiatrist)
- dietician
- occupational therapist
- orthoptist
- physiotherapist
- prosthethist and orthotist
• radiographer
• speech and language therapist
• dental hygienist or dental therapist
• nurse
• midwife
• operating department practitioner

In addition, students in the Pre-2007 and 2007 Schemes may be eligible for NHS bursary support if they are undertaking one of the following:

• allied health professional courses (undergraduate and PGDip)
• audiology

However, you should check with your University in the first instance to ensure that the course you are doing is NHS commissioned.

If your course leads to a professional registration in one of these professions you may be eligible for an NHS bursary, even if you have already had public funding for higher education.

**Personal Eligibility**

**Am I eligible for NHS bursary support?**

You can check if you are eligible to apply for an NHS bursary by using the Personal Eligibility calculator located on our website at: http://www.nhsbsa.nhs.uk/Students/3941.aspx.

If you have applied for a bursary in a previous academic year or years, and were accepted for either a full bursary or a fees only award, your personal eligibility will already have been determined and you will not be required to demonstrate this again.

If this is your first bursary application then you will be asked to demonstrate your personal eligibility for an NHS funded bursary. We recommend you check your eligibility before making a bursary application.

Your personal eligibility for NHS bursary funding depends on what course you are undertaking and your residency on the first day of the first academic year in which your course begins.

• All students, apart from Medical and Dental students, must have been offered an NHS commissioned place on a funded course.
• All students, regardless of nationality, must meet the residency requirements detailed in the tables below.
You will NOT be eligible for an NHS bursary if you are an assisted (seconded) student. This means that your total income in any year from scholarships and employment (minus Income Tax and National Insurance contributions) exceeds the maximum bursary i.e. total allowances plus tuition fee, that would otherwise be payable.

**Residency requirements**

If you do not meet any of the categories and their associated requirements as set out in the tables, you will not be eligible for NHS bursary support or to occupy an NHS funded place on your chosen course.

**Medical and Dental Students**

Medical and Dental students must have been ordinarily resident in England, rather than the wider UK, on the first day of the first academic year in which their course first began. Where this is not the case, they should apply to their own national funding authority.

**Ordinary Residence**

‘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.

**Asylum Seekers**

If your status is currently that of an asylum seeker in the UK, you will not be eligible for NHS bursary funding.

**Limited Leave to Enter or Remain as a Student**

If you are currently in the UK on a temporary student visa, and you have Limited Leave to Remain in the UK, you will not be eligible for an NHS bursary because you will not have the necessary settled status.

**Students from the Channel Islands and the Isle of Man**

If you are normally resident in any of the Channel Islands or the Isle of Man, and you intend to come to the UK mainland mainly to undertake a course of study, you will not be eligible for NHS bursary funding, including payment of your tuition fees.

This is because you would not meet the requirement to be ordinarily resident in the UK on the first day of the first academic year in which your course begins, as the definition of UK for NHS bursary purposes is limited to England, Scotland, Wales and Northern Ireland only.
However you may still be able to take up an NHS commissioned training place, but you would be expected to approach your own island's educational authority for financial support.

**Temporary employment outside the UK**

If you were away from this country because you or your family were temporarily employed abroad, you may be treated as if your residence in the UK had not been interrupted, but you will be expected to demonstrate that the absence was temporary when you make an application for a bursary.

**Armed forces and family members**

Members of the regular armed forces serving abroad and members of their close families are treated as living in the UK. If you were away from this country during all or part of the three year period because you or one of your parents, spouse or civil partner were serving abroad as an active member of the regular armed forces (the army, navy or air force), you, or your parent, will be treated as having been temporarily employed overseas during that period. This will not prevent you from being eligible for an NHS bursary.

The tables below set out the various categories of residency in the UK that are eligible for NHS bursary support.

<table>
<thead>
<tr>
<th>If you are...</th>
<th>You must...</th>
<th>You will be entitled to apply for...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Settled in the UK other than by having acquired the right to permanent residence (UK nationals who have always lived in the UK will qualify under this entry.)</td>
<td>Be ordinarily resident in the UK on the first day of the first academic year of the course and ordinarily resident in the UK and Islands throughout the three years preceding the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>2. Settled in the UK by virtue of having acquired the right to permanent residence</td>
<td>Be ordinarily resident in the UK on the first day of the first academic year of the course and ordinarily resident in the UK and Islands throughout the three years preceding the first day of the first academic year of the course. <strong>NB</strong>: In a case where the person’s ordinary residence was wholly or mainly for the purpose of receiving full time education, he or she must have been ordinarily resident in the territory comprising the EEA and Switzerland immediately before the period of ordinary residence referred to above.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>3. A refugee</td>
<td>Be ordinarily resident in the UK and Islands and has not ceased to be so resident since the person was recognised as a refugee and ordinarily resident in the UK on the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>4. The spouse or civil partner of a refugee</td>
<td>Have been the spouse or civil partner of the refugee on the date on which the refugee made the application for asylum and ordinarily resident in the UK and Islands and has not ceased to be so resident since being given leave to enter or remain in the UK and ordinarily resident in the UK on the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
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<tr>
<td>5. The child of a refugee or the child of the spouse or civil partner of a refugee</td>
<td>Be the child of the refugee (or the child of a person who was the spouse or civil partner of the refugee) on the date that person made their application for asylum and under 18 on the date on which the refugee made the application for asylum and ordinarily resident in the UK and Islands and has not ceased to be so resident since being given leave to enter or remain in the UK and ordinarily resident in the UK on the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>6. A person granted humanitarian protection</td>
<td>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 UK and Islands throughout the 3 year period preceding the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>7. The spouse or civil partner of a person granted humanitarian protection</td>
<td>Have been the spouse or civil partner of the person granted humanitarian protection on the date on which that person applied for asylum and 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 3 year period preceding the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>8. The child of a person granted humanitarian protection</td>
<td>Have been the child of that person or you were 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 asylum application date and 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 3 year period preceding the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
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</tr>
<tr>
<td>9. An EEA migrant worker or an EEA self-employed person or a family member of such a person</td>
<td>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 territory comprising the EEA or Switzerland throughout the 3 year period preceding the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>10. A Swiss employed person or a Swiss self-employed person or a family member of such a person</td>
<td>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 territory comprising the EEA or Switzerland throughout the 3 year period preceding the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>11. An EEA frontier worker or an EEA frontier self-employed person or a family member of such a person</td>
<td>Have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the 3 year period proceeding the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>12. A Swiss frontier employed person or a Swiss frontier self-employed person or a family member of such a person</td>
<td>Have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the 3 year period preceding the first day of the first academic year of the course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>13. A person entitled to support by virtue of Article 12 of Regulation 1612/68 on Free Movement of Workers as extended by the EEA agreement</td>
<td>Be ordinarily resident in the UK on the first day of the first academic year of your course and have been ordinarily resident in the territory comprising the EEA and Switzerland throughout the 3 year period preceding the first day of the first academic year of your course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>14. You were settled in the UK but you have since exercised a right of residence elsewhere in the EEA</td>
<td>Be 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 be ordinarily resident in the territory comprising the EEA and Switzerland throughout the 3 year period preceding the first day of the first academic year of the course. <strong>NB</strong>: If your ordinary residence in the EEA was wholly or mainly for the purpose of receiving full time education, you must have been ordinarily resident in the territory comprising the EEA and Switzerland immediately before the period of ordinary residence.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>15. An EU national on the first day of the first academic year of the course (or the family member of such a person) who is not or has not been ordinarily resident in the UK</td>
<td>Have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the 3 year period preceding the first day of the first academic year of the course.</td>
<td>An EU fees only bursary. Your course tuition fees will be paid but you will not be entitled to any other forms of NHS bursary support.</td>
</tr>
<tr>
<td>16. An EU national, other than a UK national</td>
<td>Have been ordinarily resident in the UK on the first day of the first academic year of the course and ordinarily resident in the UK and Islands throughout the 3 year period immediately preceding the first day of the first academic year of the course. <strong>NB</strong>: If your ordinary residence in the UK was wholly or mainly for the purpose of receiving full time education, you must have been ordinarily resident in the EEA or Switzerland immediately prior to this period.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>17. A child of a Swiss national who is entitled to support in the UK by article 3(6) of annex 1 of the Swiss Agreement</td>
<td>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 3 year period preceding the first day of the first academic year of your course. <strong>NB</strong>: If your ordinary residence in the UK was wholly or mainly for the purpose of receiving full time education, you must have been ordinarily resident in the EEA or Switzerland immediately prior to this period.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
<tr>
<td>18. The child of a Turkish worker</td>
<td>Be ordinarily resident in the UK on the first day of the first academic year of the course and have been ordinarily resident in either the EEA, Switzerland or Turkey throughout the 3 year period preceding the first day of the first academic year of your course.</td>
<td>The non means tested grant. The income assessed bursary. Additional allowances.</td>
</tr>
</tbody>
</table>

The additional residency requirements below only apply to students on the Pre-2007 and 2007 Schemes.
1. A person who has discretionary leave to remain in the UK

| Be ordinarily resident in the UK on the first day of the first academic year of the course and have not ceased to be ordinarily resident in the UK or Islands since being given leave to enter or remain and have been ordinarily resident in the UK or Islands throughout the previous 3 years. |
|---|---|
| The non means tested grant. | The income assessed bursary. |
| Additional allowances. |

2. The spouse or civil partner or a person with discretionary leave to remain in the UK

| Have been the spouse or civil partner of the person with discretionary leave at the time they made their application for 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 the course and ordinarily resident in the UK or Islands throughout the previous 3 years. |
|---|---|
| The non means tested grant. | The income assessed bursary. |
| Additional allowances. |

3. The child of a person with discretionary leave to remain in the UK or the child of the spouse or civil partner of the person with discretionary leave to remain in the UK

| Have been the child of the person with discretionary leave or the child of the spouse or civil partner of the person with discretionary leave at the time the person made their application for leave to enter or remain in the UK and ordinarily resident in the UK on the first day of the first academic year of the course and ordinarily resident in the UK or Islands throughout the previous 3 years. |
|---|---|
| The non means tested grant. | The income assessed bursary. |
| Additional allowances. |
Applying for an NHS bursary (September 2013 to August 2014)

Continuing students

If your course recommences in Autumn 2013 and you have already been in receipt of an NHS bursary for a previous academic year or years, you will be contacted during spring/early summer 2013 to remind you that you now need to reapply online, through your BOSS (Bursary Online Support System) account, for your next academic year.

If your course recommences in January – August 2014, you will be contacted from October 2013 onwards to remind you that you now need to reapply online, through your BOSS (Bursary Online Support System) account, for your next academic year.

All continuing students should check the information on our website at http://www.nhsbsa.nhs.uk/Students/4183.aspx regularly for details about when they can reapply for their next academic year and what the deadlines for submitting the online forms and supporting evidence to us are.

If you do not reapply for your bursary and send off all requested supporting information, you will not receive any of your entitlement for your next academic year or have your course tuition fees paid by the NHS. If you do not provide all the necessary supporting information and/or documentation by the specified deadline, the assessment and payment of your award could be delayed.

When NHS Student Bursaries receive your completed application and all required supporting evidence, any amount you may be entitled to for the forthcoming academic year will be calculated, based on the relevant NHS Bursary Scheme Rules and the information you provide to us. You will then receive an email notifying you that a Notification of Award is available to view in your BOSS account. This outlines the amount of NHS bursary you have been awarded and the scheduled monthly payment dates for your next academic year.

New students

New students should wait until they receive an offer of an NHS funded place from their University or College then consult our website at: http://www.nhsbsa.nhs.uk/Students/4002.aspx for information about when they should create a BOSS account and make their first bursary application. No invites to apply for a bursary are sent out to new students.

NHS bursary support for new full time students (subject to eligibility) consists of:

- A non means tested grant of £1,000, payable in monthly instalments to all eligible new students (2012 Scheme students only).
- An income assessed bursary (all Schemes).
- A non income assessed student loan from Student Finance England (all Schemes).
NB: If you are undertaking any NHS commissioned course at postgraduate level, you should consult Student Finance England for more information regarding the type of additional loan support that may be available to you. Their website address is: http://www.sfengland.slc.co.uk/.

If you are eligible to apply for an NHS bursary but believe you will be awarded £0 bursary after income assessment due to, for example, your household income being over the threshold, you must still make an application in order for us to pay the standard course tuition fees contribution. If your parent(s), spouse or partner do not wish to declare their income, to save time, they should answer "no" to this question on the online form. This means you will receive a "fees only bursary" and you will not be entitled to any income assessed bursary additional allowances e.g. childcare.

All applications must be received by NHS Student Bursaries no later than six months from the start of your course in the academic year for which you are making an application.

Applications after this point will not be considered, unless there are exceptional circumstances, which will be dealt with on a case by case basis.

**How will my bursary be paid?**

**Continuing Students (all Schemes)**

Once your application is approved, your first payment will be made on the third Friday of the month or the next available payment run (if you did not meet the application deadline).

Your bursary award is calculated on an academic year basis and covers a period of 12 months. For each year of your course, payments commencing in the first month of training will normally be made in 12 equal monthly instalments, regardless of your actual days in attendance. However, if you are a final year student you may receive increased bursary payments over a shorter period of time during your final year of study. For example, if you are a September starter and your course finishes in June, previously you would have received 12 bursary instalments, but in your final year you will receive 10 instalments meaning increased bursary payments from September to June. Please consult your BOSS account Payment Schedule to confirm if this applies to you.

**New Students (all Schemes)**

Once we receive confirmation from your University that you have enrolled on your course, your first bursary payment will be made within 10 working days (provided we have received and assessed your completed BOSS forms and all supporting evidence).

New students, apart from medical/dental, always receive a double bursary instalment in the first payment then the next payment will be in month 3.
Medical/Dental Students (all Schemes)

Once your application is approved, your first payment will be made on the third Friday of the month or the next available payment run (if you did not meet the application deadline).

Payment method

Payments will be made directly into your bank account via the BACS method, therefore, it is essential that you provide details of a bank account which accepts BACS payments to enable us to credit any monthly bursary instalments to you.

NHS bursary rates for 2013/14

2012 Scheme

Basic NHS bursary rates payable to full time students for the 2013/14 academic year are set out below.

Attending a University in London and living in lodgings/own home

- **Income Assessed Bursary**: Up to £3,128 per year
- **Non Means Tested Grant**: £1,000 (courses on or after 1 September 2012)

Attending a University outside London and living in lodgings/own home

- **Income Assessed Bursary**: Up to £2,591 per year
- **Non Means Tested Grant**: £1,000 (courses on or after 1 September 2012)

Living in the parental home (all areas)

- **Income Assessed Bursary**: Up to £2,163 per year
- **Non Means Tested Grant**: £1,000 (courses on or after 1 September 2012)

2013/14 basic bursary rates for Pre-2007 and 2007 Scheme degree level students, based on course duration of 30 weeks and 3 days are shown below.
2007 Scheme

Attending a University in **London** and living in lodgings/own home

- up to: **£3,501**

Attending a University **outside London** and living in lodgings/own home

- up to: **£2,900**

Living in the parental home (all areas)

- up to: **£2,422**

Pre-2007 Scheme

Attending a University in **London** and living in lodgings/own home

- up to: **£3,230**

Attending a University **outside London** and living in lodgings/own home

- up to: **£2,630**

Living in the parental home (all areas)

- up to: **£2,151**

Course Tuition Fees

If you are personally eligible to apply for an NHS bursary, the NHS will meet the standard tuition fee contribution on your behalf.

Your course tuition fees are paid directly to your Local Education and Training Board (LETB) by the NHS. For medical/dental students we will pay the standard course tuition fee contribution directly to your University.

**Non Means Tested Grant (2012 Scheme only)**

The non means tested grant is £1,000. This is payable to eligible new full time students, regardless of the course they are undertaking. To be eligible, applicants must have been offered an NHS commissioned place on one of the courses listed earlier in this booklet.

Students assessed as EU fees only students after applying for a bursary are not eligible for the £1,000 grant or the income assessed bursary.

The non means tested grant is payable for each year of your course. It is paid in monthly instalments to your bank account at the same time as your monthly bursary, if applicable.
Part Time Students

All Schemes

If you are attending your course on a part time basis, and you are personally eligible, the non means tested grant and any income assessed bursary you are entitled to will also be available to you, but these will be awarded at a reduced rate depending on your course attendance.

For courses which are normally three years full time, the part time equivalents are as follows:

<table>
<thead>
<tr>
<th>Part time course length</th>
<th>Paid at</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 years</td>
<td>75% of the full time rate</td>
</tr>
<tr>
<td>5 years</td>
<td>60% of the full time rate</td>
</tr>
<tr>
<td>6 years</td>
<td>50% of the full time rate</td>
</tr>
</tbody>
</table>

Please note that Childcare Allowance, Practice Placement Expenses and any payments from the Disabled Students Allowance will be paid at the appropriate full time rate.

How the NHS bursary is calculated

Income assessed (all Schemes)

Income assessed means that, where appropriate, your income and that of your parents, spouse, partner\(^1\) or civil partner\(^2\), may be taken into account, and the amount of bursary will be reduced in proportion to that income, minus certain allowable expenses.

In addition, various sources of income, including, for example, your casual earnings whilst you are a full time student will not affect your bursary entitlement.

Contributions by parents, spouses, partners or civil partners are calculated on the level of their gross taxable income (normally in the tax year before the start of the academic year) less certain specified expenses.

If you are classed as being independent of your parents, no parental contribution will be assessed, but a spouse, civil partner or partner’s contribution may still be applicable, unless of course you are single.

More information on independent student status is given below.

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\(^1\) **Partner** means a person of the same or opposite gender with whom you live as if you are married.

\(^2\) **Civil Partner** means someone with whom you have entered into a formal legally recognised Civil Partnership in the UK or the equivalent if this has taken place overseas.
**Non income assessed (Pre-2007 and 2007 Schemes only)**

This provides a flat rate basic maintenance grant. No contribution is required from your income or that of your family for the basic award, although some additional allowances, such as Dependents’, Childcare and Parent Learning Allowances are subject to income assessment.

**Will you be classed as Independent or Dependent?**

The Student Status Calculator available on our website at: [http://www.nhsbsa.nhs.uk/Students/3941.aspx](http://www.nhsbsa.nhs.uk/Students/3941.aspx) will help you determine if you will be classed as dependent (on your parents) or independent (on your spouse, partner or civil partner, if applicable) when calculating your entitlement to a basic award.

**Independent**

Being classed as an independent student means that your bursary will be assessed using the income of your spouse, partner or civil partner, if you have one. If you are a single, independent student we will only use any income you have chosen to declare.

A spouse, partner or civil partner’s contribution will only apply to independent students who are married, co-habiting\(^3\) or in a civil partnership.

You will be considered as being **independent of your parent/s** if you meet any one of the criteria below.

- You have supported yourself from your own earnings before the first day of the first academic year of your course for periods totalling at least 36 months (see further information below).
- You have been married or in a civil partnership at the start of the academic year.
- You have no parents living.
- You are permanently and irreconcilably estranged from both of your parents (see further information below).
- Your parents cannot be found or it is not reasonably practicable to get in touch with them.
- You are a care leaver.
- You are a member of a religious order who lives in a house belonging to that order.
- You are a student whose parents are residing outside the EU in circumstances where the assessment of a parental contribution would put them in jeopardy or that it

\(^3\) As co-habitation in itself is not a criteria for independent status, co-habiting students will be required to demonstrate that they are independent through another of the outlined criteria and only then will their partner’s income be taken into account for the bursary calculation.
would not be reasonably practicable for them to send any such contribution to the
UK.
• (2007 and 2012 Schemes only) You are responsible for the care of a person under
the age of 18 who is dependent on you so that you could not reasonably have been
expected to support yourself out of your earnings.
• (Pre-2007 Scheme student only) You have reached the age of 25 on or before the
first day of the academic year for which you are applying. (Please note that academic
year periods commence on 1 January, 1 April, 1 July and 1 September in each year.)

Please note that self support from your own income or earnings for periods totalling at least
36 months can include:

• Periods of employment (either part or full time).
• Periods where you were unemployed and/or in receipt of benefits.
• Periods for which you were receiving a pension, allowance or other benefit paid
because of a disability, injury or sickness.
• Periods where you were in receipt of a state studentship or similar award.

Earnings do not include periods where you were in receipt of student loans or any other
form of mandatory award.

Please note, a student will normally be regarded as irreconcilably estranged from his or her
parents if he or she has not communicated with either parent (where applicable) for a period
of at least one year or more before the beginning of the academic year for which a claim is
being made.

Where this is not the case, NHS Student Bursaries may still be able to accept that a student
is irreconcilably estranged, but the onus is on the student to provide solid and reliable
evidence that they are estranged.

Where the only reason for estrangement is one of the following, the application as an
independent student will not be accepted and the student should apply as a dependent
student on BOSS:

• The student’s parents refuse to complete the application forms.
• The student’s parents choose not to or cannot provide financial support to the
student whilst they are attending their course.
• The student does not ‘get on’ with his or her parents or they have had some sort of
argument or disagreement very recently.
• The student does not live in the same house as his or her parents.

Students wishing to claim independent status because they are irreconcilably estranged
from their parents should provide as much information as possible about their family
circumstances. NHS Student Bursaries would also need written evidence from some
external body, person or authority, to substantiate your claim. All information provided is treated in the strictest confidence.

Dependent

If none of the criteria for independence apply to you, you will be classed as a dependent student and your bursary will be assessed against the income of your parent or parents if they choose to declare their income on your bursary application form in BOSS.

Student’s own income

Regardless of whether you are classed as independent or dependent, if you have income of your own that you will receive during the academic year, this may be taken into account in the assessment of your NHS bursary entitlement.

However, you should note that income/earnings from work done in the evenings, weekends and during holidays whilst you are in training will NOT be taken into account and you do not have to declare such income in your bursary application, unless you will be attending a part time course.

If you receive income from other sources (listed below), these will be taken into account if they are taxable.

- self-employment income or profits
- pensions
- bank or building society interest
- income from renting out property or from a lodger
- dividends
- taxable benefits (such as Incapacity Benefit)

However, certain disregards of income will also be used to reduce this amount for students on all Schemes. Please see the table below.
<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Amount Disregarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Sponsorship income, or remuneration for work done while on a part time course.</td>
<td>Up to £4,921</td>
</tr>
<tr>
<td>(b) Income under a trust deed or similar (independent students only).</td>
<td>Up to £2,306</td>
</tr>
<tr>
<td>(c) Any pension, allowance or other benefit payable by reason of:</td>
<td></td>
</tr>
<tr>
<td>• incapacity</td>
<td>Up to £3,959</td>
</tr>
<tr>
<td>• old age</td>
<td></td>
</tr>
<tr>
<td>• retirement</td>
<td></td>
</tr>
<tr>
<td>• the death of a spouse, civil partner, parent or other person on whom the student was dependent</td>
<td></td>
</tr>
<tr>
<td>• military or public service</td>
<td></td>
</tr>
<tr>
<td>(d) Any income not otherwise disregarded for either:</td>
<td></td>
</tr>
<tr>
<td>• a single parent</td>
<td>Up to £2,270</td>
</tr>
<tr>
<td>• a single independent student</td>
<td>Up to £8,891</td>
</tr>
<tr>
<td>• any other student</td>
<td>Up to £1,044</td>
</tr>
</tbody>
</table>

If you are a part time student, the income you expect to receive from an employer (if you have a main job during term time or have been released by your employer to attend the course as a result of sponsorship) will be taken into account. However, the relevant disregards will be applied as above. You should declare any allowable expenses whilst you are applying (such as tax, National Insurance, mortgage, rent etc), which may also help to reduce further the income you declare.

**Parent, Spouse, Partner or Civil Partner Contribution**

This section applies to students on all Schemes who will have another person’s income taken into account for the calculation of their bursary entitlement i.e. all students except any single, independent ones.
Residual Income

This is the amount of income that will be used to calculate your bursary entitlement, once any disregards and allowable expenses have been deducted. There is more information about disregards and allowable expenses below.

To calculate the residual income, the parent/s, spouse, civil partner or partner’s gross taxable income for the previous financial year is used. For the 2013/14 academic year, the applicable financial year will be the period running from 6 April 2012 to 5 April 2013.

Certain allowable expenses are deducted from the above to give the residual income. The allowable expenses that we can take into account against parent, spouse, partner or civil partner income are as follows:

- employee pension contributions
- personal pension contributions (if they attract tax relief)
- loan interest - if allowed for tax purposes (self employed persons only)
- professional subscriptions and any other tax relievable expenses

Rates

The tables below can be used to give you an idea how much your parent/s, spouse, partner or civil partner will be expected to contribute to your bursary, based on their residual income.

You should note that a ‘contribution’ is not a direct payment that they will be required to make. A contribution is the amount that will be deducted from the income assessed bursary.

2007 and 2012 Schemes

<table>
<thead>
<tr>
<th>Contribution rate for parent(s), spouse, civil partner or partner</th>
<th>If the residual income is:</th>
<th>The contribution will be:</th>
<th>If the residual income is:</th>
<th>The contribution will be:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under £24,279</td>
<td>£Nil</td>
<td>£67,500</td>
<td></td>
<td>£4,594</td>
</tr>
<tr>
<td>£24,279</td>
<td>£45</td>
<td>£70,000</td>
<td></td>
<td>£4,857</td>
</tr>
<tr>
<td>£25,000</td>
<td>£120</td>
<td>£72,500</td>
<td></td>
<td>£5,120</td>
</tr>
<tr>
<td>£27,500</td>
<td>£384</td>
<td>£75,000</td>
<td></td>
<td>£5,384</td>
</tr>
<tr>
<td>£30,000</td>
<td>£647</td>
<td>£77,500</td>
<td></td>
<td>£5,647</td>
</tr>
<tr>
<td>£32,500</td>
<td>£910</td>
<td>£80,000</td>
<td></td>
<td>£5,910</td>
</tr>
<tr>
<td>£35,000</td>
<td>£1,173</td>
<td>£82,500</td>
<td></td>
<td>£6,173</td>
</tr>
<tr>
<td>£37,500</td>
<td>£1,436</td>
<td>£85,000</td>
<td></td>
<td>£6,436</td>
</tr>
<tr>
<td>Income</td>
<td>Contribution</td>
<td>Bursary Entitlement</td>
<td>Actual Income</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>--------------</td>
<td>---------------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>£40,000</td>
<td>£1,699</td>
<td>£87,500</td>
<td>£6,699</td>
<td></td>
</tr>
<tr>
<td>£42,500</td>
<td>£1,963</td>
<td>£90,000</td>
<td>£6,963</td>
<td></td>
</tr>
<tr>
<td>£45,000</td>
<td>£2,226</td>
<td>£92,500</td>
<td>£7,226</td>
<td></td>
</tr>
<tr>
<td>£47,500</td>
<td>£2,489</td>
<td>£95,000</td>
<td>£7,489</td>
<td></td>
</tr>
<tr>
<td>£50,000</td>
<td>£2,752</td>
<td>£97,500</td>
<td>£7,752</td>
<td></td>
</tr>
<tr>
<td>£52,500</td>
<td>£3,015</td>
<td>£98,000</td>
<td>£7,805</td>
<td></td>
</tr>
<tr>
<td>£55,000</td>
<td>£3,278</td>
<td>£98,500</td>
<td>£7,857</td>
<td></td>
</tr>
<tr>
<td>£57,500</td>
<td>£3,541</td>
<td>£99,000</td>
<td>£7,910</td>
<td></td>
</tr>
<tr>
<td>£60,000</td>
<td>£3,805</td>
<td>£99,333</td>
<td>£7,998</td>
<td></td>
</tr>
<tr>
<td>£62,500</td>
<td>£4,068</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>£65,000</td>
<td>£4,331</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2007 Scheme students' rates end here but for students on the 2012 Scheme there is no maximum contribution threshold.

NB: The assessed contribution is calculated at £1 in £9.50 on residual income of £24,279 and over, plus £45.

**Pre-2007 Scheme**

The contribution rate for parents is the same as the table above and is the same as the 2007 Scheme with regards to the maximum contribution being £7,998.

The contribution rate for spouses, partners and civil partners is nil for residual income under £20,887 and is calculated at £1 in £8 plus £45 on residual income of £20,887 and over.

**Nil Awards**

**2012 Scheme**

If the amount shown in the "contribution" column is more than the student’s maximum bursary entitlement would be, the actual amount of income assessed bursary you will receive will be £0.00. If this happens, the standard course tuition fee contribution will still be met on your behalf, and you will still receive the £1,000 non means tested grant.

**Pre-2007 and 2007 Schemes**

If the amount shown in the "contribution" column is more than the student’s maximum bursary entitlement would be your parent/s, spouse, civil partner or partner will be expected to use the spare amount to pay towards your travel and accommodation expenses when you attend practice placements as part of your course.

The actual amount of bursary you receive will be £0.00. If this happens, the standard course tuition fee contribution will still be met on your behalf.
Fees Only Awards

If your parent/s, spouse, partner or civil partner do not wish to declare their income when you apply for your bursary, they may answer “no” to this question when asked on BOSS.

This means that the NHS will meet the standard course tuition fee contribution on your behalf, but you will not receive an income assessed bursary and you will not be entitled to claim for any of the additional allowances (with the exception of Disabled Students Allowance).

2012 Scheme students whose parent/s, spouse, partner or civil partner choose not to declare their income, will still receive the £1,000 non means tested grant, as their course started on or after 1 September 2012.

EU Fees Only students will only ever receive the standard course tuition fee contribution no matter which Scheme they fall under.

Additional Allowances

These are extra payments which may be paid in addition to the non means tested grant (2012 Scheme) and any income assessed bursary you may be entitled to.

Depending on your circumstances, you may be eligible for the additional allowances below.

- Extra Weeks Allowance
- Dependants' Allowance
- Parent Learning Allowance
- Childcare Allowance
- Practice Placement Expenses
- Disabled Students Allowance
- Older Students Allowance (Pre-2007 Scheme only)
- Single Students Allowance (Pre-2007 Scheme only)

Extra Weeks Allowance

Most health professional students have longer academic years than other students. If your course runs for more than 30 weeks and 3 days in the 2013/14 academic year (excluding vacation periods), you may also be entitled to Extra Weeks Allowance, as illustrated below.

If you have to attend the course for 45 weeks or more in any academic year, you will receive Extra Weeks Allowance to ensure your bursary covers all 52 weeks of the year.
Rates – full time students (all Schemes)

Dependants’ Allowance

These are payable to you for people who are wholly or mainly financially dependent on you during your time in training.

This is an income assessed allowance, so the income received by your spouse, civil partner or partner, where applicable, your children and other dependent adults during the academic year (after allowable expenses and disregards have been deducted) will be used to determine how much you will be entitled to.

The table below shows the type of income and expenses we will use to determine your entitlement.

<table>
<thead>
<tr>
<th>Types of Income</th>
<th>Types of Allowable Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary or wages</td>
<td>Income Tax</td>
</tr>
<tr>
<td>Taxable allowances</td>
<td>National Insurance contributions</td>
</tr>
<tr>
<td>Income from self employment/company directorship</td>
<td>Employee pension contributions</td>
</tr>
<tr>
<td>Maintenance (via a court order or Child Support Agency arrangement)</td>
<td>Personal pension/retirement annuity payments</td>
</tr>
<tr>
<td>Pensions</td>
<td>Life assurance premiums</td>
</tr>
<tr>
<td>Bank or Building Society interest</td>
<td>Mortgage payments</td>
</tr>
<tr>
<td>Taxable social security benefits</td>
<td>Rent</td>
</tr>
<tr>
<td>Income from land, property or furnished lettings</td>
<td>Maintenance payments</td>
</tr>
<tr>
<td>Other unearned income</td>
<td></td>
</tr>
</tbody>
</table>
2012 Scheme Calculation

Declared expenses from your Dependants’ Allowance application are deducted from the income declared to give an estimated net annual income figure. Disregards of £1,000 per eligible dependant are then taken from this to give the resulting residual income.

If your residual income is more than the maximum Dependants’ and Parent Learning Allowances available to you, you will not be entitled to these, but if you are also applying for help with your childcare costs, you may be entitled to some assistance with these, depending on the level of your residual income and the cost of your childcare provision.

The following shows the applicable rates for the 2013/14 academic year (per annum).

<table>
<thead>
<tr>
<th>Spouse/civil partner/partner or first child</th>
<th>Each subsequent child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £2,400</td>
<td>Up to £539 per child</td>
</tr>
</tbody>
</table>

2007 Scheme Calculation

Declared expenses from your Dependants’ Allowance application are deducted from the income declared to give an estimated net annual income figure. Disregards of £1,154 per eligible dependant are then taken from this to give the resulting residual income.

If your residual income is more than the maximum Dependants’ and Parent Learning Allowances available to you, you will not be entitled to these, but if you are also applying for help with your childcare costs, you may be entitled to some assistance with these, depending on the level of your residual income and the cost of your childcare provision.

The following shows the applicable rates for the 2013/14 academic year (per annum).
Pre-2007 Scheme Calculation

Declared expenses from your Dependants’ Allowance application are deducted from the income declared to give an estimated net annual income figure. Disregards of £1,154 per eligible dependant are then taken from this to give the resulting residual income.

If your residual income is more than the maximum Dependants’ Allowance available to you, you will not be entitled to these, but if you are also applying for help with your childcare costs, you may be entitled to some assistance with these, depending on the level of your residual income and the cost of your childcare provision.

The following shows the applicable rates for the 2013/14 academic year (per annum).

All Schemes - Spouse, partner or civil partner will be a full time student in 2013/14

If they are in receipt of publicly funded student support, such as a loan and and/or grant from Student Finance or an NHS bursary in their own right, we will not be able to award you any Dependants’ Allowance for them.
However, if they are not in receipt of, or not able to apply for, any grants relating to your children, we may still pay the maximum Dependents’ Allowance for your child or children at the maximum published rates (above).

If they are in receipt of grants or loans relating to your dependants, we may only pay you a Dependents’ Allowance at 50% of the eldest or first child rate (plus 50% of the appropriate rate for any subsequent child or children).

If they are also an NHS bursary funded student, you may both receive Dependents’ Allowance at 50% of the full rate, or one of you may opt to receive the full rate for each of your dependent children.

**Parent Learning Allowance**

This is calculated by determining your residual income and applying this firstly to any Dependents’ Allowance entitlement you may have. Where there is still a residual income amount available this will be applied on a pound for pound basis to your Parent Learning Allowance entitlement (if applicable) and then the Childcare Allowance, in that order.

**2012 Scheme**

This will pay up to £1,180 per academic year to students who have a dependent child or children. However, the amount of Parent Learning Allowance a student may receive will be determined by the amount of income available to the student and their dependants in the academic year, as explained above.

**2007 Scheme**

This will pay up to £1,303 per academic year to students who have a dependent child or children. However, the amount of Parent Learning Allowance a student may receive will be determined by the amount of income available to the student and their dependants in the academic year, as explained above.

**Childcare Allowance**

This allowance is available to students with dependent children aged under 15 (or aged under 17 for children with special educational needs) on the first day of the academic year. As this allowance is subject to income assessment, the level of support you receive will be dependent upon your individual circumstances.

Childcare Allowance is calculated by determining your residual income and applying this firstly to any Dependents’ Allowance entitlement you may have. Where there is still a residual income amount available this will be applied on a pound for pound basis to your Parent Learning Allowance entitlement (if applicable) and then the Childcare Allowance, in that order.
The childcare you use must be from a childcare provider who is Ofsted registered.

The allowance pays up to 85% of your actual childcare costs to a net maximum payable of £126.65 per week for one child and £187.85 per week for two or more children. However, the amount awarded will depend on your circumstances and the income available to you and your family. Therefore, not all students who apply for Childcare Allowance will be entitled to receive it.

More detailed information is available in the Frequently Asked Questions section of our website at http://www.nhsbsa.nhs.uk/Students/3946.aspx and in the Help with Childcare Costs for NHS Bursary Students booklet.

**Practice Placement Expenses (PPE)**

For most healthcare students, part of their course will include practice placements, which will involve training in hospitals or community health services rather than in a classroom.

Under the terms of the NHS Bursary Scheme, students are entitled to have some of the costs associated with travel to and from their placement site and certain accommodation expenses reimbursed to them.

The cost of journeys between your term-time residence and your practice placement site, which is not part of your University, can be reimbursed where appropriate, providing the cost is in excess of your normal daily travel costs from your term-time residence to your college.

Please note, all students should be aware that claims for practice placement travel and/or accommodation expenses must be received by NHS Student Bursaries within 6 months of the last date of the placement for which you are applying.

You can claim costs within the UK for:

- travel to and from your placement site involving public transport (including carriage of luggage and bicycles)
- essential use of your own motor vehicle (including official passengers who must be named NHS Bursary holders)
- use of your own bicycle
- car parking, tolls and ferries

Please note, normal daily travel between your home and university cannot be reimbursed.

**Accommodation costs**

If you incur additional residential accommodation costs while attending a practice placement, by way of retaining the accommodation you use at your University and paying for the accommodation you use while on practice placement, you may be able to claim reimbursement of any excess accommodation costs.
Claiming Practice Placement Expenses

PPE claim forms are available via your University or from our website at: http://www.nhsbsa.nhs.uk/Students/3949.aspx. Your University will authorise your completed claims and send them to NHS Student Bursaries on your behalf. You should ensure that you provide your University with a copy of your student coversheet as PPE claims received without these cannot be processed.

More information about claiming PPE is available from the FAQs section of our website: http://www.nhsbsa.nhs.uk/Students/3946.aspx.

2012 Scheme

Key facts:

- Students who are entitled to at least the £1,000 non means tested grant are eligible to apply for the reimbursement of part of their travel and accommodation expenses whilst attending a compulsory practice placement.
- Claims must be made within 6 months of the last day of the period of placement otherwise payment will not be made.
- Students can claim for certain costs associated with a placement in the UK or overseas if it is a necessary part of the course.

Depending on your circumstances, you may be able to claim for the difference between the:

- cost of daily travel to and from your normal/term time accommodation to your practice placement site and back
- daily cost of the return journeys between your normal/term time accommodation and your University/normal place of study
- cost of your daily return journey to your placement must be more than the cost of your daily return journey to your University.
2013/14 rates for PPE:

<table>
<thead>
<tr>
<th>Travel costs</th>
<th>Cost</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public transport</td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Pedal cycle</td>
<td>6.2p per mile</td>
<td></td>
</tr>
<tr>
<td>Parking, tolls and ferries</td>
<td>Actual cost</td>
<td></td>
</tr>
<tr>
<td>Motor vehicle up to 125cc</td>
<td>16.2p per mile</td>
<td></td>
</tr>
<tr>
<td>All other motor vehicles over 125cc</td>
<td>23p per mile</td>
<td></td>
</tr>
<tr>
<td>Passenger(s)</td>
<td>2p per passenger per mile</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Temporary accommodation costs</th>
<th>Cost</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial accommodation</td>
<td>Up to £55 per night</td>
<td></td>
</tr>
<tr>
<td>(e.g. hotel, bed and breakfast)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non commercial accommodation</td>
<td>Up to £25 per night</td>
<td></td>
</tr>
</tbody>
</table>

Claiming travel costs – the basics

The method of travel can be:

- **Public transport**
  - using the most direct route, taking advantage of concessionary schemes, travel cards, etc where available bus

- **Your own car**
  - taking the most direct route possible, plus the cost of any parking, tolls or ferries

You may also be able to claim for the additional cost of being required to travel to visit other practice placement sites or the homes of patients while on practice placement, if you are not given free transport.
Accommodation – what students can claim

- The cost of any *temporary accommodation* on or near your practice placement site if it is not practical for you to travel there from your usual accommodation each day.

- The cost of *one weekly return journey* between your normal term time accommodation and your temporary (practice placement) accommodation.

- The cost of daily travel from your temporary (placement) accommodation to your practice placement site, provided the cost of that travel is greater than the cost of daily travel from your normal accommodation to your normal place of study (e.g. your University base site).

Overseas Placements

If it is a required part of your course that you must undertake a placement outside the UK, you may be able to claim the additional travelling costs necessarily incurred within or outside the UK to attend the course, and any essential associated costs such as accommodation, medical insurance, tests and any associated fees for visas.

You will *not* be reimbursed for overseas placement expenses if this was not a necessary part of your course and you had the option to undertake a similar placement within the UK.
Examples – reimbursement for placement travel costs

**Student A**'s normal daily travel to University using their own car is 23 miles return per day
- \(23 \times 0.23p = £5.29\) per day

**Student A** travels to placement which is 48 miles return per day
- \(48 \times 0.23 = £11.04\) per day
- Student is on placement for 6 weeks at 5 days per week = 30 days
- \(30 \times £11.04 = £331.20\)

**Student A** is entitled to reimbursement of £172.50, calculated as follows:
- travel to University £5.29 per day \(\times 30\) days = £158.70
- travel to placement = £331.20
- £331.20 - £158.70 = **£172.50**
Student B's normal daily travel to University by bus is £5.80 return per day.
Placement is for four weeks at 5 days per week - 20 days x £5.80 = £116

Student B travels to placement by train which is £10.25 return per day.
£10.25 x 20 days = £205

Student B is entitled to reimbursement of £89
(£205-£116)
Student C's normal daily travel to University by car is 26 miles return per day
  • 26 m x 0.23p = £5.98 per day

Student C travels to placement by car which is 14 miles return per day
  • 14 m x 0.23 = £3.22 per day

Student C is not entitled to reimbursement because their travel costs to and from their placement are not in excess of their normal daily travel.
Example – reimbursement of placement accommodation costs

Student A has to stay in a B&B whilst attending a placement. The placement is for 6 weeks (Monday to Friday) and the B&B accommodation costs £35 per night.

As the maximum rate for commercial accommodation is £55 per night, student A is entitled to claim the full £35 per night.

£35 per night for 30 nights = £1,050

Student A also travels back to their term-time residence at weekends during the 6 week placement, using their own car, so they claim the difference between the cost of one return journey per week, which is 65 miles and the cost of their normal daily travel to University.

Normal daily return mileage to University is 14 miles:

\[14 \times 23p = £3.22 \text{ per day}\]

Cost of one return journey to placement:

\[65 \text{ miles} \times 23p = £14.95 \text{ per return journey}\]

\[£14.95 \text{ less } £3.22 = £11.73\]

\[6 \times £11.73 = £70.38\]

At the end of their placement, Student A can claim £1,050 for accommodation and £70.38 for travel = £1,120.38.

Student B has to stay in non-commercial accommodation whilst attending a placement. The placement is for 4 weeks (Monday to Friday) and the accommodation costs £28 per night.

As the maximum rate for non-commercial accommodation is £25 per night, student B is only entitled to claim £25 for each night.

£25 per night for 20 nights = £500

Student B also travels back to their term-time residence at weekends during the 4 week placement, using their own car, so they claim the cost of one return journey per week, which is 55 miles, less the cost of their normal daily mileage to University.

Normal daily return mileage to University is 10 miles:

\[10 \times 23p = £2.30 \text{ per day}\]

Cost of one return journey to placement:

\[55 \text{ miles} \times 23p = £12.65 \text{ per return journey}\]

\[£12.65 \text{ less } £2.30 = £10.35\]
4 x £10.35 = £41.40
At the end of their placement, Student B can claim £500 for accommodation and £41.40 for travel = £541.40.

Pre-2007 and 2007 Schemes

The travel disregard

When your NHS bursary entitlement for 2013/14 is assessed your Notification of Award is available to view in your BOSS account, this will indicate whether you have a travel disregard or not.

The example below explains what happens when a student has a travel disregard after income assessment.
• In November 2013, a student submits a travel claim for £90.37.
• Travel disregard figure at the beginning of 2013/14 is £350.

• £350 less £90.37 = £259.63.

• Travel disregard is now £259.63.
• The student does not receive any reimbursement on this occasion.

• In February 2014, the student submits a further travel and accommodation claim for £320.75.
• £320.75 less £259.63 = £61.12.

• The travel disregard has now been met in its entirety and the student is entitled to partial reimbursement of £61.12.

This means that any subsequent practice placement expense claims submitted by the student in the example in the 2013/14 academic year (which are in line with current arrangements) will be met in full.
Disabled Students Allowance

If you have a disability, and need extra help or equipment to complete your course, you may be eligible to apply for the Disabled Students Allowance. This allowance is intended to cover the extra costs you incur whilst training as a result of a disability.

It is not intended to pay the disability related costs that you would normally have incurred.

It is payable to students with a disability or learning difficulty with the exception of EU Fees Only students.

It is important to let your University know as soon as possible if you have a disability and need extra help or equipment to complete your course. Early notification is recommended, to ensure the assessment and processing of your claim is completed as quickly as possible.

The link to apply for Disabled Students Allowance will appear on your BOSS account homepage once you have submitted your application for an NHS bursary, whether this be fees only or income assessed.

You will be asked to provide evidence of the nature and severity of your disability and to produce evidence of a recent assessment. If your course related needs have not recently been assessed, you should arrange for an assessment to be undertaken by a suitably qualified person.

You are expected to meet the costs of establishing a claim for disability, but any costs associated with identifying your course related needs will be met on your behalf. This information will be treated as confidential.

NHS Student Bursaries will pay for the cost of the Needs Assessment and this will be made directly to the centre which carried it out on receipt of an invoice.

The Needs Assessment report will then be sent to NHS Student Bursaries. If satisfactory, they will authorise the appropriate payments from the Disabled Students Allowance based on the recommendations in the report.

Please note, no contribution will be required from your income or that of your family towards this allowance.
The diagram below shows the 2013/14 rates for the Disabled Students Allowance:

**Older Students Allowance (Pre-2007 Scheme students only)**

This is payable if you reached the age of 26 on or before the first day of the first academic year of your course. Therefore, if you did not receive Older Students Allowance in previous academic years you will not receive it for the remainder of your course. This applies even if you attain the age of 26 in subsequent years of your course.

If you qualify for this allowance at the beginning of your course, it will continue to be paid in subsequent years at the rate appropriate to the age you were on the first day of the first academic year of your course.

Older Students Allowance is not payable on top of the Single Parent Allowance (see section below). Where a student qualifies for both allowances, NHS Student Bursaries will automatically award the higher of the two.
The following shows the rates for Older Students Allowance that are payable in 2013/14:

<table>
<thead>
<tr>
<th>Age</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>£448</td>
</tr>
<tr>
<td>27</td>
<td>£777</td>
</tr>
<tr>
<td>28</td>
<td>£1,152</td>
</tr>
<tr>
<td>29+</td>
<td>£1,524</td>
</tr>
</tbody>
</table>

**Single Students Allowance (Pre 2007 Scheme students only)**

This will pay up to £1,303 per academic year to students who have a dependent child or children, and who are lone parents. It is not paid alongside the Older Students Allowance. Where a student’s circumstances mean that they qualify for both allowances, NHS Student Bursaries will automatically award the higher of the two.

**Maternity, maternity support and adoption leave arrangements**

Students taking authorised absence from training for reasons of pregnancy and childbirth, or if they are formally adopting a child or children may continue to receive their existing NHS bursary payments. These payments will normally be made for **up to a maximum of 52 weeks**, depending on individual circumstances.

In addition, a maintenance award will continue to be paid to a student for **up to 4 weeks** authorised leave to enable the student to provide support to a mother and child during and after childbirth. This is known as a maternity support award.

Further details of the NHS Bursary Scheme maternity arrangements are covered in the FAQs on our website at: [http://www.nhsbsa.nhs.uk/Students/3946.aspx](http://www.nhsbsa.nhs.uk/Students/3946.aspx).

**Other help available**

**Student Loans**

You may be entitled to a student loan to provide an additional source of income while you study.

You should contact Student Finance England at [http://www.sfengland.slc.co.uk/](http://www.sfengland.slc.co.uk/) (or your own relevant national funding body if you are applying from Scotland, Wales or Northern Ireland) for information on the type of student loan or other statutory funding that may be available to you before the course starts.
Council Tax

Full time students may either be exempt from Council Tax or entitled to discount disregards. You should seek advice about this from your Local Authority or benefits office.

Help with Health Costs

The NHS Low Income Scheme provides income related help with health costs to students, as for all other adults. The Scheme provides income related help to people who are not automatically exempt from charges but who may be entitled to full or partial help if they have a low income.

The NHS Low Income Scheme covers:

- NHS prescriptions
- NHS dental treatment
- Sight tests, glasses and contact lenses
- Travel to receive NHS treatment
- NHS wigs and fabric supports

Further information and claim forms can be found at: http://www.nhsbsa.nhs.uk/1125.aspx.

2013/14 NHS Bursary Scheme Arrangements: Diploma level (DipHE) students

If you are on one of the courses listed below, this section applies to you. Please note that these Bursary Scheme Rules will never apply to new students.

- DipHE Nursing (all branches)
- Operating Department Practitioner (DipHE)
- Postgraduate Diploma (PG-Dip) Nursing

All applicants for the DipHE courses must satisfy the residency requirements (see earlier section) for the Scheme which they fall under.

How much is the non income assessed NHS bursary for 2013/14?

The yearly rates for the basic award for both types of Diploma students are shown in the charts below.
The basic allowance for Diploma students is not income assessed. Therefore, as long as you are personally eligible (see earlier section) you will receive at least the basic allowance as shown above.

**Additional Allowances**

These are extra payments which may be paid in addition to any bursary you are entitled to.

Depending on your circumstances, you may be eligible for the additional allowances below.

- Dependants’ Allowance
- Parent Learning Allowance
- Childcare Allowance
- Practice Placement Expenses
- Disabled Students Allowance
- Older Students Allowance (Pre-2007 Scheme only)
- Single Students Allowance (Pre-2007 Scheme only)

Dependants' Allowances

These are payable to you for people who are wholly or mainly financially dependent on you during your time in training.

This is an income assessed allowance, so the income received by your spouse, civil partner or partner, where applicable, your children and other dependent adults during the academic year (after allowable expenses and disregards have been deducted) will be used to determine how much you will be entitled to.

Dependants' Allowance rates for the 2013/14 academic year are shown below.

Pre-2007 Scheme:

- Spouse, partner, civil partner or first child: £2,238
- Child aged under 1: £473
- Child aged 11-15: £940
- Child aged 16-17: £1,245
- Child aged 18-19*: £1,783
2007 Scheme:

Parents Learning Allowance (2007 Scheme students only)

The Parents Learning Allowance is a one off payment of up to £1,104 per academic year, to students who have a dependent child or children, subject to income assessment.

The amount of Parent Learning Allowance a student may receive will be determined by the amount of income available to the student and their household in the academic year.

This is calculated by determining your residual income and applying this firstly to any Dependents’ Allowance entitlement you may have.

Childcare Allowance

Diploma level students can also apply for help with their childcare costs, which are payable at the same rate as degree level NHS students. Please refer to the section earlier in this booklet for further information.

Practice Placement Expenses (PPE)

Diploma level students can also apply for help with their practice placement costs, which are payable at the same rate as degree level NHS students. Please refer to the section earlier in this booklet for further information.

Please note, you should ignore the information regarding the travel disregard as this does not apply to DipHE students.

Disabled Students Allowance (DSA)

Diploma level students can also apply for DSA, which is payable at the same rate as degree level NHS students. Please refer to the section earlier in this booklet for further information.
Older Students Allowance (Pre-2007 Scheme students only)

This is payable if you reached the age of 26 on or before the first day of the first academic year of your course. Therefore, if you did not receive Older Students Allowance in previous academic years you will not receive it for the remainder of your course. This applies even if you attain the age of 26 in subsequent years of your course.

Older Students Allowance is not payable on top of the Single Parent Allowance (see section below). Where a student qualifies for both allowances, NHS Student Bursaries will automatically award the higher of the two.

This is paid to Diploma level students at the flat rate of £752.

Single Students Allowance (Pre 2007 Scheme students only)

This will pay up to £1,104 per academic year to Diploma students who have a dependent child or children, and who are lone parents. It is not paid alongside the Older Students Allowance. Where a student’s circumstances mean that they qualify for both allowances, NHS Student Bursaries will automatically award the higher of the two.

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Further information and claim forms can be found at: [http://www.nhsbsa.nhs.uk/1125.aspx](http://www.nhsbsa.nhs.uk/1125.aspx).

**Student Loans**

Diploma students are not eligible to receive student loan funding.