Financial help for healthcare students 2015/16
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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 Business Services Authority’s Student Services website as and when it is made available. Students are advised to check the website on a regular basis.

The Department of Health and Student Services 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 Student Services 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 Student Services.

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 Student Services 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- A student nurse failed to inform Student Services that she had withdrawn from her course.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 2015/16 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 and the Department of Health’s website 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 or try our Ask Us service where you can find the answers to your queries 24 hours a day, 7 days a week.

**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.

**2015-16 NHS Bursary Scheme Arrangements: Which rules apply to me?**

Student Services is part of 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 the table the next page for which 2015-16 Bursary Scheme Rules apply to you:
## Eligible courses

### New and Old Scheme Rules

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
- orthoptist
- occupational therapist
- physiotherapist
- prosthetist and orthotist
- radiographer
- radiotherapist
- speech and language therapist
- dental hygienist or dental therapist
- nurse
- midwife
- operating department practitioner

However, if you are undertaking a non-medical or dental course, you should check with your university in the first instance to ensure that this is NHS commissioned.

If your course leads to a professional registration in one of the professions listed above, 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.

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 immigration status and 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 NHS Bursary funding if you are attending your course on secondment terms. This is where you remain employed by an organisation and you are relieved of your normal duties or you are given leave of absence in order to attend the course.

If you are a sponsored student, you may still be entitled to funding if you are not in receipt of income which is in excess of the value of an NHS Bursary. This means that your total income in any year from scholarships or employment (minus Income Tax and National Insurance contributions) must not exceed the maximum bursary that is available to you (for example, your tuition fee contribution plus the non means tested grant and any means tested bursary allowance)

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.

Student visa

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 immigration 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 wholly or mainly for the purpose of studying, 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 lived away from the UK for all or some of the three year period immediately prior to your course 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 table on the next page set out the various NHS Bursary Scheme residency categories and shows the requirements that must be met for each one in order for the applicant to receive bursary funding.
<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 means tested 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.</td>
<td>The non means tested grant. The means tested bursary. Additional allowances.</td>
</tr>
</tbody>
</table>

**NB:** If your residence in the UK and Islands during any part of this period been wholly or mainly for the purpose of receiving full time education, you may not be eligible unless you or your family were temporarily employed abroad.
<p>| 3. A refugee | 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. | The non means tested grant. The means tested bursary. Additional allowances. |
| 4. The spouse or civil partner of a refugee | 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. | The non means tested grant. The means tested bursary. Additional allowances. |
| 5. The child of a refugee or the child of the spouse or civil partner of a refugee | 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. | The non means tested grant. The means tested bursary. Additional allowances. |</p>
<table>
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<tr>
<th>Section</th>
<th>Eligibility Requirements</th>
<th>Allowances</th>
</tr>
</thead>
<tbody>
<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 means tested 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 means tested 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.</td>
<td>The non means tested grant.  The means tested bursary. Additional allowances.</td>
</tr>
<tr>
<td>9. An EEA migrant worker or an EEA self-employed 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 means tested bursary. Additional allowances.</td>
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<tr>
<td>or a family member of such a person</td>
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</tr>
<tr>
<td>10. A Swiss employed 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 means tested bursary. Additional allowances.</td>
</tr>
<tr>
<td>or a Swiss self-employed person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or a family member of such a person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. An EEA frontier worker</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 means tested bursary. Additional allowances.</td>
</tr>
<tr>
<td>or an EEA frontier self-employed person</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or a family member of such a person</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 12. A Swiss frontier employed person  
or  
a Swiss frontier self-employed person  
or  
a family member of such a person | 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. | The non means tested grant.  
The means tested bursary.  
Additional allowances. |
|---|---|---|
| 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 | 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. | The non means tested grant.  
The means tested bursary.  
Additional allowances. |
| 14. You were settled in the UK but you have since exercised a right of residence elsewhere in the EEA | 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. | The non means tested grant.  
The means tested bursary.  
Additional allowances. |

**NB:** If you’re 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
<p>| | | |</p>
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</table>
| **immediately before the period of ordinary residence.** | 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. | 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. |
| **15. An EU national (including a UK National) on the first day of the first academic year of the course or you are the family member of such a person who is not or has not been ordinarily resident in the UK** | **NB:** 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. |   |
| **16. An EU national, other than a UK national** | 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.  
**NB:** If you’re 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. | The non means tested grant.  
The means tested bursary.  
Additional allowances. |
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

| 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. |
| The non means tested grant. |
| The means tested bursary. |
| Additional allowances. |

18. The child of a Turkish worker

| 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, Switzerland or Turkey throughout the 3 year period preceding the first day of the first academic year of your course. |
| The non means tested grant. |
| The means tested bursary. |
| Additional allowances. |

**Applying for an NHS Bursary (September 2015 to August 2016)**

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.

**Continuing students**

If your course recommences during **September - December 2015** and you have already been in receipt of an NHS Bursary for a previous academic year or years, you will be contacted between February and April 2015 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 during **January – May 2016**, you will be contacted between October 2015 and January 2016 to remind you that you now need to reapply online, through your Bursary Online Support System (BOSS) account, for your next academic year.

Continuing students should check the information on our website (on the Continuing Students web page) 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 apply and provide all the necessary supporting information and/or documentation by the specified deadline, the assessment and payment of your award could be delayed.

If you do not reapply for your bursary and send off all requested supporting information within six months of the start date of your academic year, your application will be rejected and you will not receive any of your entitlement for that academic year or have your course tuition fees paid by the NHS.

Once we have received and scanned your supporting evidence, you will receive an email from us to indicate your activity status in BOSS has changed from ‘pended’ to ‘active’ and explain what the next steps are in the assessment process.

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. Once we have assessed your entitlement, we will send you 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 - 2015/16**

New students should wait until they receive an offer of an NHS funded place from their university then consult our [website](#) for information about when they should create a BOSS account, make their first bursary application and what the deadlines for submitting the online forms and supporting evidence to us are. **No invites to apply for a bursary are sent out to new students.**

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.

If you do not apply for your bursary and send off all requested supporting information within six months of the start date of your academic year, your application will be rejected and you will not receive any of your entitlement for that academic year or have your course tuition fees paid by the NHS.
Once we have received and scanned your supporting evidence, you will receive an email from us to indicate your activity status in BOSS has changed from ‘pended’ to ‘active’ and explain what the next steps are in the assessment process.

Any amount you may be entitled to for the forthcoming academic year will be calculated, based on the NHS Bursary Scheme Rules relevant to the academic year for which you are making an application and the information you provide to us. Once we have assessed your entitlement, we will send you 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 first academic year.

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 (New Scheme Rules students only).
- A means tested bursary (all Schemes).
- A non-income assessed student loan from Student Finance England (all Schemes).

If you are undertaking any NHS commissioned course at postgraduate level, you should consult [Student Finance England](https://www.studentfinance.gov.uk) for more information regarding the type of additional loan support that may be available to you.
How will I know my application has been assessed?

You create a BOSS account and complete and submit all the required online forms.

We will email you a list of the supporting evidence you must send in. A copy of this email is stored in the Documents section of your BOSS account.

Your status in BOSS changes to ‘active’.

If your status in BOSS changes to ‘approved’.

Your overall status at top of page will state ‘Enrolment Approval Required’. This status will not show for Medical/Dental students.

Look in your BOSS account Payment Schedule to see what your bursary payments will be. Your monthly instalments are broken down by basic award and any additional allowances, e.g. childcare, if appropriate.

When we receive confirmation from your University that you are attending your course, your overall status will change to ‘in Payment’. Medical/Dental students will go straight to this from ‘approved’ once a SUG 99 MED is received from your University.

You send in all of the requested supporting evidence with your student coversheet in one go as soon as it is available.

Your status in BOSS shows as ‘pending’.

If your status in BOSS goes back to ‘pending’.

We will send you another reminder email requesting any missing supporting evidence. Try to send in all your evidence at once. Sending it to us separately causes delays to your application being assessed.

You will receive an email stating why this is the case.

Your application is submitted but we are waiting for all of your evidence to be sent to us or for it to be scanned in. Your application is not being assessed whilst it is ‘pending’.

What does your status (activity/overall) in BOSS mean?

Pending
Your application is submitted but we are waiting for all of your evidence to be sent to us or for it to be scanned in. Your application is not being assessed whilst it is ‘pending’.

Active
Your application is awaiting assessment/being assessed.

Approved
Your application has been approved and is awaiting payments being released.

Rejected
Your application has been rejected.

Enrolment Approval Required
Your application has been approved and you are awaiting confirmation from your University that you have enrolled and attended the first day of your course.

In BOSS your ‘Overall Status’ always appears at the top of the page under your name. Your ‘Activity Status’ is shown under ‘Activities’ on the Student Details tab.
How will my bursary be paid?

Continuing students (both 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 your Bursary entitlement will be paid over 10 instalments from September to June. Please consult your BOSS account Payment Schedule to confirm if this applies to you.

New students

Once we receive confirmation from your university that you have enrolled on your course and attended your first day, your first bursary payment will be made within 10 working days (provided we have received and assessed your completed BOSS application form and all supporting evidence and approved your entitlement).

New students, apart from medical/dental, always receive a double bursary instalment in the first payment then the next payment will be in month three.

Medical/dental students

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 window deadline).

Payment method (all students)

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.
Please note that in order for payments to be available in your bank account on a Friday, we send any due payments to your bank six working days prior. So, if you are updating your bank details, you will need to do this at least six working days before a payment is going to be made to you, in order to receive that payment into your new bank account.

**NHS Bursary rates for 2015/16**

**New Scheme Rules students**

Basic NHS Bursary rates payable to full time students for the 2015/16 academic year are set out below.

<table>
<thead>
<tr>
<th>Attending a university in London and living in lodgings/own home</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Means tested bursary</strong></td>
</tr>
<tr>
<td>Up to £3,191 per year</td>
</tr>
<tr>
<td><strong>Non means tested grant</strong></td>
</tr>
<tr>
<td>£1,000 (courses on or after 1 September 2012)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attending a university outside London and living in lodgings/own home</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Means tested bursary</strong></td>
</tr>
<tr>
<td>Up to £2,643 per year</td>
</tr>
<tr>
<td><strong>Non means tested grant</strong></td>
</tr>
<tr>
<td>£1,000 (courses on or after 1 September 2012)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Living in the parental home (all areas)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Means tested bursary</strong></td>
</tr>
<tr>
<td>Up to £2,207 per year</td>
</tr>
<tr>
<td><strong>Non means tested grant</strong></td>
</tr>
<tr>
<td>£1,000 (courses on or after 1 September 2012)</td>
</tr>
</tbody>
</table>

**Old Scheme Rules students**

The 2015/16 basic bursary rates for Old Scheme Rules degree level students, based on course duration of 30 weeks and 3 days are shown below.
Course tuition fees – both Schemes

If you are personally eligible 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 university by the relevant NHS commissioning authority. For medical/dental students Student Services will pay the standard course tuition fee contribution directly to your university on your behalf.

The non means tested grant - (New Scheme Rules students only)

The non means tested grant in 2015-16 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 means tested 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

Both Schemes

If you are attending your course on a part time basis, and you are personally eligible, the non means tested grant and any means tested 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

The means tested bursary (all New Scheme Rules students and Old Scheme degree-level students only)

Where appropriate, your unearned income and/or the earned and unearned income of your parents, spouse, partner\(^1\) or civil partner\(^2\), will be taken into account to calculate your NHS Bursary award. The amount of means-tested bursary you could receive will be reduced in proportion to that income, minus certain allowable expenses.

In contrast, any casual earnings you receive whilst you are a full time student (such as from evening or weekend work) will not affect your bursary entitlement.

If you are attending your course on a part-time basis, any income you receive from employment undertaken during the academic year will be taken into account in the assessment of your means tested bursary entitlement.

\(^1\) 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.
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 you are single.

**Will you be classed as ‘independent’ or ‘dependent’? (All New Scheme Rules students and Old Scheme Rules degree-level students only)**

The Student Status Calculator available on our website will help you determine if you will be classed as dependent on your parents) or independent when calculating your entitlement to a basic award.

**Independent students**

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 declared.

A spouse, partner or civil partner’s contribution will only apply to independent students who are married, co-habitating or in a civil partnership.

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

1. 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. Self-support from your own income or earnings for periods totalling at least 36 months can include:
   - periods of employment where you have worked 16 hours a week or more
   - periods where you were in receipt of state 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

2. You have been married or in a civil partnership at the start of the academic year.

---

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 any of the other criteria listed here and only then will their partner's income be taken into account for the bursary calculation.
3. You have no living parents.

4. You are permanently and irreconcilably estranged from both of your parents.

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, Student Services 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 instead 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. Student Services will also need written evidence from an external body, professional person or authority, to substantiate their claim. All information provided is treated in the strictest confidence.

5. Your parents cannot be found or it is not reasonably practicable to get in touch with them.

6. You are a care leaver.

7. You are a member of a religious order who lives in a house belonging to that order.

8. 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 would not be reasonably practicable for them to send any such contribution to the UK.

9. You are responsible or you have joint custody for the care of a person under the age of 18 who is dependent on you.
Dependent students

If you do not meet any of the criteria for independent status, 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 forthcoming academic year; this may be taken into account in the assessment of your NHS Bursary entitlement.

However, 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.

- pensions
- bank or building society interest
- income from renting out property or from a lodger
- profit from dividends and shares
- taxable social security benefits

However, certain disregards of income will also be used to reduce this amount. Please see the table on the next page.
<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>Up to £3,959</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 (Income Tax, National Insurance contributions, mortgage or rent), which may also help to reduce the income you declare.

**Parent, spouse, partner or civil partner contribution**

This section applies to students 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 2015/16 academic year, the applicable financial year will be the period running from 6 April 2014 to 5 April 2015.

The expenses that we can take into account to offset against a parent, spouse, partner or civil partner’s 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 means tested bursary you are awarded.

<table>
<thead>
<tr>
<th>Contribution rate for parent(s), spouse, civil partner or partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the residual income is:</td>
</tr>
<tr>
<td>Under £24,279</td>
</tr>
<tr>
<td>£24,279</td>
</tr>
<tr>
<td>£25,000</td>
</tr>
<tr>
<td>£27,500</td>
</tr>
<tr>
<td>£30,000</td>
</tr>
<tr>
<td>£32,500</td>
</tr>
<tr>
<td>£35,000</td>
</tr>
<tr>
<td>£37,500</td>
</tr>
<tr>
<td>£40,000</td>
</tr>
<tr>
<td>£42,500</td>
</tr>
</tbody>
</table>
Nil awards

New Scheme Rules students

If the amount shown in the ‘contribution’ column is more than your maximum bursary entitlement would be, the actual amount of means tested 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.

Old Scheme Rules students

If the amount shown in the ‘contribution’ column is more than your 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.

If you are eligible to apply for an NHS Bursary but believe you will be awarded a £0.00 means tested bursary after income assessment due to, for example, your household income being over the threshold, or your parents/spouse/partner do not wish to declare their income, you must still make an application in order for us to pay the standard course tuition fees contribution and, if you are a New Scheme Rules student, award you the £1000 non means tested grant.

If your parent(s), spouse, civil partner or partner do not wish to declare their income, in order to save time they should answer ‘no’ to this question on the online form. This means

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Assessment</th>
<th>Nil Rate</th>
<th>Maximum Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>£45,000</td>
<td>£2,226</td>
<td>£92,500</td>
<td>£7,226</td>
</tr>
<tr>
<td>£47,500</td>
<td>£2,489</td>
<td>£95,000</td>
<td>£7,489</td>
</tr>
<tr>
<td>£50,000</td>
<td>£2,752</td>
<td>£97,500</td>
<td>£7,752</td>
</tr>
<tr>
<td>£52,500</td>
<td>£3,015</td>
<td>£98,000</td>
<td>£7,805</td>
</tr>
<tr>
<td>£55,000</td>
<td>£3,278</td>
<td>£98,500</td>
<td>£7,857</td>
</tr>
<tr>
<td>£57,500</td>
<td>£3,541</td>
<td>£99,000</td>
<td>£7,910</td>
</tr>
<tr>
<td>£60,000</td>
<td>£3,805</td>
<td>£99,833</td>
<td>£7,998</td>
</tr>
<tr>
<td>£62,500</td>
<td>£4,068</td>
<td></td>
<td></td>
</tr>
<tr>
<td>£65,000</td>
<td>£4,331</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Old Scheme rules student rates end here but for students on New Scheme rules 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.
you will receive a ‘fees only bursary’ and you will not be entitled to any means tested bursary additional allowances e.g. childcare.

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 if you meet the eligibility criteria the NHS will pay the standard course tuition fee contribution on your behalf, but you will not receive the means tested bursary and you will not be entitled to claim for any of the additional allowances (with the exception of Disabled Students Allowance).

New 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 – (both Schemes)

These are extra payments which may be paid in addition to the non means tested grant (New Scheme Rules students only) and any basic 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

Extra Weeks Allowance - (all New Scheme rules students and Old Scheme rules degree-level students only)

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 2015/16 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 (Old and New Scheme rules)

Dependants Allowance (all students)

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

This is a means tested 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>Mortgage payments</td>
</tr>
<tr>
<td>Maintenance (via a court order or Child Support Agency arrangement)</td>
<td>Rent</td>
</tr>
<tr>
<td>Pensions</td>
<td>Maintenance payments</td>
</tr>
<tr>
<td>Bank or Building Society interest</td>
<td>Taxable social security benefits</td>
</tr>
<tr>
<td>Other unearned income</td>
<td></td>
</tr>
<tr>
<td>Income from land, property or furnished lettings</td>
<td></td>
</tr>
</tbody>
</table>
Dependants Allowance rates – New Scheme Rules

Declared expenses from your Dependants Allowance application are deducted from the income declared to give a 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 2015/16 academic year (per annum).

- **Spouse/civil partner/partner or first child**
  - Up to **£2,448**

- **Each subsequent child**
  - Up to **£549 per child**

Dependants Allowance rates – Old Scheme Rules (Degree level students only)

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 2015/16 academic year (per annum).
If your spouse, partner or civil partner will be a full time student in 2015/16 (All students)

If your spouse/partner or civil partner will be in receipt of publicly funded student support, such as a student loan and/or grant from Student Finance or an NHS Bursary in their own right, we will not be able to award you any Dependents 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 your spouse/civil partner/partner is in receipt of any 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 Dependants 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 Dependants 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.

**New Scheme Rules**

This will pay up to £1,204 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.

Old Scheme Rules – Degree level students

This will pay up to £1,329 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 – all students

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 means testing, 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 Dependants 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 £128.78 per week for one child and £191.45 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.

Childcare reconciliation

When you apply for the NHS Bursary Childcare Allowance before the start of your academic year, you will only be asked to provide an estimate of what you expect your costs to be. If your application for Childcare Allowance is approved, your first few payments of the allowance are based solely on those estimates.

In order to ensure that you are receiving the correct amount of Childcare Allowance, you will then be asked to verify your childcare costs by sending in a completed Childcare reconciliation form and receipts from your childcare provider/s four times per academic year. Your childcare provider/s will also have to complete the Childcare reconciliation form to verify your costs each time.
On receipt of this information, we will reconcile your estimated childcare costs against the amount that you have actually paid out for childcare during the reconciliation period. This calculation will be based solely on the information and receipts you provide to us.

More detailed information is available from Ask Us where you can find the answers to your queries 24 hours a day, 7 days a week. For a detailed overview about the Childcare Allowance please read the Help with childcare costs for NHS Bursary students booklet on our website.

**Practice Placement Expenses (PPE) – all students**

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 arising from attendance at practice placements reimbursed to them, providing the claim is made within six months of the cost being incurred.

**How to claim PPE**

PPE claim forms are available from the Student Forms section of our website. Please only download a form when you need it to ensure you are using the latest version available.

Your university should then authorise your completed claims and post them to Student Services on your behalf. You **must** ensure that you provide your university with a copy of your student coversheet which can be printed from the ‘Documents’ section of your BOSS account, as PPE claims received without these cannot be processed.

Information and guidance is available from our booklet *A step by step guide to completing your PPE claim form* which is available from the Student Booklets section of our website.

**New Scheme Rules students**

**Key facts:**

- Students who are entitled to at least the £1,000 non means tested grant are eligible to apply for the reimbursement of some of their travel and accommodation expenses whilst attending a compulsory practice placement.

- Claims must be received by NHS Student Bursaries within six months of the last day of the placement otherwise they will not be reimbursed.
• Students can claim for certain costs associated with a placement in the UK or overseas if it is a necessary part of the course.

• The cost of your daily return journey to your placement must be **more than** the cost of your daily return journey to your university in order for you to be able to make a claim.

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

and

• the daily cost of the return journeys between your normal/term time accommodation and your university/normal place of study

### 2015/16 rates for PPE

<table>
<thead>
<tr>
<th>Cost</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel costs</strong></td>
<td></td>
</tr>
<tr>
<td>Public transport</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Pedal cycle</td>
<td>20p per mile</td>
</tr>
<tr>
<td>Parking, tolls and ferries</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Motor vehicle up to 125cc</td>
<td>27p per mile</td>
</tr>
<tr>
<td>All other motor vehicles over 125cc</td>
<td>27p per mile</td>
</tr>
<tr>
<td>Passenger(s)</td>
<td>5p per passenger per mile</td>
</tr>
<tr>
<td><strong>Temporary accommodation costs</strong></td>
<td></td>
</tr>
<tr>
<td>Commercial accommodation (e.g. hotel, bed and breakfast)</td>
<td>Up to £55 per night</td>
</tr>
<tr>
<td>Non-commercial accommodation</td>
<td>Up to £25 per night</td>
</tr>
</tbody>
</table>
New Scheme Rules students: 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

- Your own motor vehicle
  - 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 costs – what New Scheme Rules students can claim

- The cost of any temporary accommodation (up to the maximum limits) 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.
Examples: reimbursement for placement travel costs - New Scheme Rules students

**Student A's** normal daily travel to university using his own car is 23 miles return per day
- 23 miles x 0.27p = £6.21 per day

**Student A** travels to placement which is 48 miles return per day
- 48 miles x 0.27p = £12.96 per day
- Student is on placement for 6 weeks at 5 days per week = 30 days
- 30 days x £12.96 = £388.80

**Student A** is entitled to reimbursement of £247.50, calculated as follows:
- travel to university £6.21 per day x 30 days = £186.30
- travel to placement = £388.80
- £388.80 - £186.30 = £202.50
Student B's normal daily travel to university by bus is £5.80 return per day. Her placement is for four weeks duration 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 miles x 0.27p = £7.02 per day

Student C travels to placement by car which is 14 miles return per day
• 14 miles x 0.27p = £3.78 per day

Student C is not entitled to reimbursement because her travel costs to and from her placement are not in excess of her normal daily travel.
### Example – reimbursement of placement accommodation costs (New Scheme Rules students)

<table>
<thead>
<tr>
<th>Student A</th>
<th>is staying in a B&amp;B whilst attending a placement. The placement is for 6 weeks (Monday to Friday) and the B&amp;B accommodation costs £35 per night.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As the maximum rate for commercial accommodation is £55 per night, student A is entitled to claim the maximum cost of £35 per night.</td>
</tr>
<tr>
<td></td>
<td>£35 per night for 30 nights = <strong>£1,050</strong></td>
</tr>
<tr>
<td>Student A</td>
<td>also travels back to her term-time residence at weekends during the 6 week placement, using her own car, so she claim the difference between the cost of one return journey per week, which is 65 miles and the cost of her normal daily travel to university.</td>
</tr>
<tr>
<td></td>
<td>Normal daily return mileage to university is 14 miles:</td>
</tr>
<tr>
<td></td>
<td>14 miles x 27p = £3.78 per day</td>
</tr>
<tr>
<td></td>
<td>Cost of one return journey to placement = (65 miles x 27p) <strong>£17.55 per return journey</strong></td>
</tr>
<tr>
<td></td>
<td>£17.55 less £3.78 = £13.77</td>
</tr>
<tr>
<td></td>
<td>6 x £13.77 = <strong>£82.62</strong></td>
</tr>
<tr>
<td></td>
<td>At the end of her placement, Student A can claim £1,050 for accommodation and £82.62 for travel; Total = <strong>£1,132.62</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student B</th>
<th>is staying in non-commercial accommodation whilst attending a placement. The placement is for 4 weeks (Monday to Friday) and the accommodation costs him £28 per night.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As the maximum rate for non-commercial accommodation is £25 per night, student B is only entitled to claim £25 for each night.</td>
</tr>
<tr>
<td></td>
<td>£25 per night for 20 nights = <strong>£500</strong></td>
</tr>
<tr>
<td>Student B</td>
<td>also travels back to his term time residence at weekends during the 4 week placement, using his own car, so he can claim the cost of one return journey per week, which is 55 miles, less the cost of his normal daily mileage to university:</td>
</tr>
<tr>
<td></td>
<td>Normal daily return mileage to university is 10 miles:</td>
</tr>
<tr>
<td></td>
<td>10 miles x 27p = £2.70 per day</td>
</tr>
<tr>
<td></td>
<td>Cost of one return journey to placement = (55 miles x 27p) <strong>£14.85 per return journey</strong></td>
</tr>
<tr>
<td></td>
<td>£14.85 less £2.70 = £12.15</td>
</tr>
<tr>
<td></td>
<td>4 x £12.15 = <strong>£48.60</strong></td>
</tr>
<tr>
<td></td>
<td>At the end of his placement, Student B can claim £500 for accommodation and £48.60 for travel; <strong>Total = £548.60.</strong></td>
</tr>
</tbody>
</table>
Practice Placement Expenses - Old Scheme Rules students

Key facts

- All students (except those who are eligible for an EU Fees Only bursary) are entitled to apply for the reimbursement of their travel and accommodation expenses whilst attending a compulsory practice placement.

- The cost of your daily return journey to your placement must be more than the cost of your daily return journey to your university.

- Claims must be received by NHS Student Bursaries within six months of the last day of the placement otherwise they will not be reimbursed.

- Students can claim for certain costs associated with a placement in the UK or overseas.

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

- the cost of daily travel to and from your normal/term time accommodation to your practice placement site and back

  and

- the daily cost of the return journeys between your normal/term time accommodation and your university/normal place of study
2015/16 rates for PPE:

<table>
<thead>
<tr>
<th>Cost</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel costs</strong></td>
<td></td>
</tr>
<tr>
<td>Public transport</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Pedal cycle</td>
<td>20p per mile</td>
</tr>
<tr>
<td>Parking, tolls and ferries</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Motor vehicle up to 125cc</td>
<td>27p per mile</td>
</tr>
<tr>
<td>All other motor vehicles over 125cc</td>
<td>27p per mile</td>
</tr>
<tr>
<td>Passenger(s)</td>
<td>5p per passenger per mile</td>
</tr>
<tr>
<td><strong>Temporary accommodation costs</strong></td>
<td></td>
</tr>
<tr>
<td>Commercial and non-commercial</td>
<td>Cost of <strong>normal accommodation</strong> for the same period, plus 10%.</td>
</tr>
<tr>
<td>accommodation (e.g. hotel, bed and</td>
<td></td>
</tr>
<tr>
<td>breakfast)</td>
<td></td>
</tr>
</tbody>
</table>

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 costs: what Old Scheme Rules 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. (You will either be reimbursed for the actual cost of the temporary accommodation, or for the cost of retaining your term-time accommodation during the period in question if that is greater.)

- 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 able to claim for the cost of air fares to reach the country in which your placement is situated, but you can claim for reimbursement of travel and accommodation costs whilst you are there, the same as those associated with a UK-based placement.

The travel disregard

When your NHS Bursary entitlement for 2015/16 is assessed, your Notification of Award will be available to view in your BOSS account. This will indicate whether you have a travel disregard or not.

The example on the next page explains what happens when a student has a travel disregard after means testing.
1. In November 2014, a 2007 Scheme student submits a travel claim for £90.37.
   Her travel disregard figure at the beginning of the 2015/16 academic year is £350.

2. £350 less £90.37 = £259.63.

3. The student's Travel Disregard figure is now £259.63.
   The student does not receive any reimbursement for his placement expenses on this occasion.

4. In February 2016, the student submits a further travel and accommodation claim for £320.75.
   £320.75 less £259.63 = £61.12.

5. 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 2015/16 academic year (which are in line with current arrangements) will be met in full.
Disabled Students Allowance (DSA)

A student will be eligible to apply for DSA if they are likely to satisfy the definition of a disabled person contained in the Equality Act 2010. A person has a disability if he or she has a physical or mental impairment and the impairment, has a substantial and long term effect on the student’s ability to carry out normal day to day activities.

Students in receipt of an EU Fees Only bursary are not eligible for DSA.

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 is fees only or means tested.

Please provide evidence of your disability once your DSA application has been submitted. If you have more than one medical condition, you should provide evidence of each of them.

You can do this by providing an up to date, original letter from your GP or specialist detailing the following:

- your disability
- the effect your disability has on your ability to carry out day to day activities
- whether the condition is recoverable

You cannot use proof of your benefits (such as Disability Living Allowance or Personal Independence Payment) as evidence of your disability.

If you have a specific learning difficulty, please send us a full psychologist’s report. If the diagnosis was carried out before you were 16, you will need an ‘Assessment of Performance Attainment’ (‘top-up’ diagnosis).

**We cannot pay any costs associated with providing the diagnostic evidence.**

Once you have completed and submitted your DSA application through BOSS, you must send your supporting medical evidence to:

NHS Student Bursaries
Ridgway House
Northgate Close
Middlebrook
Horwich
Bolton
BL6 6PQ
Don’t forget to include a copy of your student coversheet with everything you post to us. This can be printed from the ‘Documents’ section of your Bursary Online Support System (BOSS) account.

Make sure you send everything to us by Special Delivery post and include a self-addressed envelope with Special Delivery pre-paid on it so you can track the return of your documents once they leave us.

If you don’t include a pre-paid return envelope, unfortunately we will be unable to return these documents to you.

Your documents will be scanned and if you include a self-addressed return envelope with the postage paid on it, we can return them to you within 15 working days of receipt.

Once you have completed an online DSA application and we have received and scanned all suitable medical evidence, we will assess your entitlement to DSA within 10 working days.

We will send you a letter by email to inform you of our decision and if your application is successful, you will be advised to go for a Needs Assessment at a DSA-QAG approved Assessment Centre.

If specialist equipment has been recommended and agreed, a payment will be made into your bank account within 15 working days, to cover the cost of the agreed quote. You will be required to supply receipts for this.

We strongly advise that you contact the Disability Adviser at your university, as they may be able to assist you in the arrangement of your assessment. If you have any problems finding an Assessment Centre near to you, the DSA-QAG (Quality Assurance Group) website provides contact details for a variety of Assessment Centres in the UK. You can find out more by visiting www.dsa-qag.org.uk.

Please do not arrange a Needs Assessment until you have been advised by us that your DSA application has been approved and that you should now arrange a Needs Assessment.

We will normally pay for the Needs Assessment, but if your application for DSA is not approved and you have already had a Needs Assessment, you will have to meet the cost yourself.

No contribution will be required from your income or that of your family towards this allowance.
The diagram below shows the 2015/16 rates for DSA for all students:

Maternity, maternity support and adoption leave arrangements (all students)

A student who is eligible for a full bursary is entitled to a maternity award of up to 12 months maintenance award in respect of maternity leave authorised by the university providing the course.

A maternity award may include all elements of the maintenance award except those relating to actual attendance on the course such as:

- PPE
- Childcare Allowance
- elements of DSA which relate to attendance on the course

A bursary 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.
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 details of the NHS Bursary Scheme maternity arrangements are covered in our Ask Us service.

Other help available – all students

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 (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.

Student loans are not available to Old Scheme Rules DipHE students.

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.
Hardship funds

If you are experiencing financial difficulties and you have exhausted all other forms of support, your university may be able to help you, either through hardship funds or by finding other sources of support for you. You should contact your university for further information. If you are applying for hardship funding, you will normally be expected to have applied for a NHS Bursary and a student loan (if you are eligible for one).

The NHS Hardship Grant for Medical and Dental Students (both Schemes)

The hardship grant has been made available to medical and dental students only, due to the length of the courses and the other funding that is available. A grant of between £100 and £3,000 can be made to assist a student in genuine financial hardship.

To be eligible for a medical and dental hardship grant a student must be:

- on a course leading to registration as a doctor or dentist
- eligible for a full bursary (both tuition fees and basic bursary)
- in genuine hardship
- Unable to manage any shortfall between income and expenditure by their own actions.

An application for hardship funding must include:

- evidence of income and expenditure
- university approval of the hardship application
- Evidence that the student has applied for all other available funding.

Payments will not be made if the student has chosen not to take up their full student loan entitlement and any other form of funding or financial assistance that may be available to them.

Applications should be made in writing, attaching details and evidence of their personal financial circumstances and a copy of their student coversheet (available to print from the ‘Documents’ section of their BOSS account) to:

The Operations Manager
NHS Student Bursaries
Hesketh House
200-220 Broadway
Fleetwood
Lancashire

FY7 8SS

Students must send evidence that they have already applied for a student loan and any other relevant forms of funding/financial assistance, such as Access to Learning funds. Applications cannot be considered if the student has not already tried to access these other forms of support first.

All applications will be treated in the strictest confidence