



Department  
of Health

# The NHS Bursary Scheme New Rules

## Fifth Edition

For students who started their course on or after 1  
September 2012

**NOTE:** Students who started their course before 1 September 2012 should  
consult the NHS Bursary Scheme old rules.

**Fifth Edition rules are for the academic year from 1  
September 2016 to 31 August 2017.**

Fifth Edition, Version 2.

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# The NHS Bursary Scheme New Rules

Fifth Edition

For students who started their course on or after 1 September 2012.

**RULES FOR THE ACADEMIC YEAR FROM  
1 SEPTEMBER 2016 TO 31 AUGUST 2017**

## **Disclaimer**

Students and prospective students should not rely on the current NHS Bursary rules and allowances when planning for subsequent academic years. These rules may be subject to review in the future and as a result may change. Further information about the NHS Bursary Scheme will be posted on the [NHS Business Services Authority website](#). Students are advised to check the website on a regular basis. The Department of Health and NHS Student Services will not accept responsibility for loss of any type suffered by students who have relied on current rules and allowances whether for the current academic year, academic year to begin or indeed for subsequent academic years.

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# Introduction

- i. In 1968, Parliament gave the Secretary of State for Health the power to provide training for people considering employment in the National Health Service (NHS), and to pay allowances to people who have accepted places on these courses<sup>i</sup>. These allowances are known as NHS Bursaries. (A bursary is a traditional name for a financial allowance given to help a student meet the costs of study).
- ii. Since then, successive Secretaries of State have developed rules to ensure that NHS Bursaries are paid fairly and consistently. They have also developed administrative arrangements to ensure that they are paid efficiently in line with the rules. These rules and administrative arrangements are known collectively as “The NHS Bursary Scheme”.
- iii. Because of the large number of allowances paid under the rules, the Secretary of State has directed the NHS Business Services Authority (BSA) to administer the NHS Bursary Scheme on his behalf<sup>ii</sup>. Although the NHS Bursary Scheme is administered by the BSA, the Secretary of State retains overall responsibility for the scheme.
- iv. In 2011, the Secretary of State decided, following consultation, to make substantial changes to the rules of the NHS Bursary Scheme for students starting their courses on or after 1 September 2012. There are therefore two different sets of rules applicable to students depending on when their course first started. This document sets out the new rules which apply to students who started their course on or after 1 September 2012. The rules for students who started their course before 1 September 2012 are set out in the seventeenth edition of ‘The NHS Bursary Scheme Old Rules’. In each case the rules apply in relation to the academic year starting on or after 1 September 2016 but before 31 August 2017.
- v. On 25 November 2015, it was announced that, from 1 August 2017, new nursing, midwifery and allied health students will no longer receive NHS Bursaries. Instead, they will have access to the same student loans system as other students. A consultation into the new arrangements will be published during March 2016 and the detail will be confirmed following the consultation period.
- vi. Those familiar with the rules published in 2015 may find it helpful to read the summary of the changes in [appendix I](#).

- vii. The BSA can provide further assistance in understanding these rules. A number of other bodies also provide information on careers in the NHS health professions. These bodies are listed in [appendix II](#).

# Section 1 Summary of the NHS Bursary Scheme Rules

## The NHS Bursary Scheme for students who started their course on or after 1 September 2012

- 1.1 The following rules describe the circumstances under which the Secretary of State will pay allowances under Section 63(6) of the Health Services and Public Health Act 1968 to students who first started their course on or after 1 September 2012.
- 1.2 Any allowance paid under these rules is referred to as an NHS Bursary, and these rules, together with the administrative arrangements by which the NHS Business Services Authority (BSA) makes such payments on behalf of the Secretary of State, are referred to as the **NHS Bursary Scheme**.
- 1.3 Words and phrases which have a particular meaning in these rules appear in bold black typeface like **these words**. The particular meaning of these words or phrases can be found in the glossary in [section 14](#). Where the rules contain words and phrases like this they must be interpreted as having the meaning set out in the glossary.

## Application and Changes

- 1.4 These rules apply to students who started their course on or after 1 September 2012, and for the year from 1 September 2016 to 31 August 2017. They contain a number of changes from the Fourth Edition of the NHS Bursary Scheme rules published in 2015. These changes are summarised at [appendix I](#).

## The Principal Rule

- 1.5 The principal rule is that the **NHS Bursary Scheme** will provide an NHS Bursary to students who meet all the following conditions. These are that the student:
  - (a) is a person who is eligible under these rules, and
  - (b) is on an course which is eligible under these rules, and
  - (c) has applied for a bursary as prescribed by these rules, and
  - (d) has not been disqualified from receiving a bursary as a result of misconduct in relation to a previous application or award.

- 1.6 The students who are eligible under these rules are described in [section 2](#). The courses which are eligible are set out in [section 3](#). The procedure for applying for a bursary is set out in [section 12](#), and the rules relating to disqualification are described in [section 10](#).
- 1.7 It should be noted that a student's eligibility for an NHS Bursary is determined by the BSA, whereas a student's eligibility to be accepted onto an NHS commissioned course is determined by the higher education provider.

### What an NHS Bursary Provides

- 1.8 The **NHS Bursary Scheme** may provide a contribution towards a student's tuition fees as set out in [section 4](#). Where this is the only assistance for which a student is eligible, the bursary is known as a **fees only bursary**.
- 1.9 The **NHS Bursary Scheme** may also provide a **maintenance award** to assist students with the cost of attending the course. In this case the bursary is known as a **full bursary**. The rules on eligibility and the calculation of the amounts payable are set out in [section 5](#).
- 1.10 Where a student is eligible for a **full bursary**, the **maintenance award** may also include additional allowances, such as the disabled students allowance set out in [section 6](#), the reimbursement of costs associated with attending practice placements set out in [section 7](#), and a number of other allowances set out in [section 8](#).

### Changes in Circumstances

- 1.11 Where a student's circumstances change during a course, the rules setting out the consequences for any NHS Bursary are set out in [section 9](#).

### Conditions Attached to an Award

- 1.12 If an NHS Bursary is awarded under these rules, it will be awarded subject to the conditions set out in [section 10](#).

### Exceptions to the Normal Rules

- 1.13 There are a limited number of cases where exceptions to particular rules have been allowed. These exceptions, and the circumstances in which they have been granted, are set out in [section 11](#). Any student whose circumstances are the same as those described in this section is entitled to benefit from the relevant exception.

### Applying for a Bursary

- 1.14 The rules on applying for a bursary are set out in [section 12](#).



## Complaints and Appeals

- 1.15 Where a student is dissatisfied with the way an NHS Bursary application, bursary payment, or any other matter in relation to an NHS Bursary has been dealt with, the procedure for complaints and appeals is set out in [section 13](#).

## Glossary

- 1.16 Words and phrases in these rules which have a particular meaning are defined in the glossary in [section 14](#).

## Appendices

- 1.17 A summary of the changes in these rules compared to the rules published in 2014 is provided at [appendix I](#). A list of organisations which may be able to provide help and advice is provided at [appendix II](#), and some guidance on maternity, adoption and related awards is provided at [appendix III](#).
- 1.18 These appendices are provided for information and are not part of the rules themselves.

## Section 2 The People Eligible for an NHS Bursary

### Personal Eligibility

2.1 A student is eligible for an NHS Bursary if the student satisfies all of the following conditions. These are that the student:

- (a) is a **pre-registration student** of one of the **healthcare professions** listed in [table 2](#) who has not previously been registered in that **healthcare profession**; and
- (b) satisfies the general immigration and residence requirements set down by the Secretary of State for Health in [paragraph 2.2](#) and [table 1](#) below; and
- (c) satisfies, in the case of students of medicine or dentistry, the particular requirements at [paragraphs 2.4 to 2.6](#) below; and
- (d) satisfies, in the case of **non-medical** students, the requirements at [paragraph 2.7](#) below
- (e) is not attending the course on **secondment**; and
- (f) is not in receipt of support in excess of the value of an NHS Bursary by reason of sponsorship or assistance from another scheme (other than the **Student Loan Scheme** or the higher education provider's own hardship funds) as set out in [paragraph 2.8](#) below; and
- (g) is not held in custody while on or awaiting trial, or serving a prison sentence.

### General Immigration and Residence Requirements

2.2 The general immigration and residence requirements for NHS Bursaries are set out in [table 1](#). There is an immigration status in the first column and a residence requirement in the second column. A student must satisfy both the immigration status and residence requirement in at least one table entry in order to receive a bursary.

2.3 The third column of [table 1](#) sets out the type of bursary to which the student satisfying the associated immigration and residence requirements will be entitled. This can be either a **full bursary** or a **fees only** bursary.

Table 1: Immigration Status and Residence Requirements

| Immigration Status   | Associated Residence Requirements  | Eligibility   |
|--|--|---|
| <b>Persons who are settled in the UK</b>   |  |   |
| <p>(a) <b>Settled in the UK</b>, other than by having acquired the <b>right to permanent residence</b>, on the first day of the first academic year of the course.</p> | <p>(i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and</p> <p>(ii) has been <b>ordinarily resident</b> in the <b>UK</b> and <b>Islands</b> throughout the three years preceding the first day of the first <b>academic year</b> of the course, and</p> <p>(iii) whose residence in the <b>UK</b> and <b>Islands</b> has not during any part of the period referred to in entry (a) (ii) above, been wholly or mainly for the purpose of receiving <b>full-time</b> education, unless they are a person who is treated as <b>ordinarily resident</b> on account of their or their family's temporary absence abroad under the definition of <b>ordinarily resident</b> in the glossary.</p> | <p><b>Full Bursary</b></p> <p>Note: <b>UK nationals</b> who have always lived in the <b>UK</b> will qualify under this entry.</p> |
| <p>(b) <b>settled in the UK</b> by virtue of having acquired the <b>right to permanent residence</b>.</p>  | <p>(i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and</p> <p>(ii) has been <b>ordinarily resident</b> in the <b>UK</b> and <b>Islands</b> throughout the three years preceding the first day of the first <b>academic year</b> of the course, and</p> <p>(iii) in a case where the person's ordinary residence in entry (b)(ii) above was wholly or mainly for the purpose of receiving <b>full-time</b> education, was <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> and Switzerland immediately before the period of ordinary residence referred to in entry (b)(ii).</p>   | <p><b>Full Bursary</b></p>  |

Table 1 continues on the next page....

Table 1 Continued...

| Immigration Status   | Associated Residence Requirement   | Eligibility         |
|--|--|---------------------|
| <b>Refugees and their family members</b>   |  |                     |
| (c) A <b>refugee</b> .   | (i) <b>Ordinarily resident</b> in the <b>UK</b> and <b>Islands</b> and has not ceased to be so resident since the person was recognised as a <b>refugee</b> , and<br><br>(ii) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course.                | <b>Full Bursary</b> |
| (d) The spouse or civil partner of a <b>refugee</b> , and was the spouse or civil partner of the <b>refugee</b> on the date on which the <b>refugee</b> made the application for asylum.   | (i) <b>Ordinarily resident</b> in the <b>UK</b> and <b>Islands</b> and has not ceased to be so resident since being given <b>leave to enter or remain</b> in the <b>UK</b> , and<br><br>(ii) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course. | <b>Full Bursary</b> |
| (e) The <b>child of a refugee</b> or the child of the spouse or civil partner of a <b>refugee</b> , and on the date on which <b>the refugee</b> made the application for asylum was the <b>child of the refugee</b> or the child of a person who was the spouse or civil partner of the <b>refugee</b> on that date, and was under 18 on the date on which the <b>refugee</b> made the application for asylum. | (i) <b>Ordinarily resident</b> in the <b>UK</b> and <b>Islands</b> and has not ceased to be so resident since being given <b>leave to enter or remain</b> in the <b>UK</b> , and<br><br>(ii) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course. | <b>Full Bursary</b> |

Table 1 continues on the next page....

Table 1 Continued.

| Immigration Status   | Associated Residence Requirement   | Eligibility         |
|--|--|---------------------|
| <b>Persons granted humanitarian protection and their family members</b>  |  |                     |
| (f) A <b>person granted humanitarian protection</b> .  | (i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and<br><br>(ii) has been <b>ordinarily resident</b> in the <b>UK and Islands</b> throughout the three-year period preceding the first day of the first <b>academic year</b> of the course. | <b>Full Bursary</b> |
| (g) The spouse or civil partner of a <b>person granted humanitarian protection</b> , and was the spouse or civil partner of the <b>person granted humanitarian protection</b> on the date on which that person applied for asylum.   | (i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and<br><br>(ii) has been <b>ordinarily resident</b> in the <b>UK and Islands</b> throughout the three-year period preceding the first day of the first <b>academic year</b> of the course. | <b>Full Bursary</b> |
| (h) The <b>child of a person granted humanitarian protection</b> or the child of the spouse or civil partner of a <b>person granted humanitarian protection</b> , and on the asylum application date was the child of that person or the child of a person who was the spouse or civil partner of the <b>person granted humanitarian protection</b> on that date, and was under 18 on the asylum application date. | (i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and<br><br>(ii) has been <b>ordinarily resident</b> in the <b>UK and Islands</b> throughout the three-year period preceding the first day of the first <b>academic year</b> of the course. | <b>Full Bursary</b> |

Table 1 continues on the next page....

Table 1 Continued...

| Immigration Status  | Associated Residence Requirement  | Eligibility         |
|---|---|---------------------|
| <b>Workers, employed persons, self-employed persons and their family members</b>  |   |                     |
| (i) An <b>EEA migrant worker</b> or an <b>EEA self-employed person</b> , or a <b>family member</b> of such a person.                      | (i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and<br><br>(ii) has been <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> or Switzerland throughout the three-year period preceding the first day of the first <b>academic year</b> of the course. | <b>Full Bursary</b> |
| (j) A <b>Swiss employed person</b> or a <b>Swiss self-employed person</b> or a <b>family member</b> of such a person.                     | (i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and<br><br>(ii) has been <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> or Switzerland throughout the three-year period preceding the first day of the first <b>academic year</b> of the course. | <b>Full Bursary</b> |
| (k) An <b>EEA frontier worker</b> or an <b>EEA frontier self-employed person</b> , or a <b>family member</b> of such a person.            | Has been <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> or Switzerland throughout the three-year period preceding the first day of the first <b>academic year</b> of the course.   | <b>Full Bursary</b> |
| (l) A <b>Swiss frontier employed person</b> or a <b>Swiss frontier self-employed person</b> , or a <b>family member</b> of such a person. | Has been <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> or Switzerland throughout the three-year period preceding the first day of the first <b>academic year</b> of the course.   | <b>Full Bursary</b> |

Table 1 continues on the next page....

Table 1 Continued...

| Immigration Status  | Associated Residence Requirement  | Eligibility         |
|---|---|---------------------|
| (m) a person entitled to support by virtue of Article 12 of Regulation 1612/68 on Free Movement of Workers as extended by the <b>EEA</b> agreement. | (i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and<br><br>(ii) has been <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> and Switzerland throughout the three-year period preceding the first day of the first <b>academic year</b> of the course.  | <b>Full Bursary</b> |
| <b>Persons who are settled in the UK and have exercised a right of residence elsewhere</b>  |   |                     |
| (n) <b>Settled in the UK and has exercised a right of residence elsewhere.</b>  | (i) <b>Ordinarily resident</b> in the <b>UK</b> and <b>settled in the UK</b> immediately before leaving the <b>UK</b> , and<br><br>(ii) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and<br><br>(iii) <b>Ordinarily resident</b> in the territory comprising the <b>EEA</b> and Switzerland throughout the three-year period preceding the first day of the first <b>academic year</b> of the course, and<br><br>(iv) in a case where the person's ordinary residence referred to in entry (n)(iii) was wholly or mainly for the purpose of receiving <b>full-time</b> education, <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> and Switzerland immediately before the period of ordinary residence referred to in entry (n)(iii). | <b>Full Bursary</b> |

Table 1 continues on the next page....

Table 1 Continued...

| Immigration Status  | Associated Residence Requirement  | Eligibility              |
|---|---|--------------------------|
| <b>EU nationals</b>   |   |                          |
| (o) An <b>EU</b> national on the first day of the first <b>academic year</b> of the course, or a <b>family member</b> of such a person. | (i) <b>Ordinarily resident</b> in the territory comprising the <b>EEA</b> or Switzerland throughout the three-year period preceding <b>the</b> first day of the first <b>academic year</b> of the course, and<br><br>(ii) whose ordinary residence in the territory comprising the <b>EEA</b> or Switzerland has not, during any part of the period referred to in entry (o) (i) been wholly or mainly for the purpose of receiving <b>full-time</b> education, unless they are a person who is treated as <b>ordinarily resident</b> on account of their or their family's temporary absence abroad under the definition of <b>ordinarily resident</b> in the glossary.                | <b>Fees Only Bursary</b> |
| (p) An <b>EU</b> national on the first day of the first <b>academic year</b> of the course, other than a <b>UK national</b> .           | (i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and<br><br>(ii) <b>ordinarily resident</b> in the <b>UK</b> and <b>Islands</b> throughout the three-year period immediately preceding the first day of the first <b>academic year</b> of the course; and<br><br>(iii) in a case where the persons <b>ordinary residence</b> referred to in entry (p) (ii) was wholly or mainly for the purpose of receiving <b>full-time</b> education, was <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> and Switzerland immediately prior to the period of ordinary residence referred to in entry (p)(ii). | <b>Full Bursary</b>      |

Table 1 continues on the next page....



Table 1 Continued...

| Immigration Status   | Associated Residence Requirement   | Eligibility         |
|--|--|---------------------|
| <b>Children of Swiss Nationals</b>   |  |                     |
| (q) A <b>child of a Swiss national</b> exercising their free movement rights in the UK <sup>1</sup> is entitled to support in the <b>UK</b> by article 3(6) of annex 1 of the <b>Swiss agreement</b> . | (i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and<br><br>(ii) <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> or Switzerland throughout the three-year period preceding the first day of the first <b>academic year</b> of the course, and<br><br>(iii) in a case where the persons <b>ordinary residence</b> referred to in <b>entry (q) (ii)</b> was wholly or mainly for the purpose of receiving <b>full-time</b> education, was <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> and Switzerland immediately prior to the period of ordinary residence referred to in <b>entry (q)(ii)</b> . | <b>Full Bursary</b> |
| <b>Children of Turkish Workers</b>   |  |                     |
| (r) The <b>child of a Turkish worker</b> .   | (i) <b>Ordinarily resident</b> in the <b>UK</b> on the first day of the first <b>academic year</b> of the course, and<br><br>(ii) has been <b>ordinarily resident</b> in the territory comprising the <b>EEA</b> , Switzerland and Turkey throughout the three-year period preceding the first day of the first <b>academic year</b> of the course.  | <b>Full Bursary</b> |
|  |  |                     |

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<sup>1</sup> Applicable to students who started their course from 2013/14

| <b>Persons with leave to remain from September 2016</b>     |   |                     |
|---|---|---------------------|
| (s) A person who has leave to remain in the UK <sup>2</sup> | <p>On the first day of the first <b>academic year</b> of the course:</p> <ul style="list-style-type: none"> <li>(i) is <b>ordinarily resident</b> in the <b>UK</b>, and</li> <li>(ii) has been <b>ordinarily resident</b> in the <b>UK</b> and <b>Islands</b> throughout the 3 year period immediately preceding the first day of the first academic year of the course, and</li> <li>(iii) whose residence in the <b>UK</b> and <b>Islands</b> has not during any part of the period referred to in entry (s) (ii) above, been wholly or mainly for the purpose of receiving <b>full-time</b> education and</li> <li>(iv) is aged under 18 years and has lived in the <b>UK</b> throughout the seven year period preceding the first day of the first <b>academic year</b> of the course or</li> <li>(v) is aged 18 years or above and preceding the first day of the first <b>academic year</b> of the course, has lived in the <b>UK</b> throughout either: <ul style="list-style-type: none"> <li>- half their life or</li> <li>- a period of twenty years<sup>3</sup></li> </ul> </li> </ul> | <b>Full Bursary</b> |

### Additional requirements for Medical and Dental Students

2.4 Each **UK** country is responsible for its own medical and dental students, wherever they study in the **UK**. Because of this, and in addition to the general immigration and residence requirements set out at [paragraph 2.2](#) and [2.3](#) and in [table 1](#) above, the **NHS Bursary Scheme** will only provide bursaries for medical and dental students who are either:

- (a) **Ordinarily resident** in England on the first day of the first **academic year** of their course; and whose residence in England is not wholly or mainly for the purpose of receiving **full-time** education or

<sup>2</sup> Applicable to students from September 2016/17

<sup>3</sup> The minimum residency period is capped at twenty years for those aged 40 and over.

- (b) Are not **ordinarily resident** in the **UK** or **Islands** but qualify for an NHS Bursary under the provisions in [entries \(k\), \(l\), or \(o\) in table 1](#) above.

2.5 For the purposes of paragraph 2.4, a person who is **ordinarily resident** in England, Wales, Scotland, Northern Ireland or the Islands, as a result of having moved from another of those areas for the purpose of undertaking:

- (a) the current course; or

- (b) a course which, disregarding any intervening vacation, the person undertook immediately before undertaking the current course,

is to be considered to be **ordinarily resident** in the place from which the person moved.

2.6 Medical and dental students must also be occupying a place on a medical or dental course which is counted within the Higher Education Funding Council (HEFCE) for England's medical and dental student intake target.

### **Additional requirements for non-medical students**

2.7 In addition to the general immigration and residence requirements set out at [paragraph 2.2 and 2.3](#) and table 1 above, the **NHS Bursary Scheme** will only provide bursaries for **non-medical** students if Health Education England (HEE) holding the contract and providing the funding for the **non-medical** course has agreed with the institution providing the course that the student can take up the place on the HEE funded place on that course.

### **Students with Assistance from Employers or Other Schemes**

2.8 A student who is sponsored, or in receipt of any scholarship, exhibition, bursary or award of similar description (other than from the **Student Loan Scheme** or the higher education provider's own hardship funds), is not eligible for an NHS Bursary if their **income after tax** from any sponsorships or awards in the **academic year** exceeds the maximum bursary, including any contribution towards tuition fees, that would have been payable had the student not been in receipt of the award.

## Section 3 The Courses Eligible for an NHS Bursary

### Course Eligibility

3.1 A course is eligible for an NHS Bursary if it satisfies all the following conditions. These are that:

- (a) it is provided by a **recognised institution of Higher Education** in England or, for courses leading to professional registration as a doctor or dentist, in the **UK**; and
- (b) it leads to a professional registration in one of the healthcare professions listed in [table 2](#) below; and
- (c) it is either provided under a contract with and funded by Health Education England or it is a course leading to professional registration as a doctor or dentist; and
- (d) if it is a course leading to professional registration as a doctor or dentist, it is a part of the course which is eligible for a bursary as set out in [paragraph 3.2](#) and [table 3](#) below.
- (e) The minimum level of qualification required for a course to be eligible is a Diploma of Higher Education Level

**Table 2: Eligible Healthcare Professions**

| <b>Eligible Healthcare Professions</b> |                                   |
|--|-----------------------------------|
| Chiropodist or Podiatrist              | Operating Department Practitioner |
| Dental Hygienist/Dental Therapist      | Orthotist/Prosthetist             |
| Dentist                                | Orthoptist                        |
| Dietitian                              | Physiotherapist                   |
| Doctor                                 | Radiographer                      |
| Nurse                                  | Radiotherapist                    |
| Midwife                                | Speech and Language Therapist     |
| Occupational Therapist                 |                                   |

### The Parts of a Medical or Dental Course Eligible for an NHS Bursary

3.2 Only the later years of courses leading to professional registration as a doctor or dentist are eligible for an NHS Bursary. These years are set out in [table 3](#) below, subject to the qualification concerning repeat years set out in [paragraph 3.3](#) below.

**Table 3: Eligible Parts of Medical and Dental Courses**

| Type of Medical or Dental Pre-Registration Course  | Part of Course Eligible for an NHS Bursary |              |              |              |             |                   |
|--|--|--------------|--------------|--------------|-------------|-------------------|
|  | Year One                                   | Year Two     | Year Three   | Year Four    | Year Five   | Years Six or more |
| Five or more years pre-registration course (including any integral foundation or intercalating years at bachelor or masters degree level). | Not Eligible                               | Not Eligible | Not Eligible | Not Eligible | NHS Bursary | NHS Bursary       |
| Accelerated pre-registration course for graduates with relevant prior learning   | Not Eligible                               | NHS Bursary  | NHS Bursary  | NHS Bursary  |             |                   |
| Accelerated pre-registration course for graduates with relevant prior learning   | Not Eligible                               | NHS Bursary  | NHS Bursary  |              |             |                   |

3.3 An additional year of study required to be undertaken as a repeat of a year which was not itself eligible for a bursary, is not eligible for a bursary. An additional year of study required to be undertaken as a repeat of a year which would have been eligible for a bursary, may be eligible for a bursary under the rules in section 9.

## Part Time, Accelerated, Post Graduate and International Courses

3.4 For the avoidance of doubt, eligible courses can be **part-time** or **full-time** and include:

- (a) Accelerated courses aimed at graduates from other disciplines.
- (b) Pre-registration courses at masters, graduate diploma or postgraduate diploma level.
- (c) **International courses** (sometimes undertaken as a study-abroad option for part of a course).

## Changes to the list of Professions

3.5 From time to time professions may be added or removed from the list in [table 2](#). We normally aim to publish the rules by the end of the calendar year. Where a profession is added to the list, pre-registration courses in that profession will become eligible for an NHS Bursary for students who start their course after the change in rules is published.

3.6 On 25 November 2015 it was announced that, from 1 August 2017, new nursing, midwifery and allied health students will no longer receive NHS bursaries. Instead, they will have access to the same student loans system as other students. The following professions will therefore be removed from table 2 in the next edition of the rules, effective from 1 August 2017;

- Chiropodist or Podiatrist
- Operating Department Practitioner
- Dental Hygienist/Dental Therapist
- Orthotist/Prosthetist
- Orthoptist
- Dietitian
- Physiotherapist
- Radiographer
- Nurse
- Radiotherapist

- Midwife
- Speech and Language Therapist
- Occupational Therapist

## Section 4 Tuition Fee Contributions

- 4.1 Most courses eligible for an NHS Bursary, other than those leading to professional registration as a doctor or dentist, are funded directly by the NHS. For this reason the majority of students on courses eligible for an NHS Bursary do not have to pay tuition fees.
- 4.2 But tuition fees are payable on courses leading to professional registration as a doctor or dentist. In these cases the **NHS Bursary Scheme** will pay a grant towards tuition fees, but only for the later years of the course which are eligible for an NHS Bursary as set out in [section 3](#) and [table 3](#), and only if the student is attending the course on 1 December of the year for which a fee is payable.
- 4.3 The maximum amount of help the medical or dental student will get towards their tuition fees for each **academic year** is set out in [table 4](#) below. If a student's tuition fees are less than this, the tuition fee contribution will be limited to the student's actual fees. If the student's tuition fees are higher the student will have to pay the balance, although the student may be able to apply for a loan from the Student Loan Company to cover the additional cost.



**Table 4 Maximum Annual Tuition Fee Contribution**

| Year and Type of Course  | Maximum Annual Tuition Fee Contribution       |
|--|---|
|  | Courses starting on or after 1 September 2012 |
| Any eligible <b>academic year</b> of an <b>international course</b> where the periods of study at the institution in the <b>UK</b> are no more than 10 weeks <b>full-time</b> or 30 weeks <b>part-time</b> (excluding holidays). | £4,500  |
| Any final year of a course which is ordinarily required to be completed after less than 15 weeks attendance.   | £4,500  |
| Any other eligible <b>academic year</b> on a pre-registration course lasting 5 or more years (including any integral foundation or intercalating years at bachelor or masters degree level).                                     | £9,000  |
| Any other eligible <b>academic year</b> on an accelerated pre-registration course for graduates.   | £3,465 (£3,925 in Northern Ireland)           |

**How the Tuition Fee Contribution is Paid**

4.4 The tuition fee contribution is paid annually on behalf of the student, directly to the higher education institution providing the course, provided the student is attending the course on 1 December of the year for which the fees are payable.

## Section 5 Maintenance Awards

5.1 All students who are eligible for an NHS Bursary, other than **EU** nationals who qualify for a **fees only bursary** under entry (o) of [table 1](#), are eligible for a **full bursary** including a **maintenance award**.

### Calculation of Maintenance Award

5.2 The amount of **maintenance award** payable is assessed for each **academic year**. The calculation for students who started their course on or after 1 September 2012 is set out in [table 5](#) below, subject to an adjustment for **part-time** courses set out in [paragraph 5.3](#) below.

**Table 5: Maintenance award Calculation**

| <b>Maintenance Award</b>           |   |
|------------------------------------|---|
| <b>Non Means-Tested Allowances</b> |   |
|                                    | (a) A non means tested grant as set out in <a href="#">table 6</a> ,  |
| plus                               | (b) Any disabled students allowance as set out in <a href="#">section 6</a> ,   |
| plus                               | (c) The reimbursement of practice placement expenses as set out in <a href="#">section 7</a> .  |
| <b>Means-Tested Allowances</b>     |   |
|                                    | (d) The means tested bursary as set out in <a href="#">table 6</a> ,  |
| plus                               | (e) Any extra weeks allowance as set out in <a href="#">paragraph 5.4</a> ,   |
| plus                               | (f) Any dependants allowance or parent learning allowance payable under <a href="#">paragraphs 8.2 to 8.7</a>   |
| plus                               | (g) Any childcare allowance payable under <a href="#">paragraphs 8.8 to 8.11</a>  |
| minus                              | (i) Any deduction on account of the student's, <b>parent's</b> , spouse's, civil partner's or <b>partner's</b> income as set out in <a href="#">paragraphs 5.6 to 5.17</a> below. |

### Adjustment for Part-Time Courses

5.3 Where the course is a **part-time** course the disabled students allowance payable under the rules in [section 6](#) below, practice placement expenses payable under [section 7](#) below, and any childcare allowances payable under paragraphs [8.8](#) to [8.11](#) below, will be the same as for a **full-time** course. Other elements of the **maintenance award** in each **academic year** will be a proportion of the amount payable for **full-time** courses determined as follows:

- (a) for courses which are normally 3 years **full-time**:
  - (i) For a 4 year **part-time** course 75%;
  - (ii) For a 5 year **part-time** course 60%;
  - (iii) For a 6 year **part-time** course 50%.
- (b) For all other courses the appropriate proportion of the **full-time** rate taking into account the relative length of the **part-time** course and the equivalent **full-time** course.

**Table 6: Basic Allowance**

| Place Where the Student is Studying and Living  | Non-Means Tested Grant – academic year | Means Tested Bursary – basic year rate |
|---|--|--|
| (a) Studying in <b>London</b> and living away from the <b>parental home</b> during the course.      | £1,000                                 | £3,191                                 |
| (b) Studying outside <b>London</b> and living away from the <b>parental home</b> during the course. | £1,000                                 | £2,643                                 |
| (c) Living at the <b>parental home</b> during the course.   | £1,000                                 | £2,207                                 |

### Extra Weeks Allowance for More Intensive Courses

5.4 If a student's course runs during the **academic year** for a period of more than 30 weeks and 3 days excluding holidays, the student's extra weeks allowance is determined as follows:

- (a) Where the student's course runs during the **academic year** for a period of less than 45 **eligible weeks** excluding holidays, the extra weeks allowance is the amount set out [table 7](#) multiplied by the number of additional **eligible weeks** of attendance over 30 weeks and 3 days, rounding up to the nearest whole week, or,
- (b) Where the student's course runs during the **academic year** for a period of 45 or more **eligible weeks** excluding holidays, the extra weeks allowance is the amount set out in [table 7](#) multiplied by 22.

**Table 7: Extra Weeks Allowance**

| <b>Place Where the Student is Studying and Living</b>   | <b>Extra Weeks Allowance</b> |
|---|------------------------------|
| (a) Studying in <b>London</b> and living away from the <b>parental home</b> during the course.      | £108                         |
| (b) Studying outside <b>London</b> and living away from the <b>parental home</b> during the course. | £84                          |
| (c) Living at the <b>parental home</b> during the course.   | £56                          |

### How the Maintenance Award is Paid

5.5 The **maintenance award** will be paid direct to the student's bank or building society account, after confirmation of attendance is received from the relevant higher education institution. Normally first year students will receive their first payment for two months in one lump sum. Following this, the maintenance award will be paid in instalments or after receipt of the appropriate claim. In particular:

- (a) Any practice placement expenses payments will only become payable after the relevant expenses claim has been received, approved and processed.
- (b) Any disabled students allowance payments will only become payable after the appropriate documentation has been received, approved and processed.
- (c) All other elements of the **maintenance award**, including the non-means tested grant and any extra weeks allowance will be paid monthly, as far as practicable in equal monthly instalments.

### Deduction on Account of the Student's Income

5.6 The amount deducted from a **maintenance award** on account of a student's own income is the student's **income after tax** in the **academic year** from any source, but disregarding:

- (a) In relation to the specific types of income set out in [table 8](#) below, the whole amount of that income.
- (b) In relation to the specific types of income set out in [table 9](#) below, income of that type up to the maximum amount set out in the table.

5.7 Any payments that would be income if they were made to the student rather than to a third party on the student's behalf will be deemed to be the student's income.

5.8 The amount of any payment for the maintenance of the student's child or former spouse or civil partner under a court order or binding agreement, voluntary agreement, instrument or enactment will be deducted from the student's **income after tax** before calculating the deduction from the **maintenance award**.

5.9 Where the student's spouse, civil partner, **partner**, child or step-child is also in receipt of an NHS Bursary or other **publicly funded student support**, for which the student is deemed to make a contribution, the student's contribution to their own support will be reduced in proportion to the number of persons for whom they are deemed to be making a contribution.

**Table 8: Student's Income which is Exempt**

| <b>Types of Income Which are Exempt</b>  |
|--|
| (a) Any income received by a student, who is not an <b>independent student</b> , from a <b>parent</b> , spouse, civil partner or <b>partner</b> from whom a contribution is deemed to be made under these rules, including any such contribution made through a trust, covenant or other similar instrument. |
| (b) Any pension, allowance or other benefit paid by reason of a disability to which the student is subject and any war widow's or war widower's pension.   |
| (c) Any bounty received as a reservist with the armed forces.  |
| (d) Remuneration for work done during any <b>academic year</b> of the student's course, if it is a <b>full-time</b> course.  |
| (e) Any payment made for a specific educational purpose other than to meet such tuition fee contributions and maintenance requirements as are specified in the <b>NHS Bursary Scheme</b> .   |
| (f) Any payments under the <b>EU</b> Action Scheme, or the <b>EU</b> scheme for the mobility of university students known as ERASMUS or other <b>EU</b> or <b>EEA</b> programmes for the encouragement of the mobility of students.  |
| (g) Any payment to the student by way of a <b>student loan</b> or from the higher education provider's own hardship funds, or an NHS Hardship Grant under this scheme.   |
| (h) Child tax credits and working tax credit under the Tax Credits Act 2002 and income support.  |

**Table 8 continues on the next page....**

Table 8 continued...

| <b>Types of Income Which are Exempt</b>   |
|---|
| (i) Any housing benefit or council tax benefit under a statutory or local scheme under part VII of the Social Security Contributions and Benefits Act 1992 or any council tax benefit under a statutory or local scheme under that Act. |
| (j) Child benefit under part IX of the Social Security Contributions and Benefits Act 1992.   |
| (k) Any other payments made to the eligible student for the maintenance of a child legally in the student's care by virtue of a court order or other binding agreement, voluntary agreement, instrument or enactment.                   |

Table 9: Student's Income which is Disregarded

| <b>Type of Income</b>   | <b>Amount Disregarded</b>                    |
|---|--|
| (a) <b>Sponsorship income</b> , or remuneration for work done while on a <b>part-time</b> course.   | Up to £4,921                                 |
| (b) Income under a trust deed or similar instrument where the student is an <b>independent student</b> .  | Up to £2,306                                 |
| (c) Any pension, allowance or other benefit payable by reason of incapacity to which the student is subject, his or her old age, retirement, the death of a spouse, civil partner, <b>parent</b> or other person on whom the student was <b>dependent</b> , or by reason of his military or public service. | Up to £3,959                                 |
| (d) Any income not otherwise disregarded for either: <ul style="list-style-type: none"> <li>(i) a <b>single parent</b></li> <li>(ii) a single <b>independent student</b></li> <li>(iii) any other student</li> </ul>  | Up to £2,270<br>Up to £8,891<br>Up to £1,044 |

### Contribution by a Student's Parents

- 5.10 Unless the student is an independent student as defined in paragraph 5.18 below, a contribution towards the student's maintenance is assumed to be made by any parent if their total income before tax, and after any deductions allowed in table 10 below, is in excess of the threshold set out in table 11 below. Where it is, the excess is the parents' **residual income** for the purpose of determining the assumed contribution in paragraph 5.16 below.
- 5.11 Where the student's **parents** are no longer ordinarily living with each other the BSA will take into account for the purposes of paragraph 5.10 above the income of the **parent** the BSA considers to be the more appropriate in the circumstances.
- 5.12 Where the student's **parents** are assumed to make a contribution, the amount is determined under the rules in paragraphs 5.16 and 5.18 below, and this amount is deducted from the student's **maintenance award** irrespective of the actual contribution, if any, made by the **parents**.
- 5.13 Where the student's parent(s) are in receipt of **publically funded student support** or they are deemed to provide a contribution to another child or children who is/are in receipt of **publically funded student support**, their contribution shall be reduced in proportion to the number of persons for whom they are deemed to be making a contribution

### Contribution from a Spouse, Civil Partner or Partner

- 5.14 A contribution towards the student's maintenance is assumed to be made by a student's spouse, civil partner or partner, provided they are not separated, and the spouse, civil partner or partner has an income before tax, after any deductions allowed in table 10 below, in excess of the threshold set out in table 11 below. Where it is in excess of the threshold, the excess is the spouse's, civil partner's or partner's residual income for the purpose of determining the assumed contribution in paragraph 5.16 below.
- 5.15 Where the student's spouse, civil partner or partner is assumed to make a contribution, the amount is determined under the rules in paragraphs 5.16 and 5.18 below, and this amount is deducted from the student's maintenance award irrespective of the actual contribution, if any, made by the spouse, civil partner or partner.

### Amount of Any Contribution

- 5.16 The amount of the contribution assessed and to be deducted from the student's maintenance award is the amount in relation to the student's **parents**, spouse, civil partner or **partner's** residual **income** that is set out in



table 11 below, less any deduction allowed for other children set out in table 11, and subject to the minimum contribution also set out in table 11 below.

5.17 For the purposes of paragraphs 5.10 to 5.16 above, the **income before tax** of a **parent**, spouse, civil partner or **partner** will be assessed for the last **UK** tax year ending before the **academic year** for which the **maintenance award** is being determined unless:

- a) the BSA are satisfied that the income of a **parent** or spouse or civil partner or **partner** is wholly or mainly derived from the profits of a business or profession carried out by that person, in which case his or her income from that business will be assessed by reference to the latest available annual accounts of that profession or business, or
- b) the BSA are satisfied that, for reasons outside the control of a **parent** or spouse or civil partner or **partner**, their **income before tax** in the **academic year** for which their contribution is being assessed is likely to be no more than 85% of their income in the last **UK** tax year ending before that **academic year**, in which case the assessment will be made by taking as the residual income the average of the residual income for each of the tax years in which that **academic year** falls.

**Table 10: Deductions Allowed from the Income of a Parent or Spouse or Civil Partner or Partner**

| Income   | Amount of Deduction |
|--|---------------------|
| (a) Any income which is exempt from tax under the Income Tax Acts or would be exempt under those Acts if the income were taxable in the <b>UK</b> rather than overseas.  | The whole amount    |
| (b) Pension contributions which are eligible for tax relief in the <b>UK</b> , or would be eligible for relief if the income applied to them were taxable in the <b>UK</b> rather than overseas.   | The whole amount    |
| (c) Any payments made to the <b>parent</b> , spouse, civil partner or partner of the student under an order of a competent court for the benefit of a child who is not the <b>parent's</b> child, but for whom he or she has custody or care or for whom he or she provides accommodation. | The whole amount    |

**Table 11: Threshold, Rates of Contribution and Deductions from the Contribution of a Parent or Spouse or Civil Partner or Partner**

| <b>Threshold and Rate</b>  | <b>Amount</b> |
|--|---------------|
| (a) <b>Parent's</b> contribution threshold.  | £24,279       |
| (b) Spouse's, civil partner's or <b>partner's</b> contribution threshold.  | £24,279       |
| (c) <b>Parent's</b> contribution for each complete £9.50 of <b>residual income</b> .   | £1            |
| (d) Spouse's, civil partner's or <b>partner's</b> contribution for each complete £9.50 of <b>residual income</b> .                           | £1            |
| (e) Minimum contribution.  | £45           |
| (f) Deduction for each child of the <b>parent</b> or the <b>parent's</b> spouse or civil partner or <b>partner</b> , other than the student. | £95           |

**Definition of an Independent Student**

5.18 A student is regarded as an **independent student** if the student can demonstrate that he or she:

- a) Has supported him or herself out of his or her own earnings before the first **academic year** of the course for periods aggregating at least 3 years; or
- b) would meet the condition in [paragraph 5.18\(a\)](#) above if any period or periods were included for which the student was:
  - (i) participating in arrangements for training for the unemployed under any scheme operated, sponsored or funded by a **State authority**;
  - (ii) in receipt of benefits payable by a **State authority** in respect of a person who is unemployed but available for work;

- (iii) available for employment and had complied with any requirement imposed by a **State authority** as a condition of receiving benefits or training described in paragraphs 5.17(b) (i) and 5.17(b) (ii) above;
  - (iv) in receipt of a **state studentship** or similar award;
  - (v) in receipt of any pension, allowance or other benefit paid by reason of a disability to which the student is subject, or by reason of maternity, injury or sickness, paid by any person;
- c) is or has been married or in a civil partnership at the start of an **academic year**; or
  - d) has no **parent** living; or
  - e) is **irreconcilably estranged** from his or her **parents**; or
  - f) has satisfied the BSA that his or her **parents** cannot be found or that it is not reasonably practicable to get in touch with them; or
  - g) is a **care-leaver**; or
  - h) is a member of a religious order who lives in a house of his or her order; or
  - i) is 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**; or
  - j) is responsible or has joint custody for the care of a person under the age of 18 who is dependent on the student. Students who qualify on this ground retain that status for the period of eligibility.

## Section 6 Disabled Students Allowance

6.1 Where a disabled student qualifies for a **full bursary**, an allowance for the following costs will be added to his or her **maintenance award**, up to the limit set out in [table 12](#) below, subject to the conditions in paragraphs [6.2](#) to [6.6](#) below, provided the BSA are satisfied in each case that it is reasonable in the light of that student's assessed needs for the student to have incurred that additional expenditure to participate in the course. These costs are:

- (a) The cost of employing a non-medical personal helper;
- (b) Major items of specialist equipment;
- (c) Additional expenditure for travel in the **UK**, reasonably incurred by reason of the student's disability, to attend or participate in the course or a practice placement arranged as part of the course;
- (d) Any other costs, which exceed the limits applicable to the items at [sub-paragraphs \(a\) to \(c\)](#) above, which the student is obliged to incur to attend or participate in the course and which do not arise irrespective of attendance at the course, including:
  - (i) the assessment by a qualified person or body of a disabled student's course-related needs;
  - (ii) any reasonable costs associated with the use and ownership of equipment needed to attend or participate in the course such as training, insurance, warranty, repair or modification.

6.2A student will be eligible for the Disabled Students Allowance if it appears to the BSA that the student is likely to satisfy the definition of a disabled person contained in the Equality Act 2010. In order to assist the BSA in forming a reasonable view of the student's needs, the student must provide an assessment of his or her needs made by an assessment centre approved by the Disabled Students Allowance Quality Assessment Group (**DSA-QAG**).

6.3 Any requests made by a disabled student's non-medical helper to the BSA for additional funding for the student will be considered by the BSA in conjunction with the non-medical helper and / or the assessment centre that carried out the original assessment. Once a decision is made, the BSA will inform all parties of the outcome. Where the request is a significant increase, the student may need to be reassessed.

6.4 A disabled student's allowance is personal to the student and may not be used to contribute to the infrastructure, administrative or pastoral costs of the higher education institution concerned, or to other services which it might reasonably be expected to provide. The allowance may not be paid to any third party without the written consent of the BSA and the student.

6.5 Any equipment purchased becomes and remains the property of the student.

**Table 12: Rates of Disabled Students Allowance**

| <b>Type of Cost</b> | <b>DSA applicants prior to 2016/17</b><br><b>Maximum Amount</b> | <b>New DSA applicants from September 2016/17</b><br><b>Maximum Amount</b>   |
|---------------------|---|---|
| (a) Helper          | £20,725 for each <b>academic year</b>                           | £20,725 for each <b>academic year</b>   |
| (b) Equipment       | £5,214 for the whole course                                     | £5,214 for the whole course<br><br>For the cost of a computer, DSA entitlement is the amount equal to the purchase cost of the computer less £200 |
| (c) Travel          | Actual cost for each <b>academic year</b>                       | Actual cost for each <b>academic year</b>   |
| (d) Other costs     | £1,741 for each <b>academic year</b>                            | £1,741 for each <b>academic year</b>  |

## **New applicants for DSAs from September 2016/17**

- 6.6 From 2016/2017, the Secretary of State has discretion to determine whether the additional costs a student is obliged to incur in connection with undertaking a course because of their disability will be covered by DSAs. This reflects the support that universities and colleges should be providing under their duty to make reasonable adjustments under the Equality Act 2010. The detail on how this discretion will be exercised is published in BSA guidance: *Student Services Disabled Students Allowances (DSAs) 2016/17*.
- 6.7 In addition, all disabled students will be required to contribute £200 towards the cost of any computer provided under the DSAs. This is considered to be the minimum cost that any student is likely to incur when buying a computer.
- 6.8 These changes will apply in respect of students applying for DSAs for the first time in respect of an academic year beginning on or after 1 September 2016.

## Section 7 Practice Placement Expenses

7.1 Students who qualify for a **full bursary** are entitled to have some of the additional costs arising from attendance at a practice placement added to their **maintenance award**, provided a valid claim is made within 6 months of the cost being incurred. These costs are specified in paragraphs 7.2 and 7.3 below, and calculated on the basis of the rules in paragraphs 7.7 below, subject to the limits set out in [table 13](#) below.

7.2 The costs that are added to the **maintenance award** are those costs of a type described in paragraph 7.3 below, which are not already covered by the disability allowance in [section 6](#), and are necessarily and reasonably incurred in attending either:

- (a) a part of the course which constitutes supervised clinical practice at premises other than those of the higher education institution providing the course; or
- (b) an institution overseas where attendance overseas is a necessary part of the course.

7.3 The types of cost that can be added while on practice placement are as follows:

the cost of **temporary accommodation** near the clinical practice site where it is not practicable for the student to travel there from his or her **normal accommodation** on a daily basis, provided that the **temporary accommodation** is not the **parental home**;

- (a) the costs of travel arising from the practice placement that exceed the daily costs of travel in term time between the student's **normal accommodation** and the higher education institution providing their course. This will either be:
  - (i) Any excess cost arising from daily travel between the students **normal accommodation** and the practice placement site, or
  - (ii) Any excess cost arising from one weekly return journey between the student's **normal accommodation** and the **temporary accommodation**, and

- (iii) Any excess cost arising from daily travel from the **temporary accommodation** to the practice placement site.
- (c) the additional cost of being required to travel to visit other practice placement sites or the homes of patients while on practice placement, where the student is not given free transport;
- (d) where the student is attending a part of the course overseas, the additional travelling costs necessarily incurred within or outside the **UK** that are in excess of the student's normal daily cost of travel between their **normal accommodation** and the higher education institution they normally attend, and any essential associated costs such as accommodation, medical insurance, tests and any fees for visas;

7.4 Other costs arising in connection with practice placements such as the costs of refreshments, tips and phone calls will not be reimbursed.

### Means of Travel

7.5 Students are expected to travel by the cheapest form of transport available where it is reasonably practical to do so. A student may claim reimbursement of costs of using a private motor vehicle if:

- (a) It is agreed with the higher education institution concerned in advance that is the most appropriate form of transport and
- (b) The higher education institution is satisfied in advance that the student has adequate insurance cover for all risks associated with this use of the motor vehicle.

7.6 Students travelling in a private motor vehicle should understand that they do so at their own risk. The provision in these rules for re-imbursement of the costs of travel by private motor vehicle do not constitute any acceptance of liability by the higher education institution, the BSA or any other NHS body for the risks arising from the use of the private motor vehicle concerned



### Calculation of the Amount to be Reimbursed

7.7 For the purposes of these rules the cost to be reimbursed is calculated on the following basis:

- (a) For travel the costs are:
  - (i) the receipted cost of travel by the most direct route by public transport using the most favourable rates, concessionary schemes or facilities available to the student; or
  - (ii) where the student travels in a **private vehicle**, or hire car where appropriate, the distance travelled by the most direct route at the mileage rate set out in [table 13](#), and the actual receipted cost of any parking, tolls or ferries necessarily incurred on that journey;
  - (iii) less the cost of daily travel in term time between the student's normal accommodation and the student's higher education institution for the relevant period and calculated as described in (i) and (ii) above
- (b) For **temporary accommodation** the costs are the actual receipted cost of the **temporary accommodation** up to the limits set in [table 13](#) below.
- (c) For all other costs reimbursable under the rules above, the actual receipted cost.

### Application for Reimbursement

7.8 Students must submit claims for practice placement expenses, including the appropriate receipts, to their higher education institution. All claims must be checked by the higher education institution before they are sent to the BSA.

### Time Limit

7.9 No reimbursement will be made in respect of claims presented more than six months after the relevant costs were incurred.

Table 13: Limits on Reimbursable Practice Placement Expenses

| Cost   | Limit         |
|--|---------------|
| (a) Public transport   | Actual cost   |
| (b) Travel in or on the student's own vehicle:   |               |
| Pedal Cycle  | 20p per mile  |
| Motor vehicle up to 125cc  | 28p per mile  |
| Other motor vehicle  | 28p per mile  |
| Additional reimbursement per passenger who is also eligible for a <b>full bursary</b> and travelling to a practice placement | 5p per mile   |
| Parking, Tolls and Ferries   | Actual cost   |
| (c) <b>Temporary Accommodation:</b>  |               |
| Commercial Accommodation (e.g. hotel, bed and breakfast)   | £55 per night |
| Non-commercial Accommodation   | £25 per night |

## Section 8 Other Allowances

8.1 Students who qualify for a **full bursary** may also qualify for additional allowances. These allowances are:

- (a) A dependants allowance (paragraphs 8.2 to 8.6 below).
- (b) A parents learning allowance (paragraphs 8.7 below).
- (c) A childcare allowance (paragraphs 8.8 to 8.11 below).

### Dependants Allowance

8.2 Where a student qualifies for a **full bursary**, a dependants allowance will be added to the student's **maintenance award** in respect of those persons **ordinarily resident** in the **UK** who are wholly or mainly **dependent** on the student, and who are not:

- (a) in receipt of an NHS Bursary or other **publicly funded student support**, or
- (b) a spouse, civil partner or **partner** with whom the student no longer ordinarily lives (whether or not there is a formal separation).

8.3 Subject to paragraph 8.6 below, the amount of dependants allowance to be added to the student's **maintenance award** in each **academic year** will be any positive result determined by the following formula:

$$\text{TDA} - \text{TDNI}$$

Where TDA is the total of all the dependant's allowances for the student's dependants as set out in table 14 below, and TDNI is the total of his or her dependants' net incomes after income disregards as calculated in paragraph 8.4 below.

8.4 The total of the dependants' net incomes after income disregards for the purposes of determining how much dependants allowance is payable under paragraph 8.3 above is:

- (a) The total **income after tax** of all the dependants in the last **UK tax year** prior to the commencement of the course year concerned, after disregarding any pensions, allowances or other benefits paid to them by reason of their disability and not subject to tax under the Income Tax Acts;
- (b) Less so much of the total amount of income disregarded when the income disregards specified for each dependant in [table 14](#) below are added together, as does not exceed the total income after tax calculated under [sub-paragraph 8.4\(a\)](#) above.
- (c) Where the spouse, partner or civil partner make any recurrent mortgage or rent payments which were previously made by the student under an obligation incurred before the first academic year of the student's course, an amount equivalent to these payments will be disregarded from their income.

8.5 For the avoidance of doubt, any of the following paid to the student in relation to the dependant, are not regarded as part of the dependant's income for the purposes of the calculation in paragraph 8.4:

- (a) any child benefit paid under Part IX of the Social Security Benefits Act 1992; and
- (b) any other payments made to the eligible student for the maintenance of a child legally in the student's care by virtue of a court order or other binding agreement, voluntary agreement, instrument or enactment; and
- (c) any payment made by an adoption agency under regulations under section 4 of the Adoption and Children Act; and
- (d) any payment of a guardian's allowance under Section 77 of the Social Security Contributions and Benefits Act 1992; and
- (e) any payment made under section 23 of the Children Act 1989 in respect of a child in the care of a local authority who is boarded out with the student; and
- (f) any payment made under an order made under Section 34 of the Children Act 1975 in respect of a child who is not a

child of the student or the student’s spouse, civil partner or **partner**; and

- (g) any payment made under Section 15 and Schedule 1 to the Children Act 1989 in respect of a child who is not a child of the, student or the student’s spouse, civil partner or partner; and
- (h) any assistance given by a local authority under Section 24 of the Children Act 1989 in respect of a child who is not a child of the student or the student’s spouse, civil partner or partner.

8.6 If a dependant is also the dependant of the student’s spouse or civil partner, and the spouse or civil partner is receiving **publicly funded student support** which takes account of the requirements of the dependant, then the amount added to the dependants allowance in respect of that dependant is half the amount determined under paragraph 8.3 above.

**Table 14: Rates of Dependants Allowances**

| <b>Dependants Allowance and Income Disregarded in Calculation of Allowance</b>            |                  |                           |
|---|------------------|---------------------------|
| <b>Person</b>   | <b>Allowance</b> | <b>Income Disregarded</b> |
| (a) Spouse, civil partner, <b>partner</b> or other <b>dependent</b> adult                 | £2,448           | £1,000                    |
| (b) First child if there are no dependent adults  | £2,448           | £1,000                    |
| (c) Any other children whose age on the first day of the <b>academic year</b> is under 19 | £549             | £1,000                    |

## Parent Learning Allowance

8.7A student who is entitled to receive a dependants allowance under paragraphs 8.2 to 8.6 above in respect of a child under the age of 19 years, will receive the more favourable of the following adjustments:

- (a) The amount of the student's own income which is disregarded for the purposes of the **maintenance award** is increased as specified in entry (a) of table 15 for the parent learning allowance; or
- (b) The dependants allowance is increased by the amount of the parent learning allowance as specified in entry (b) of table 15; or
- (c) A higher amount of their own income is disregarded as specified in entry (c) of table 15.

**Table 15: Rates of Parent Learning Allowance**

| Form Of Parent Learning Allowance   | Rate           |
|---|----------------|
| (a) (i) higher standard income disregard  | £2,270         |
| (ii) single independent student disregard   | £8,891         |
| (b) Parent learning allowance   | £1,204         |
| (c) Parent learning allowance disregard for a first child and for each subsequent child | £3,035<br>£960 |

## Childcare Allowance

8.8 Where a student qualifies for a **full bursary** and has **parental responsibility** for a child who is under 15 years of age on the first day of the **academic year**, or under 17 years of age if the child is registered with special educational needs, a childcare allowance in relation to childcare of a type set out in paragraph 8.9 below will be added to the student's **maintenance award** in respect of childcare costs up to the maximum amount and at the rate set out in [table 16](#) below, subject to the exclusions set out in paragraph 8.10 and 8.11 below.

8.9 The types of childcare for which a childcare allowance is payable are:

- (a) childcare provided by persons registered under the Childcare Act 2006 and on:
  - (i) the OFSTED Early Years Register (EYR) for children under 5; or
  - (ii) the **OFSTED** compulsory part of the General Childcare Register for children aged 5 to 7; or
  - (iii) the **OFSTED** voluntary part of the General Childcare Register (GCR) for children aged 8 or over.
- (b) childcare provided by out-of-school clubs run on school premises by a school or a local authority or by a third party provider who is registered with **OFSTED** or equivalent body.
- (c) childcare provided in the child's own home by a care worker or nurse from an agency registered with the Commission for Social Care Inspection under the Care Standards Act who is expected to comply with the Domiciliary Care Agencies Regulations 2002 or the Nurses Agency Regulations 2002 as appropriate.
- (d) Care provided by an approved foster carer (the care must be for a child who is not being fostered by the foster carer) who is also registered with Ofsted either on the EYR or the GCR
- (e) Childcare provided in Wales, Scotland or Northern Ireland, and registered by:
  - (i) The National Assembly for Wales through the Care and Social Services Inspectorate for Wales or under the Approval of Child Care Providers (Wales) 2007 Scheme where the childcare is provided in the child's own home;

- (ii) The Care Inspectorate Scotland or
- (iii) The Local Health and Social Services Trust (Northern Ireland) or approved by the Approval of Home Child Care Providers (Northern Ireland) 2006 Scheme. if the care is in the child's home

8.10 No childcare allowance will be payable where the student, spouse, civil partner or **partner** is in receipt of the following:

- (a) The childcare element of Working Tax Credit or Universal Credit;
- (b) Tax Free Childcare;
- (c) Financial support for childcare provided under the following regulations and guidance:
  - (i) The Education (Student Support) Regulations 2011, as amended;
  - (ii) The Nursing and Midwifery Student Allowances (Scotland) Regulations 2007 as amended
  - (iii) The Education (Access Funds) (Scotland) Regulations 1990
  - (iv) The Education (Student Support) (No.2) Regulations (Northern Ireland) 2009 as amended
  - (v) The Education (Student Support) (Wales) Regulations 2015; and
  - (vi) The NHS Wales Bursary Scheme.

8.11 Similarly, no childcare allowance will be payable in respect of:

- (a) normal education provided by local authority, religious or private schools;
- (b) free early-years education provided by the local authority;
- (c) childcare where the registered provider is the student's spouse, civil partner or **partner**;
- (d) childcare provided by a **close relative** of the child in the child's own home;



- (e) childcare provided by a **close relative** of the child away from the child's own home where the care is solely for the student's children, or the student's children and the **close relative's** children.

**Table16: Rates of Childcare Allowance and Maximum Amounts**

| <b>Number of Children</b>                   | <b>Maximum Amount Eligible</b> | <b>Rate</b>              | <b>Maximum Amount Payable</b> |
|---|--------------------------------|--------------------------|-------------------------------|
| (a) For one child of the student            | £151.50 per week               | 85% of gross actual cost | £128.78                       |
| (b) For two or more children of the student | £225.23 per week               | 85% of gross actual cost | £191.45                       |

## Section 9 Changes in Circumstances

9.1 This section of the rules applies to the following changes in a student's circumstances after an NHS Bursary has been awarded for a particular **academic year**:

- (a) withdrawal from training;
- (b) inability to complete the course;
- (c) moving away from or back to home;
- (d) transferring to another course;
- (e) illness, injury or disability;
- (f) maternity;
- (g) paternity/maternity support;
- (h) adoption;
- (i) an extension to a course;
- (j) marriage, civil partnership or living with a **partner**;
- (k) loss of a spouse, civil partner or **partner**;
- (l) loss of a **parent**;
- (m) separation of **parents**;
- (n) loss of an adult dependant;
- (o) loss of a child;
- (p) a change in eligibility for an NHS Bursary;
- (q) a material change in the income of the student, student's **parent**, spouse, civil partner or **partner**;
- (r) cases of hardship on medical and dental courses.

9.2 In any other case where a student's circumstances change in a way which may affect their eligibility for an NHS Bursary, or the payments they are entitled to under an NHS Bursary, or the student's ability to meet the conditions attaching to an NHS Bursary, the student should seek advice from the BSA as soon as possible.

### Withdrawal from Training

9.3 Where a student withdraws from a course, the student must notify the BSA as soon as possible and no later than one month after the event.

9.4 Where the BSA becomes aware that a student has withdrawn from a course, the NHS Bursary award will be terminated with effect from the date on which they withdraw.

### Inability to complete the course

9.5 Where a student ceases to be able to complete the course and qualify in the relevant profession the student and the higher education institution should notify the BSA as soon as possible, and no later than one month after the situation becomes clear.

9.6 Where the BSA becomes aware that a student will not be able to complete the course and qualify in the relevant profession, the NHS Bursary award will be terminated from a date which the BSA consider appropriate in the circumstances.

### Moving Away From or Back to Home

9.7 Where a student changes his or her **normal accommodation** away from or to their **parental home** during an **academic year**, the student must notify the BSA.

9.8 In these cases the amount of the basic allowance set out in [table 6](#), and the amount of any extra weeks allowance set out in [table 7](#), will be the aggregate of the basic allowance for the different locations for the parts of the year to which they apply. In calculating the amount due the BSA may treat part of the allowance as being in respect of holidays.

### Transferring to Another Course

9.9 If the higher education institutions concerned agree that a student who is in receipt of an NHS Bursary should transfer to another course, then provided the new course is also eligible for an NHS Bursary under [section 3](#), the student's NHS Bursary award may be transferred to the new course.

9.10 If a transfer is agreed within the first **academic year** of the course the student is transferring from, then the NHS Bursary award will be

extended for up to 12 months to allow the student to continue to receive an NHS Bursary for the whole period ordinarily required to complete the new course.

### Illness, Injury or Disability

- 9.11 A student may continue to receive their NHS Bursary during periods of authorised absence due to a medically certified illness or injury of up to 60 days in an **academic year**, including any holidays which intervene between continuous periods of absence due to illness or injury at the end of one term and the beginning of the next.
- 9.12 If a student's illness or injury requires more than 60 days leave to be taken in an **academic year**, the student must inform the higher education institution and the BSA as soon as possible and no later than one month after it is known that more than 60 days leave will be required. An NHS Bursary award will be suspended from the 61<sup>st</sup> day of absence until the student returns to the course. If during or after the 60 day period, the student informs the higher education institution and the BSA that they will not be returning to the course, then the BSA will withdraw the NHS Bursary award from the day it becomes known that the student will not be returning, An NHS Bursary award may also be withdrawn if, after consulting the higher education institution concerned, the BSA consider that that the student is unlikely to be able to complete the course and qualify in the relevant profession.
- 9.13 Where a student becomes disabled during the course they should notify the BSA as soon as possible, to establish whether a disabled students allowance is payable. If an assessment by a person approved by **DSA-QAG** has not already been arranged, such an assessment will be needed to enable the BSA to determine the additional needs of the student.

### Maternity

- 9.14 Subject to paragraphs 9.15 to 9.17 below, 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 higher education institution providing the course.
- 9.15 A **maternity award** includes all elements of the **maintenance award** except those relating to actual attendance at the course. These elements are:
- (a) practice placement expenses, and
  - (b) childcare allowance, and

- (c) those elements of the disabled students allowance which relate solely to attendance at the course.
- 9.16 A student must apply for a **maternity award** in the form required by the BSA, including confirmation by the higher education institution of the period for which maternity leave has been granted.
- 9.17 The student should inform the BSA when she returns from maternity leave in order to ensure her **maintenance award** continues after the end of her maternity leave, and that any additional allowances in relation to her child can be added to her **maintenance award**.
- 9.18 Only one **maternity award** will be made in relation to a single pregnancy, irrespective of how many children are born. The **maternity award** remains payable irrespective of whether the child or children concerned are still-born or die after birth.

### Maternity Support

- 9.19 Subject to the conditions in [paragraphs 9.18 to 9.20](#) below, a **maintenance award** will continue to be paid to a student for up to 4 weeks authorised leave granted to enable the student to provide support to a mother and child during and after childbirth. This is known as a maternity support award.
- 9.20 A student applying for a maternity support award will need to sign a declaration stating that he or she:
- (a) is taking leave to care for the newborn child and mother, and
  - (b) has, or expects to have, responsibility for the upbringing of the child, and
  - (c) is the spouse, civil partner or **partner** of the child's mother or is the biological or adoptive father or nominated carer of the child.
- 9.21 A maternity support award applies to leave taken during and after the birth of the child, but not to leave taken before the birth of a child to support the mother during pregnancy. The leave may be taken at any time within the first year after the birth of the child, either as one 4 week period or in several shorter periods which add up to 4 weeks. The maternity support award remains payable irrespective of whether the child or children concerned are still-born or die after birth.
- 9.22 Only one maternity support award will be made in relation to a single pregnancy, irrespective of how many children are born.

## Adoption

- 9.23 When a student who is eligible for a **full bursary** expects to become the primary carer for a child under 18 which they have adopted, they are entitled to an adoption award of up to 12 months **maintenance award** in respect of adoption leave authorised by the higher education institution providing the course.
- 9.24 The adoption award runs from the date of placement of the child and includes all elements of the **maintenance award** except the following:
- (a) practice placement expenses, and
  - (b) childcare allowance, and
  - (c) those elements of the disabled students allowance which relate solely to attendance at the course.
- 9.25 A student must apply for an adoption award in the form required by the BSA, including confirmation by the higher education institution of the period for which adoption leave has been granted.
- 9.26 Only one adoption award will be made in relation to a single adoption event, irrespective of how many children are adopted.

## Extending the Time Normally Required to Complete the Course

- 9.27 If a student cannot complete the course in the time normally required because of maternity, maternity support or adoption leave, the NHS Bursary will be extended for up to 12 months to allow the student to complete the course.
- 9.28 Where the higher education institution, with the prior approval of the commissioner **or funding body**, requires the student to repeat part of the course, the bursary may be extended for 12 months to allow the student to complete the course, provided the year being repeated was itself eligible for a bursary. But if the amount of maintenance award payable exceeds the amount the BSA consider necessary to allow the student to complete the course, the BSA, with approval from the **commissioner or funding body**, may reduce the amount payable to that lower level.
- 9.29 If a student cannot complete the course in the time normally required for any other reason, an NHS Bursary may be extended for up to 12 months to allow the student to complete the course. But in these

circumstances an extension will only be granted if the BSA, after consulting the higher education institution and the course **commissioner or funding body**, conclude that there is a reasonable prospect of the student qualifying and, where the course has been commissioned by the NHS, that the **commissioner or funding body** is content to fund any additional cost of commissioning the additional tuition.

### Marriage, Civil Partnership or Living with a Partner

9.30 When a student marries, enters a civil partnership or commences living with a **partner**, they should notify the BSA as soon as possible and no later than one month after the event to establish whether the marriage, civil partnership or **partnership** affects the amount of **maintenance award** to which they are entitled.

9.31 Where the spouse, civil partner or **partner** is required to make a contribution under these rules, the contribution in the **academic year** in which the marriage, civil partnership or **partnership** has started will be reduced in proportion to the part of the year in which the marriage, civil partnership or partnership existed.

### Loss of a Spouse, Civil Partner, or Partner

9.32 When a student loses a spouse, civil partner or **partner** through death, divorce, or separation, they should notify the BSA as soon as possible and no later than one month after the event to establish whether the death, divorce or separation affects the amount of **maintenance award** to which they are entitled.

9.33 Where the spouse, civil partner or **partner** was required to make a contribution under these rules, the contribution in the **academic year** in which the loss occurs will be reduced in proportion to the part of the year which falls after the death, divorce, or separation.

### Loss of a Parent

9.34 When a student loses a **parent** through death, they should notify the BSA as soon as possible and no later than one month after the event to establish whether the death affects the amount of **maintenance award** to which they are entitled.

- 9.35 Where a **parent** dies after the parental contribution was assessed but before the **academic year** begins any parental contribution in the **academic year** will be assessed solely in relation to any surviving **parent** unless the loss of the parent means the student has become independent under paragraph 5.17
- 9.36 Where a **parent** dies during the **academic year**, the parental contribution will be determined by reference to the income of both **parents** for the part of the **academic year** before the death occurred, and by reference to the income of the surviving **parent** in relation to the part of the **academic year** after the death occurred, subject to a maximum of the same proportion of the student's maintenance requirement.

### Separation of Parents

- 9.37 When a student's **parents** separate, he or she should notify the BSA as soon as possible and in any event within one month to establish whether the separation affects the amount of **maintenance award** to which they are entitled.
- 9.38 Where a student's **parents** separate after the parental contribution was assessed but before the **academic year** begins any parental contribution in the **academic year** will be re-assessed by reference to the income of the **parent** the BSA considers to be the more appropriate in the circumstances.
- 9.39 Where a student's **parents** separate after the **academic year** has begun, the parental contribution will be determined on the basis of the income of both **parents** for the part of the **academic year** before the separation. For the part of the year after the separation the parental contribution will be determined by reference to the income of the **parent** the BSA considers to be the more appropriate in the circumstances. But in no case will the single parent be assumed to make a contribution which is higher, as a proportion of the maximum maintenance grant which the student would receive in the absence of a parental contribution, than was the case before the separation.



### Changes in the Dependency of Adults or Children

9.40 When an adult or child either becomes **dependent** on the student or ceases to be **dependent** on the student, the student should notify the BSA as soon as possible and no later than one month after the event to establish whether the change in dependants affects the amount of **maintenance award** to which they are entitled.

### Changes in Eligibility for a Bursary Part-Way through a Year

9.41 If a student's eligibility for an NHS Bursary changes during the course of an **academic year**, then they should contact the BSA as soon as possible and no later than one month after the event. The rules on personal eligibility are set out in [section 2](#). But examples of events that may change a student's eligibility include:

- (a) The State of which the student is a national accedes to the **EU**;
- (b) The student starts or ceases to work in the UK in one of the categories of workers, employed persons and self-employed persons in [Table 1 entries \(i\) to \(l\)](#), or is a **family member** of such a person.
- (c) The person becomes a **family member** of an **EU** national
- (d) The person becomes the **child of a Swiss national**;
- (e) The person becomes the **child of a Turkish worker**;
- (f) The person acquires the **right of permanent residence in the UK**
- (g) The student, or the student's spouse, civil partner or parent is recognised as a **refugee**, or whose refugee status is cancelled, ceases or is withdrawn;
- (h) The student, or the student's spouse, civil partner or parent is granted humanitarian protection, or their humanitarian protection is revoked or is not renewed;

9.42 Where the BSA conclude that the person has become eligible, and a bursary is awarded following a successful application, any **maintenance award** will be paid for that part of the **academic year** falling after the person became eligible, and the amount payable for the year as a whole will be reduced accordingly.

9.43 Where the BSA conclude that the person has ceased to be eligible for an NHS Bursary, and where the NHS Bursary includes a **maintenance award**, the **maintenance award** will cease from the point at which the person ceased to be eligible, and the amount payable for the year as a whole will be reduced accordingly.

### A Material Change in the Student's Income, or the Income of the Student's Parent, Spouse, Civil Partner or Partner;

9.44 If there is a material change in a student's own income, or if there is a material change in the income of a **parent**, spouse, civil partner or **partner**, the student should notify the BSA as soon as possible and no later than one month after the event to establish whether the change in income affects the amount of **maintenance award** to which they are entitled. If the dependents income used to assess the dependents award in paragraph 8.4 (a) reduces by 15% or more in the current academic year then the student can apply for reassessment.

### Cases of Hardship on Medical and Dental Courses

9.45 Because of the length of medical and dental courses the Secretary of State has asked the BSA to make a hardship grant to students who meet the following conditions. To be eligible for a medical and dental hardship grant the student must be:

- (a) on a course leading to registration as a doctor or dentist, and
- (b) eligible for a **full bursary**, and
- (c) in genuine hardship, and
- (d) unable to manage any shortfall between income and expenditure by their own actions.

9.46 An application for a hardship grant must be made in such a form and with such supporting information as the BSA may require in order to assess the application, including details of the student's income and expenditure and whether the application is supported by the higher education institution providing the course.

- 9.47 Where the BSA agrees that a student meets the conditions in [paragraph 9.45](#), a hardship grant of between £100 and £3000 may be made to assist the student.
- 9.48 In deciding the level of hardship grant to be made, the BSA will not make allowance for:
- (a) making good a default in a contribution by a **parent**, spouse, civil partner or **partner**;
  - (b) meeting practice placement expenses originally assessed as able to be met from the student's own income;
  - (c) meeting a temporary shortfall in income, such as where the student is awaiting payment of a **maintenance award** or reimbursement of practice placement expenses or requires a loan.
- 9.49 A hardship grant will only be paid where the student signs an undertaking to repay any sums which are overpaid, or paid in circumstances where it later becomes clear that the student was ineligible for the grant.

# Section 10 Conditions Applying to an NHS Bursary Award

10.1 An NHS Bursary is awarded and is payable subject to all of the following conditions. These are that:

- (a) The student continues to attend the course for which the bursary has been awarded, unless granted authorised leave of absence under [paragraphs 9.11, 9.14, 9.19 or 9.23](#), or a transfer to another course is approved under [paragraph 9.9](#) above.
- (b) The student is not expelled from the course or refused permission to complete the course.
- (c) The student completes the course within the **period ordinarily required for completion of the course** unless a repeat year or other extension is approved under [paragraphs 9.27 to 9.29](#).
- (d) The student supplies the BSA with such information it considers necessary to determine eligibility for a **Fees only bursary** or **Full bursary** and any payment pursuant to it within 1 month of the request being made.
- (e) The student informs the BSA as soon as possible and in any event no later than one month after:
  - (i) he or she abandons or withdraws from the course; or
  - (ii) he or she is expelled from the course; or
  - (iii) he or she ceases to attend the course and does not intend or is not permitted to return; or
  - (iv) he or she transfers to another course, whether or not the new course is an eligible course and whether or not it is at the same institution; or
  - (v) he or she interrupts training temporarily for reasons of pregnancy, childbirth, maternity support or adoption; or
  - (vi) he or she is absent from the course for up to 60 days because of illness or injury; or

- (vii) he or she is absent from the course without the prior agreement of the higher education institution for any period for any other reason; or
  - (viii) there is any change in the date for starting or completing the course; or
  - (ix) it becomes clear that the student cannot complete the course and qualify in the relevant healthcare profession; or
  - (x) there is any change in his or her contact details; or
  - (xi) there is any change in the bank or building society account into which NHS Bursary payments are to be made.
- (f) The student has not knowingly or recklessly supplied the BSA with information which is false in a material particular.
  - (g) The student promptly repays any overpayment of an NHS Bursary when requested to do so by the BSA.
  - (h) The student has not fraudulently obtained or fraudulently attempted to obtain an NHS Bursary or a payment under an NHS Bursary.
  - (i) The student has not in any other way shown by their conduct that it would be inappropriate to grant them an NHS Bursary award.

10.2 The BSA may suspend, reduce or terminate an NHS Bursary award, or disqualify a student from future eligibility for a bursary if, after consulting the **academic authority** and the **commissioner or funding body** of the course as appropriate, it appears to them that the student is in breach of the conditions in [paragraph 10.1](#) or if any other misconduct by the student while receiving a bursary is such, as to show that it would be inappropriate to grant them an NHS Bursary award. The BSA may also suspend payment if requested to do so by NHS Protect or NHS BSA Local Counter Fraud Specialists pending enquiries concerning possible fraud in relation to the payment of an NHS Bursary.

10.3 The BSA may also disqualify a student from future eligibility for a bursary if, after consultation with a NHSBSA Local Counter Fraud Specialist, they conclude that any breach of the condition set out in [paragraph 10.1\(f\)](#), or if any other

misconduct by the student while receiving a bursary is such, as to show that it would be inappropriate to grant them an NHS Bursary award at any point in the future.

- 10.4 Where the BSA suspends or reduces an NHS Bursary award because of the student's unauthorised absence, or the student's suspension by the higher education institution, the suspension or reduction of the bursary may only be in relation to the period, including any holidays, between the start of the unauthorised absence or suspension and the student's return to the course.
- 10.5 Where an award is terminated, the BSA will decide the date of termination, and this date may be different to the date on which the student abandoned, withdrew or was expelled from the course.

## Section 11 Exceptions

11.1 The following table sets out a number of exceptions which the Secretary of State has authorised the BSA to make to the normal rules. For a student in the circumstances described in the first column of [table 17](#) below, the exception listed in the second column will apply.

**Table 17 Exceptions to Rules**

| <b>Rule</b>           | <b>Circumstance</b>  | <b>Exception</b>  |
|-----------------------|--|---|
| Paragraph 2.1(a)      | Where a student who is enrolled as a second-level nurse (formerly known as State Enrolled Nurses), and is on a course leading to registration as a first-level nurse, and a conversion is not appropriate.                             | The rule that a student must not already be registered in the same <b>field of healthcare</b> is waived.  |
| Paragraph 2.1(a)      | Where a student has been registered in that profession in the past, but that registration has lapsed and the Nursing and Midwifery Council will not allow re-registration via a short “return to practice” course.                     | The rule that a student must not already be registered in the same <b>field of healthcare</b> is waived.  |
| Table 1               | Where an area which was not previously part of the <b>EU</b> or <b>EEA</b> becomes part of one or both of these areas.   | The area concerned is considered to have always been a part of the <b>EU</b> or <b>EEA</b> for the purpose of satisfying the residence and nationality requirements in table 1. |
| Paragraph 4.2 and 4.4 | Where a medical or dental student is not in attendance on the course on 1 December of the year for which a fee is payable, due to illness or injury but returns to the course in the same academic year for which fees are applicable. | The rule that a medical or dental student must be in attendance on the course on 1 December is waived provided they return to the course in the same academic year period.      |

**Table 17 Continues on the next page...**

Table 17 continued...

| <b>Rule</b>       | <b>Circumstance</b>  | <b>Exception</b>  |
|-------------------|--|---|
| Paragraph 5.18(a) | Where no recent accounts are available for the business or profession.   | The BSA will accept a self- assessment used for tax purposes or an equivalent assessment.   |
| Paragraph 8.2     | Where a student is maintaining a dependant who is <b>ordinarily resident</b> outside the <b>UK</b> .   | The BSA may add an allowance for that dependant at a rate which they consider reasonable in all the circumstances, provided the amount does not exceed the amount that would have been allowed had the dependant been <b>ordinarily resident</b> in the <b>UK</b> . |
| Paragraph 8.4(a)  | Where a dependant who is paid a pension, allowance or other benefit by reason of their disability, and that payment is taxable under the tax legislation of an <b>EU</b> state other than the <b>UK</b> but would not be taxable if that legislation made equivalent provision to <b>UK</b> Tax legislation. | The dependant's pension, allowance or other benefit paid by reason of their disability is disregarded in the calculation of the dependant's income.   |
| Paragraph 9.11    | Where a disabled student is absent from the course due to illness or injury for more than 60 days.   | The BSA in liaison with the Higher Education Institution will consider whether in the circumstances of the student's disability it would be reasonable to extend the 60 day limit.  |

Table 17 Continues on the next page...



Table 17 continued....

| Rule              | Circumstance  | Exception  |
|-------------------|---|--|
| Paragraph 9.14    | Where a student on maternity leave is suffering from post-natal depression or another pregnancy related illness, or is coping with the serious illness or loss of a baby. | The BSA may extend the maximum 12 month period for a <b>maternity award</b> , subject to medical evidence.   |
| Paragraph 9.15    | Where a student was in receipt of a childcare allowance before going on maternity leave, and has on-going contractual commitments to pay childcare costs.                 | The BSA may continue to pay a childcare allowance in respect of those costs while the commitment continues, provided they are satisfied that the commitment was reasonably incurred.   |
| Paragraph 9.23    | Where a student on adoption leave is coping with the serious illness or loss of the adopted child.  | The BSA may extend the maximum 12 month period for an adoption award, subject to medical evidence.   |
| Paragraph 12.5(a) | Where a student was born in the <b>UK</b> but his or her birth was not registered and no adoption certificate is available.   | The student may provide alternative documentation after consulting the office of national statistics, but nothing in this exception requires the BSA to accept alternative documentation which they consider unsatisfactory. |

## Section 12 Applying for an NHS Bursary

12.1 A student must apply to NHS Student Services for each **academic year** in which the course runs, as required by the BSA.

12.2 The application for a new NHS Bursary, or a re-application for another year's funding under an existing NHS Bursary, must be made in the form prescribed by NHS Student Services and within 6 **calendar months** of the first date of the **academic year**.

12.3 The applicant must give a written undertaking that the particulars given are correct to the best of his or her knowledge and belief, and that he or she will notify NHS Student Services promptly of any change which might affect his or her eligibility for an NHS Bursary or the payments which he or she receives under an NHS Bursary.

12.4 The applicant, or if he or she is under the age of 18 a person with **parental responsibility** for them, must give a written undertaking that, where any payment under an NHS Bursary exceeds the amount payable under these rules for the **academic year** concerned, the person signing the undertaking will, if called on to do so, repay the excess amount.

12.5 The applicant must provide such evidence as NHS Student Services may require to demonstrate his or her eligibility for a bursary, including either:

- (a) if the student was born in the **UK**, his or her birth certificate, or, if adopted, the adoption certificate; or
- (b) if the student was born outside the **UK**, including in the **Islands**, his or her passport and a letter or other document (which could be the student's birth certificate) signed by a consular officer, a minister of religion, a medical or legal practitioner, an established civil servant, a teacher or a police officer, giving details of his or her place and country of birth and of his or her name at birth; or
- (c) if the student believes they have **refugee** status, or **leave to enter or remain** in the **UK**, the official letter of recognition from the home office or one of its agencies and a letter or other document (which could be the student's birth certificate) signed by a consular officer, a minister of religion, a medical or legal practitioner, an established civil servant, a teacher or a police officer giving details of his or her place and country of birth and of his or her name at birth; or

- (d) an “Assessment of Eligibility for Financial Support for Higher Education” for the academic year concerned, issued by Student Finance England in the UK provided NHS Student Services are satisfied that the evidence referred to in paragraph 12.5(a) or (b) or (c) has been produced in support of a previous application for publicly funded student support.

12.6 The normal procedure is as follows:

- (a) For students on courses leading to professional registration as a doctor or dentist, the higher education institution will notify NHS Student Services of any students who will be starting a year of the course which is eligible for an NHS Bursary. Students are required to apply directly to NHS Student Services for their NHS Bursary.
- (b) For students who have been offered places on other courses which are eligible for an NHS Bursary, the higher education institution will provide NHS Student Services with details of any students who may be starting a course which is eligible for an NHS Bursary. Students are required to apply directly for their NHS student bursary once they have received an offer of an NHS funded place.
- (c) For students already in receipt of an NHS Bursary who are not in their final year, NHS Student Services will contact the student with information on how to apply for a further year’s funding.

12.7 A student who has an offer of a place on a course, or is expecting to attend another year of a course, which he or she believes to be eligible for an NHS Bursary, should apply online as soon as they believe they are eligible for a bursary or have been offered a NHS funded place as set out in paragraph 12.6 (a), (b) and (c) above.

# Section 13 Complaints, Appeals and Reviews

## Complaints

- 13.1 If a student is concerned about the way in which an NHS Bursary application, bursary payment or any other matter in relation to an NHS Bursary is being dealt with, the student should first contact the NHS Bursary Helpline on 0300 330 1345. This is likely to be the fastest way to resolve any issues about a current payment or application.
- 13.2 If a student remains dissatisfied with the way in which an NHS Bursary application, bursary payment or any other matter in relation to an NHS Bursary has been dealt with, the student may make a formal complaint to the BSA in writing at [nhsbsa.bursarycomplaints@nhs.net](mailto:nhsbsa.bursarycomplaints@nhs.net)
- 13.3 The Secretary of State for Health has asked the BSA to treat all complaints in a fair, objective and consistent manner; to take corrective and remedial action where possible; and to identify any areas for improvement in the operation of the **NHS Bursary Scheme**.
- 13.4 If a student has exhausted the BSA formal complaints procedure and believes their complaint has been inappropriately or unfairly dealt with by the BSA, the student may complain to the Department of Health in writing. A student should include in their letter their explicit consent that the Department of Health may share the necessary personal information with the BSA, **Health Education England** or the relevant **Local Education and Training Board** in order to investigate their complaint fully. This is to ensure compliance with the Data Protection Act. The Department aims to respond to complaints within 20 working days, A student should write to:

NHS Bursary Complaint  
F.A.O. Emma Rush  
Workforce Development Strategy  
Strategy and External Relations Directorate  
Quarry House  
Quarry Hill  
Leeds  
LS2 7UE

## Reviews

13.5 Where a student believes a decision made by the BSA in relation to an NHS Bursary is incorrect, they may ask for the decision to be reviewed. Such a review can include, but is not limited to, the following matters:

- (a) the outcome of a bursary application,
- (b) a decision on the amount of bursary payable,
- (c) suspension, reduction or termination of a bursary.

13.6 The request for a review should be made within 28 days of notification of the decision.

13.7 Any application for a review must be made in writing to:

The Review Section  
NHS Student Services  
Hesketh House  
200-220 Broadway  
Fleetwood  
FY7 8SS

## Appeals

13.8 If after being informed of the result of a review a student continues to believe that a decision made by the BSA in relation to an NHS Bursary is incorrect the student may appeal to the Department of Health.

13.9 The request for an appeal should be made within 28 days of notification of the decision of the review. The Department aims to respond to appeals within 20 working days.

13.10 Any application for an appeal to the Department of Health must be made only after the review process has been completed by the BSA and be made in writing. A student should include in their letter their explicit consent that the Department of Health may share the necessary personal information with the BSA, **Health Education England** or the relevant **Local Education and Training Board** in order to investigate the student's appeal fully. This is to ensure compliance with the Data Protection Act. A student should write to:

NHS Bursary Appeal  
F.A.O .Emma Rush  
Workforce Development Strategy  
Strategy and External Relations Directorate  
Quarry House  
Quarry Hill  
Leeds, LS2 7UE

## Section 14      Glossary

| Words and Phrases with Special Meanings | Special Meaning in These Rules  |
|---|---|
| <b>Academic authority</b>               | The institution of Higher Education which is providing the course for which a particular NHS Bursary has been awarded, including a person acting with the authority of such an institution.   |
| <b>Academic year</b>                    | The <b>Academic year</b> is a period of 12 months starting from the first date of the first term in that period, as provided to the BSA by the relevant Higher Education Institution.   |
| <b>Calendar months</b>                  | The period of duration from the same date of one month to the same date of the next month   |
| <b>Care leaver</b>                      | A person who, as a result of an order of a competent court, was in care for at least 3 months up to or after their 16 <sup>th</sup> birthday and has not since been returned to the care of their <b>parents</b> . In this context “in-care” means in the custody or care, or provided accommodation by a state authority, or national, or regional or local authority, or a voluntary or charitable organisation, or any other person who is not their parent. |
| <b>Child of a refugee</b>               | A person who is the natural, adopted or step-child or ward of a <b>Refugee</b> and who was under 18 years of age when the <b>refugee</b> made their asylum application or, if no such application was made, under 18 years of age when <b>leave to enter or remain</b> was granted.   |

|  |   |
|--|---|
| <b>Child of a Swiss national</b>         | A person who is the natural, adopted or step-child or ward of a Swiss National and who is either under 21 years of age or <b>dependent</b> on the Swiss National.   |
| <b>Child of a Turkish worker</b>         | A person who is the natural, adopted or step-child or ward of a Turkish national who is <b>ordinarily resident</b> in the <b>UK, Islands</b> and is or was lawfully employed in the <b>UK</b> , provided the child is under 21 years of age or <b>dependent</b> on that Turkish national.           |
| <b>Close relative</b>                    | A parent, step-parent, foster-parent, grandparent, step-grandparent, uncle, aunt, brother or sister.  |
| <b>Commissioner</b>                      | The NHS organisation which has commissioned the course for which an NHS Bursary has been awarded or a person acting with the authority of such an institution in relation to the commissioning of the course.   |
| <b>Dependent</b>                         | A person is dependent if they wholly or mainly financially rely on the other person for their day-to-day needs. But a person is not dependent if they are wholly or mainly supported by state benefits.   |
| <b>Directive 2004/38</b>                 | Directive 2004/38 of the European Parliament and of the Council of 29 <sup>th</sup> April 2004 of the rights of citizens of the Union and their family members to move and reside freely in the territory of the Member States.   |
| <b>DSA-QAG</b>                           | The Disabled Students Allowance Quality Assurance Group   |
| <b>EEA</b>                               | The area comprised by the European Economic Area states, which includes the member states of the <b>EU</b> , plus Iceland, Norway (including Svalbard) and Lichtenstein.  |
| <b>EEA frontier self-employed person</b> | An <b>EEA</b> national who is a self-employed person in the <b>UK</b> and resides in Switzerland or the territory of an <b>EEA</b> state other than the <b>UK</b> , and returns to his or her residence in Switzerland or that <b>EEA</b> state, as the case may be, daily or at least once a week. |
| <b>EEA frontier worker</b>               | An <b>EEA</b> national who is a <b>worker</b> in the <b>UK</b> but resides in Switzerland or an <b>EEA</b> state other than the <b>UK</b> and returns to his or her residence in Switzerland or that <b>EEA</b> state, as the case may be, daily or at least once a week.                           |
| <b>EEA migrant worker</b>                | An <b>EEA</b> national who is a worker, other than an <b>EEA frontier worker</b> , in the <b>UK</b> .   |
| <b>EEA national</b>                      | A national of an <b>EEA</b> State other than the <b>UK</b> .  |

|  |   |
|--|---|
| <b>EEA self-employed person</b>  | An <b>EEA</b> national who is a self-employed person, other than an <b>EEA frontier self-employed person</b> , in the <b>UK</b> .   |
| <b>Eligible Week</b>   | An <b>eligible week</b> consists of any educational time spent in attendance on the course at a higher education institute or on a clinical placement.  |
| <b>EU</b>  | The European Union, which includes Austria, Belgium, Bulgaria, Croatia, Cyprus, The Czech Republic, Denmark (but not Greenland or the Faroe Islands), Estonia, Finland (including the Aland Islands), France (including the departments d'outre Mer of Guadelope, Martinique, French Guyana and Reunion, but not including the Territoires d' Outre Mer or Monaco) , Germany (including Heligoland), Greece, Hungary, Ireland, Italy (but not San Marino or the Vatican), Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal (including Madeira and the Azores but not Macao), Romania, Slovakia, Slovenia, Spain (including the Balearics, the Canaries, Ceuta and Melila but not Andorra), Sweden and the United Kingdom (including Gibraltar but not the Channel Islands, the Isle of Man, the Sovereign Base areas of Cyprus, and the British Overseas Territories).   |
| <b>EU national</b>   | A national of a Member State of the <b>EU</b> . All citizens of the British overseas territories, except those residing at Britain's Sovereign Bases in Cyprus, are citizens of the European Union  |
| <b>Family member</b><br><br><br><br><br><br><br><br><br><br><br><br><br><br><b>Family member continued</b> | <p>(a) In relation to an <b>EEA frontier worker</b>, an <b>EEA migrant worker</b>, an <b>EEA frontier self-employed person</b>, or an <b>EEA self-employed person</b>:</p> <ul style="list-style-type: none"> <li>(i) that persons spouse or civil partner, or</li> <li>(ii) direct descendants of the person or of the person's spouse or civil partner who are: <ul style="list-style-type: none"> <li>(aa) under the age of 21, or</li> <li>(bb) dependants of the person or the person's spouse or civil partner; or</li> </ul> </li> <li>(iii) dependent direct relatives in the ascending line of that person or of the person's spouse or civil partner.</li> </ul> <p>(b) In relation to a <b>Swiss employed person</b>, a <b>Swiss frontier employed person</b>, a <b>Swiss frontier self-employed person</b> or a <b>Swiss self-employed person</b>:</p> <ul style="list-style-type: none"> <li>(i) that person's spouse or civil partner, or</li> <li>(ii) that person's child or the child of that person's spouse or civil partner.</li> </ul> |



|                                 |  |
|---------------------------------|--|
|                                 | <p>(c) In relation to an <b>EU national</b> who falls within article 7(1)(c) of <b>Directive 2004/38</b>:</p> <ul style="list-style-type: none"> <li>(i) that person's spouse or civil partner; or,</li> <li>(ii) direct descendants of the person or of the person's spouse or civil partner who are: <ul style="list-style-type: none"> <li>(aa) under the age of 21, or</li> <li>(bb) dependants of the person or the person's spouse or civil partner.</li> </ul> </li> </ul> <p>(d) In relation to an <b>EU national</b> who falls within article 7(1)(b) of <b>Directive 2004/38</b>:</p> <ul style="list-style-type: none"> <li>(i) that person's spouse or civil partner; or</li> <li>(ii) direct descendants of the person or of the person's spouse or civil partner who are: <ul style="list-style-type: none"> <li>(aa) under 21, or</li> <li>(bb) dependants of the person or of the person's spouse or civil partner; or</li> </ul> </li> <li>(iii) dependent direct relatives in the person's ascending line or that of the person's spouse or civil partner.</li> </ul> <p>e) in relation to a UK national, for the purposes of category (o) in table 1–</p> <ul style="list-style-type: none"> <li>i) the person's spouse or civil partner; or</li> <li>ii) direct descendants of the person or the person's spouse or civil partner who are – <ul style="list-style-type: none"> <li>aa) under the age of 21 or</li> <li>bb) dependants of the person or the person's spouse or civil partner</li> </ul> </li> </ul> |
| <p><b>Fees only bursary</b></p> | <p>A bursary which only includes help with tuition fees.</p>   |

|                                 |   |
|---------------------------------|---|
| <b>Full bursary</b>             | A bursary which includes eligibility for a <b>maintenance award</b> .   |
| <b>Full-time</b>                | In relation to an eligible course, a course in which the student is required to attend the course for at least 30 weeks in each <b>academic year</b> except the final year of multi-year courses, and at least 8 weeks in the final <b>academic year</b> of multi-year courses; and to undertake in each <b>academic year</b> an average of at least 21 hours a week in study or practice placement or other work experience required by the course. In relation to a student, a student attending such a course. |
| <b>Funding body</b>             | The NHS organisation which provides the funding for the course for which an NHS Bursary has been awarded  |
| <b>Healthcare profession</b>    | A healthcare profession for the purpose of these rules is one of the professions listed in <a href="#">section 3, table 2</a> .   |
| <b>Health Education England</b> | The national leadership organisation for education, training and workforce development in the health sector.  |
| <b>Income after tax</b>         | All income, including overseas income, after deduction of income tax and national insurance contributions or equivalent taxes overseas. Where the income is in a currency other than sterling, the sterling equivalent will be used in any calculations on the basis of the actual sum in sterling received by the student or, where this is not known, the amount in sterling which the income would purchase using the average rate for the year it is received.  |
| <b>Income before tax</b>        | All income, including overseas income, before deduction of tax or national insurance payments, including any sums exempt from tax. Where the income is in a currency other than sterling, the sterling equivalent will be used in any calculations on the basis of the actual sum in sterling received by the student or, where this is not known, the amount in sterling which the income would purchase using the average rate for the year it is received.   |
| <b>Independent student</b>      | A student who can demonstrate that he or she is independent of their <b>parents</b> under the rules in <a href="#">paragraph 5.17</a> above.  |

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| <b>International course</b>               | A first degree course provided by a publicly funded institution in England in conjunction with an overseas institution, where part of the course takes place abroad.   |
| <b>Irreconcilably estranged</b>           | The student has not communicated with either of his or her <b>parents</b> for a period of at least one year, or otherwise demonstrated to the satisfaction of the BSA that he or she has no association with either <b>parent</b> and that this situation cannot reasonably be expected to change.   |
| <b>Islands</b>                            | The Channel <b>Islands</b> and the Isle of Man.  |
| <b>Leave to enter or remain</b>           | An unexpired grant of <b>leave to enter or remain</b> in the <b>UK</b> given on behalf of the Secretary of State to a person recognised as a <b>refugee</b> , or given humanitarian protection; or to a family member of a person granted recognition as a <b>refugee</b> or given humanitarian protection.  |
| <b>Local Education and Training Board</b> | Local Education and Training Boards (LETB) are committees of HEE and are made up of representatives from local providers of NHS services. LETBs are responsible for the training and education of NHS staff, both clinical and non-clinical, within their area...  |
| <b>London</b>                             | The area comprising the City of London and the Metropolitan Police District as defined by section 76 of the Greater London Act 1963 prior to its substitution by section 323(1) of the Greater London Authority Act 1999.  |
| <b>Maintenance award</b>                  | The collective term for that part of the NHS Bursary which is paid to a student to help support them while attending the course. The types of support provided, and the overall amount payable, will depend on the nature of the course and on the student's circumstances as set out in <a href="#">section 5</a> . But the types of support that may be included are a basic allowance, an extra weeks allowance, a disabled students allowance, a dependants allowance, a childcare allowance or a parents learning allowance and reimbursement of practice placement expenses. |
| <b>Maternity award</b>                    | The continued payment of an NHS Bursary during   |

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|                             | authorised absence on maternity leave.   |
| <b>NHS Bursary Scheme</b>   | The arrangements established by the Secretary of State to pay allowances to students under section 63(6) of the Health Services and Public Health Act 1968.  |
| <b>Non-medical</b>          | Includes all NHS Bursary eligible professions listed in <a href="#">table 2</a> apart from doctor or dentist   |
| <b>Normal accommodation</b> | A student's accommodation in term time, whether at the <b>parental home</b> or away from the <b>parental home</b> .  |
| <b>OFSTED</b>               | The Office for Standards in Education, Children's Services and Skills  |
| <b>Ordinarily resident</b>  | <p>Lawful and habitual residence through choice and for a settled purpose throughout the period concerned.</p> <p>A person is to be treated as <b>ordinarily resident</b> in the area in question if the person would have been so resident but for the fact that person, their spouse or civil partner, their parent, or (in the case of a dependent direct relative in the ascending line) their child or child's spouse or civil partner is or was temporarily employed outside the area in question.</p> <p>For the purposes of this definition, temporary employment includes:</p> <p>(a) in the case of members of the regular naval, military or air forces of the crown, any period in which they serve outside the <b>UK</b> as members of such forces; and</p> <p>(b) in the case of members of the regular armed forces of an <b>EEA</b> State or Switzerland, any period in which they serve outside the territory comprising the <b>EEA</b> and Switzerland as members of such forces; and</p> <p>(c) in the case of members of the regular armed forces of Turkey, any period in which they serve outside the territory comprising the <b>EEA</b>, Switzerland and Turkey as members of such forces.</p> |
| <b>Parent/Parents</b>       | A parent or parents by nature or legal adoption. But not a guardian step-parent, or foster parent (unless they have legally adopted the student concerned).  |
| <b>Parental home</b>        | The home of a <b>parent</b> or guardian of the student or, for members of a religious order, a house belonging to that   |

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|  | religious order.   |
| <b>Parental responsibility</b>                           | Exists where a person has the same legal rights, duties, powers, responsibilities and authority as a parent for a child and for the child's property.  |
| <b>Partner</b>   | A person who is ordinarily living with the student as if they were the student's spouse or civil partner.  |
| <b>Part-time</b>   | In relation to a course, any course that does not satisfy the definition of a <b>full-time</b> course above. In relation to a student, any student attending a course that does not satisfy the definition of a <b>full-time</b> course above.   |
| <b>Period ordinarily required to complete the Course</b> | The period ordinarily required to complete the course by a student who is not excused part of the course on account of his or her having attended a previous course.   |
| <b>Person granted humanitarian protection</b>            | A person who on the grounds of humanitarian protection has been granted leave to remain under the immigration rules as defined in s33 (1) of the Immigration Act 1971, whose leave to remain is extant, or in respect of whose leave to remain an appeal is pending within s104 of the Nationality, Immigration and Asylum Act 2002, and who has been <b>ordinarily resident</b> in the <b>UK and Islands</b> throughout the period since the person was granted such leave to remain. |
| <b>Pre-registration student</b>                          | A student on a course leading to professional registration who is not already registered in the same field of healthcare.  |
| <b>Private vehicle</b>                                   | Includes a pedal cycle, motor vehicle up to 125cc and any other motor vehicle owned by the student or otherwise used by the student with the owner's consent, other than a hire vehicle and subject to the requirements in Para 7.5  |
| <b>Publicly funded student support</b>                   | Any award bestowed, grant paid or other support provided by virtue of the Education Act 1962 or the Teacher and Higher Education Act 1998 or any comparable award, grant, or other support paid out of moneys provided by any UK Parliament  |
| <b>Recognised Institution of Higher Education</b>        | Institution of higher education that is recognised by the Department of Health and the NHS as offering a course for which an NHS Bursary may be payable.   |

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| <p><b>Refugee</b></p>                      | <p>A person recognised by Her Majesty’s government as a <b>refugee</b> within the meaning of the United Nations Convention relating to the status of refugees done at Geneva on 28<sup>th</sup> July 1951 as extended by the protocol thereto which entered force on 4<sup>th</sup> October 1967.</p>               |
| <p><b>Residual income</b></p>              | <p>For a <b>parent</b> is the amount determined in accordance with <a href="#">paragraph 5.11</a> in these rules, and for a spouse, civil partner or <b>partner</b> is the amount determined in accordance with <a href="#">paragraph 5.15</a> in these rules.</p>  |
| <p><b>Right of permanent residence</b></p> | <p>A right arising under <b>Directive 2004/38</b> to reside in the <b>UK</b> permanently without restriction</p>  |
| <p><b>Right of residence</b></p>           | <p>A right of residence under article 7 of <b>Directive 2004/38</b>, or an equivalent right granted under the <b>EEA</b> Agreement or the <b>Swiss agreement</b>.</p>   |
| <p><b>Secondment</b></p>                   | <p>A secondment is where a student remains employed by an organisation but is relieved of his or her normal duties or is given leave of absence to enable them to attend the course.</p>  |
| <p><b>Self-employed person</b></p>         | <p>In relation to an <b>EEA</b> national, a person who is self-employed within the meaning of article 7 of Directive 2004/38 or the <b>EEA</b> agreement as the case may be.</p> <p>In relation to a Swiss national, a person who is self-employed within the meaning of annex 1 to the <b>Swiss agreement</b>.</p> |

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|---|---|
| <b>Settled in the UK</b>  | Settled within the meaning of section 33(2A) of the Immigration Act 1971 – that is <b>ordinarily resident</b> in the <b>UK</b> without being subject under the immigration laws to any restriction on the period for which the person may remain in the <b>UK</b> . (This will apply to <b>UK</b> nationals born in the <b>UK</b> and who have always lived in the <b>UK</b> ).   |
| <b>Settled in the UK and has exercised a right of residence elsewhere</b> | A <b>UK</b> national, a <b>family member</b> of a <b>UK</b> national for the purposes of article 7 of <b>Directive 2004/38</b> (or corresponding purposes under the <b>EEA</b> agreement or <b>Swiss agreement</b> ), or a person who has a <b>right of permanent residence</b> , who has exercised a right under Article 7 of <b>Directive 2004/38</b> or any equivalent right under the <b>EEA</b> Agreement or <b>Swiss agreement</b> in a State other than the <b>UK</b> , or, in the case of a person who is settled in the <b>UK</b> and has a right of permanent residence, if the person goes to the state within the territory comprising the <b>EEA</b> and Switzerland of which the person is a national or of which the person in relation to whom the person is a family member is a national. |
| <b>Single parent</b>  | A person with <b>parental responsibility</b> for a <b>child</b> who does not ordinarily live with a spouse or civil partner or <b>partner</b> .   |
| <b>Sponsorship income</b>   | Any scholarship, studentship, exhibition, award, grant, allowance or benefit however described, payable in connection with the student's attendance on the course, or any earnings from employment in respect of any period in which the student has leave of absence for the purpose of attending the course.  |
| <b>State authority</b>  | A <b>State authority</b> or Agency whether national, regional or local.   |
| <b>State studentship</b>  | Funding provided by the State to support a postgraduate student undertaking research as well as study - normally arranged through various <b>UK</b> research councils.  |
| <b>Student loan</b>   | A loan made under the <b>Student Loan Scheme</b> .  |

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| <b>Student Loan Scheme</b>                 | The scheme introduced by the Education (Student Loans) Act 1990 by which government supported loans are made available to students, and which is administered by the Student Loans Company.  |
| <b>Swiss agreement</b>                     | The agreement between the <b>EU</b> and its member states, of the one part, and the Swiss Confederation, of the other, on the Free Movement of Persons signed at Luxembourg on 21 June 1999 and which came into force on 1 June 2002.  |
| <b>Swiss employed person</b>               | A Swiss national who is an employed person other than a <b>Swiss frontier employed person</b> , in the <b>UK</b> .   |
| <b>Swiss frontier employed person</b>      | A Swiss national who is an employed person in the <b>UK</b> ; and resides in Switzerland or in the territory of an <b>EEA</b> state other than the <b>UK</b> and returns to the national's residence in Switzerland or that <b>EEA</b> State as the case may be, daily or at least once a week.      |
| <b>Swiss frontier self-employed person</b> | A Swiss national who is a self-employed person in the <b>UK</b> and resides in Switzerland or in the territory of an <b>EEA</b> State, other than the <b>UK</b> , and returns to the national's residence in Switzerland or that <b>EEA</b> state, as the case may be daily or at least once a week. |
| <b>Swiss self-employed person</b>          | A Swiss national who is a self-employed person other than a <b>Swiss frontier self-employed person</b> , in the <b>UK</b>  |
| <b>Temporary accommodation</b>             | The temporary accommodation taken by a student while attending a practice placement which forms part of his or her course.   |
| <b>Turkish worker</b>                      | A Turkish national who is <b>ordinarily resident</b> in the <b>UK</b> and <b>Islands</b> and is, or has been, lawfully employed in the <b>UK</b> .   |



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|---------------------|--|
| <b>UK</b>           | The United Kingdom of Great Britain and Northern Ireland, comprising England, Scotland, Wales and Northern Ireland but not the <b>Islands</b> .  |
| <b>UK nationals</b> | British citizens, persons who are British subjects by virtue of Part IV of the British Nationality Act 1981, and who have the right of abode in the <b>UK</b> and are therefore exempt from <b>UK</b> immigration control, and British Overseas Territories citizens who acquire their citizenship from a connection with Gibraltar.   |
| <b>UK tax year</b>  | A <b>UK tax year</b> begins on 6 <sup>th</sup> April and runs for a 12 month period  |
| <b>Worker</b>       | Means a person who is a worker within the meaning of Article 7 of <b>Directive 2004/38</b> and who is not removed from the definition of “qualified person” in regulation 6 of the immigration ( <b>EEA</b> ) Regulations 2006 by the Accession (Immigration and Worker Authorisation) Regulations 2006 or a worker within the meaning of the <b>EEA</b> agreement or <b>Swiss agreement</b> as the case may be. |

## Appendix I: Summary of Changes

1. The NHS Bursary Scheme New Rules is the fifth edition of the new rules which apply to students starting their courses on or after 1 September 2012. They include a number of changes from the fourth edition of the NHS Bursary Scheme Rules published in 2015.
2. In the introduction paragraph v. has been added about the funding reforms which will be implemented from the 1 August 2017.
3. In [section 2](#), [table 1\(q\)](#) wording had been added to make it clear a child of a Swiss national must be exercising their free movement rights in the UK.
4. In [section 2](#), [table 1](#), a category has been added at (s) for persons with leave to remain.
5. In [section 2](#), paragraph [2.4\(a\)](#) a sentence has been added to clarify that residence in England should not be wholly or mainly for receiving full-time education.
6. In [section 2](#), paragraph [2.5](#) has been added to clarify the residency rules for students who come to study medicine or dentistry from another UK country.
7. In [section 2](#), paragraph [2.6](#) has been added to clarify medical and dental students must be occupying a place on a medical or dental course which is included within the HEFCE medical and dental intake target.
8. In [section 2](#), paragraph [2.7](#), “NHS organisation” has been amended to “Health Education England” and that HEE provide the funding for the course has also been added.
9. In [section 3](#), paragraph [3.1\(c\)](#) “NHS organisation” has been amended to “Health Education England”
10. In [section 3](#), a paragraph has been added at [3.6](#) to make it clear which professions will be removed from [table 2](#) in the next edition of the rules effective from 1 August 2017.
11. In [section 4](#), [table 4](#), the tuition fee rate for medical and dental students studying in Northern Ireland has been changed from £3,805 to £3,925.
12. In [section 5](#), paragraph [5.5](#) has been amended to clarify how the maintenance award is paid.

13. In [section 5](#), paragraph [5.17\(j\)](#) wording has been added to clarify that students who qualify on this ground retain that status for the period of eligibility
14. In [section 6](#), [table 12](#), the rates for new DSA applicants from September 2016/17 have been added.
15. In [section 6](#), paragraph [6.6](#), a paragraph has been added to reflect the change in policy for new DSA applicants from September 2016/17.
16. In [section 7](#), paragraph [7.5](#) has been amended to clarify that students are expected to use the cheapest form of transport where it is reasonably practical to do so.
17. In [section 7](#), paragraph [7.7 a \(ii\)](#) has been amended to clarify a student may travel in a private vehicle or hire car where appropriate.
18. In [section 7](#), paragraph [7.7 \(a\) \(iii\)](#) reference to [\(i\)](#) and [\(ii\)](#) has been made to explain how [\(iii\)](#) is calculated.
19. In [section 8](#), paragraph [8.9\(b\)](#), “or equivalent body” has been added to incorporate all other childcare bodies.
20. In [section 8](#), paragraph [8.9\(d\)](#), a paragraph has been added regarding care provided by foster carers.
21. In [section 8](#), paragraph [8.9\(e\)](#) paragraphs [\(i\)](#), [\(ii\)](#) and [\(iii\)](#), have been added to clarify the childcare which the allowance is payable for in Wales, Scotland and Northern Ireland.
22. In [section 8](#), paragraph [8.10\(a\)](#) Universal Credit has been included in the list of circumstances where no childcare allowance is payable.
23. In [section 10](#), paragraphs [10.2](#) and [10.3](#) in previous editions have been amalgamated.
24. In [section 11](#), [table 17](#), an exception has been added regarding medical and dental students attendance on the course on 1 December.
25. In [section 11](#), [table 17](#), liaison with the Higher Education Institution and education commissioner has been added to the exception regarding paragraph [9.11](#) to add clarity to the process.
26. In [section 12](#), paragraph [12.2](#), the wording has been amended to clarify that applications must be made within 6 months of the first date of the academic year.

27. In [section 14](#), the definition of an academic year has been amended in the glossary to add clarity.
28. In [section 14](#), in the glossary definition for Income after tax and Income before tax “the average rate for the year it is received” has been added to calculate the amount of sterling the income would purchase where the income is not in sterling and the equivalent is not known.
29. In [section 14](#), the definition of parents/parents has been amended to clarify that foster parents’ income is not used for a parental contribution calculation.
30. In [section 14](#), the definition for private vehicle has been added to the glossary
31. In [section 14](#), the definition for publicly funded student support has been slightly amended to include support provided by any UK Parliament.
32. A number of minor and inconsequential changes have been made throughout the rest of the text including changes in paragraph numbers compared to the earlier published rules.

## Appendix II: Organisations That May be Able to Help

### *NHS Bursary Enquiries:*

#### England:

NHS BSA Student Bursaries  
Hesketh House  
200-220 Broadway  
Fleetwood  
FY7 8SS  
Tel: 0300 330 1345 (Student Help Line)  
Fax No: 01253 774491  
Website: [www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students)

#### Wales:

NHS Wales Student Awards Services  
Floor 4  
Companies House  
Crown Way  
Cardiff  
CF14 3UB  
Tel: 029 2090 5380 (Bursary Enquiries)  
Tel: 029 2090 5381 (Childcare Enquiries)  
Website: <http://www.nwsspstudentfinance.wales.nhs.uk>

#### Scotland:

The Student Awards Agency for Scotland  
Saughton House  
Broomhouse Drive  
EDINBURGH  
EH11 3UT  
Tel: 0300 555 0505  
Fax: 0131 244 5887  
Website: <http://www.saas.gov.uk>

#### Northern Ireland:

The Department for Employment and Learning  
Training and Employment Student Support Branch  
Fourth Floor  
Adelaide House  
39-49 Adelaide Street  
Belfast  
BT2 8FD  
Tel: 028 9025 7777  
Fax: 028 9025 7778

Website: [www.delni.gov.uk](http://www.delni.gov.uk)

**DSA-QAG Central Administration Unit**

Centrum House, Sixth Floor  
38 Queen Street  
Glasgow  
G1 3DX  
Tel: 0141 548 8006  
Website: [www.dsa-qag.org.uk](http://www.dsa-qag.org.uk)

***BIS Student Support:***

Student Finance England  
PO Box 210  
Darlington  
DL1 9HJ  
Telephone: 0845 300 5090  
Textphone: 0845 604 4434  
Monday to Friday, 8am to 8pm  
Saturday and Sunday, 9am to 4pm  
Website: [www.gov.uk/browse/education/student-finance](http://www.gov.uk/browse/education/student-finance)

**Independent Organisations Representing Health Professions:**

Allied Health Professionals Federation:  
2 White Hart Yard London SE1 1NX  
Tel: 0207 378 3022  
Website: [www.ahpf.org.uk](http://www.ahpf.org.uk)

British Academy of Audiology  
Blackburn House  
Redhouse Road  
Seafeld  
West Lothian  
Tel: 01625 290046 fax: 01506811477  
Website: [www.baaudiology.org](http://www.baaudiology.org)

British and Irish Orthoptic Society  
62 Wilson Street  
London  
EC2A 2BU  
Tel: 01353 66 55 41  
Website: [www.orthoptics.org.uk](http://www.orthoptics.org.uk)

British Association of Dental Therapists  
Rose Cottage  
Reading Road

Burghfield Village  
Berkshire  
RG30 3SA  
Tel: 07511 128081  
Website: [www.badt.org.uk](http://www.badt.org.uk)

British Association of Occupational Therapists  
106-114 Borough High Street  
Southwark  
London  
SE1 1LB

Tel: 0207 357 6480  
Website: [www.cot.co.uk](http://www.cot.co.uk)

British Association of Prosthetists and Orthotists  
Sir James Clark Building  
Abbey Mill Business Centre  
Paisley  
Renfrewshire  
PA1 1TJ  
Tel: 0141 561 7217  
Fax 0141 561 7218  
Website: [www.bapo.com](http://www.bapo.com)

British Dental Association  
64 Wimpole Street,  
London  
W1G8YS  
Fax: 020 7487 5232  
Tel: 0207 935 0875  
Website: [www.bda.org](http://www.bda.org)

British Dietetic Association  
5th Floor, Charles House,  
148/9 Great Charles Street Queensway,  
Birmingham,  
B3 3HT  
Tel: 0121 200 8080  
Fax 0121 200 8081  
Website: [www.bda.uk.com](http://www.bda.uk.com)

British Medical Association  
Tel: 0300 123 1233 (Members Only)

Website: [www.bma.org.uk](http://www.bma.org.uk)

British Society of Dental Hygiene and Therapy (formerly the BDHA)

3 Kestrel Court  
Waterwells Drive  
Waterwells Business Park  
Gloucester  
GL2 2AT

Tel: 01452 886 365

Fax: 01452 886468

Website: [www.bsdht.org.uk](http://www.bsdht.org.uk)

Chartered Society of Physiotherapy

14 Bedford Row,  
London,  
WC1R 4ED

Tel: 020 7306 6666

Website: [www.csp.org.uk](http://www.csp.org.uk)

College of Occupational Therapists (also the BAOT)

106 - 114 Borough High Street  
Southwark,

London SE1 1LB

Tel: 0207 357 6480

Website: [www.cot.co.uk](http://www.cot.co.uk)

College of Operating Department Practitioners

130 Euston Road

London

NW1 2AY

Tel: 0870 746 0984

Fax: 0870 746 0985

Website: [www.codp.org.uk](http://www.codp.org.uk)

Health and Care Professions Council,  
Park House, 184 Kennington Park Road,  
London, SE11 4BU

Tel. 44 (0)300 500 6184\*

Fax: 44 (0)20 7820 9684

Website: <http://www.hcpc-uk.co.uk/>

National Union of Students

NUS HQ,

Macadam House



275 Grays Inn Road  
London  
WC1X 8BQ  
Tel: 0845 5210 262  
Website: [www.nus.org.uk](http://www.nus.org.uk)

Nursing and Midwifery Council  
Tel: 020 7637 7181  
Website: [www.nmc-uk.org](http://www.nmc-uk.org)

Royal College of Midwives  
15 Mansfield Street  
London  
W1G 9NH  
Tel: 0207 312 3535  
Fax: 0 20 7312 3536  
Website: [www.rcm.org.uk](http://www.rcm.org.uk)

Royal College of Nursing  
20 Cavendish Square  
London  
W1G 0RN  
Tel: 0207 409 3333  
Website: [www.rcn.org.uk](http://www.rcn.org.uk)

Royal College of Speech and Language Therapists  
RCSLT,  
2 White Hart Yard,  
London,  
SE1 1NX  
Tel: 0207 378 1200  
Website: [www.rcslt.org](http://www.rcslt.org)

The Society of Chiropodists and Podiatrists  
1 Fellmonger's Path  
Tower Bridge Road  
London  
SE1 3LY  
Tel: 020 7234 8620  
Fax: 0845 450 3721  
Website: [www.feetforlife.org](http://www.feetforlife.org)

The Society of Radiographers

207 Providence Square  
Mill Street  
London  
SE1 2EW

Tel: 020 7740 7200

Fax: 020 7740 7233

Website: [www.sor.org](http://www.sor.org)

UNISON

UNISON Centre,  
130 Euston Road,

London

NW1 2AY

Tel: 0845 355 0845

Website: [www.unison.org.uk](http://www.unison.org.uk)

## Appendix III Guidance on Maternity, Adoption and Associated Awards

### Students who Become Pregnant

1. If a student who has already been granted a place on a pre-registration course becomes pregnant before the course begins she should contact the university for advice as to whether it would be better to start her training as planned or to defer starting her course until a later date.
2. If a student becomes pregnant after she has started her course, she should let her tutor know as soon as possible and provide the university with information concerning the baby's estimated date of arrival. This is important because the university will need to make provision for the student's antenatal needs prior to her period of maternity leave and to assess the health and safety risks of her undertaking any scheduled placements during that time.

### Arranging for Maternity Leave

3. It is for the student and the university to agree when her authorised absence for maternity leave should begin, taking into account her own health and the health of her baby, and the point in the course when it would be best to begin the break.
4. The student should provide the university with confirmation of the pregnancy before commencing maternity leave (usually the official form MAT B1 available from her GP or midwife after she has been pregnant for 20 weeks).

### How to Apply for Maternity Awards and Additional Benefits

5. To apply for an award, students and their tutors will need to complete form BUR101W (MAT) for the university to submit to NHS Student Services. The form must be completed by both the university and the student and the student given a copy of the completed form. The form should give an estimated return date to ensure payment of the award during the period of leave, but the date may be re-negotiated between the student and the university at a later stage.
6. A student on maternity leave should also inform NHS Student Services of the birth of her child as she may be entitled to additional allowances as a result. Further information on these allowances and the relevant application forms can be found on the BSA website.
7. The student should also contact the university to confirm when she will be returning to her course. If she fails to do this, she will receive a letter from the

university confirming the return date as originally given on form BUR101W (MAT) and the bursary administrators will stop making bursary payments on that day.

### Students Returning to the Course after Giving Birth

8. Students on maternity leave are encouraged to take at least 12 weeks paid absence before returning to their training after giving birth, and must not return to the course for at least two weeks after giving birth.

### Students Who Wish to Defer their Return to Training

9. Students on maternity leave who wish to extend the period of absence beyond that originally agreed with the university will need to request an extension and specify a reason for it. Any student wishing to do this must contact the university, and a member of staff (usually a tutor) will then meet with the student at the university (or, in the case of difficult circumstances, at the student's home) to fill out a further BUR101W (MAT) form.

### Additional Factors to Consider When Arranging Maternity Leave

10. Students should check whether it is a requirement of the course or relevant professional bodies that they complete their training within a set period of time so that they can take this information into account when arranging, or requesting to extend, a period of maternity leave with their university.
11. Students should not assume that the NHS Bursary rules concerning Maternity Awards will still be in force when planning for subsequent **academic years** as they may be subject to change in the future. Further information concerning any updates or changes to the current rules will be posted on the BSA website.

### Arranging for Maternity (Paternity) Support Leave

12. Students who are about to become biological fathers, adoptive fathers or nominated carers of a newborn or newly-adopted child, or whose spouse, civil partner or **partner** is scheduled to give birth to a child, should provide the university with some form of confirmation of the impending birth or arrival of the child such as a copy of form MAT B1, or, in the case of adoption, the relevant documents issued by the adoption agency.
13. It is for the student and the university to agree when his or her four weeks of authorised absence for maternity support leave should begin and end, and whether it will be taken as one period of absence or split severally. Students will need to arrange time-off for antenatal appointments separately with the university and this will not affect their ordinary bursary payments.

14. A **full bursary** student applying for a maternity support award will need to sign a declaration to be sent to his or her course tutor (see also item 9.17 of the NHS Bursary Rules) in order for to be able to receive a maternity support award and for the continuation of the **maintenance award** when they return to the course.
15. The university should also send NHS Bursaries the completed form BUR101W(MAT) when the student goes on leave.

### Extending Bursary Payments After Taking Maternity Support Leave

16. The NHS expects that students receiving a maternity support award will need to extend maintenance payments of their NHS Bursary after their return to training for up to four weeks at the end of the **academic year**, depending on the length of time that they have been absent from the course. This extension payment will be paid in one sum regardless of whether the student's period of authorised leave has been taken in one go or split. However, students may not need an extension payment if they have caught up with their training by the end of the **academic year** or the end of the course.
17. Universities should send a completed NHS Bursaries form BUR102 if the student receives extended payments of his or her **maintenance award** as a result of taking maternity support leave.

### Additional Factors to Consider When Arranging Maternity Support Leave

18. Students requiring maternity support leave should check whether it is a requirement of the course or relevant professional bodies that they complete their training within a set period of time so that they can take this information into account when arranging periods of leave with their university.
19. Students should not assume that these NHS Bursary rules concerning maternity support leave will still be in force when planning for subsequent **academic years** as they may be subject to change in the future. Further information concerning any updates or changes to the current rules will be posted on the BSA website.

### Arranging for Adoption Support Leave

20. Students who have already been selected for a pre-registration course, but have not yet begun their training should also inform the university of their plans to adopt at the earliest opportunity in order to discuss with them whether it would be better for them to start the course as planned or to defer their studies until the adoption process is complete.

21. Students who have already started their training should inform tutors that they will be adopting children at the earliest opportunity. This is important as the university will need to arrange for such students to take time-off in order to attend official meetings as part of the usual proceedings for adoption.
22. Students should inform their tutors of the week that the child or children will be placed with them and when they would like to start and end their period of leave. They should also provide the university with confirmation of the impending adoption from the relevant adoption agency before beginning their leave period. This could take the form of official documents specifying:
  - (a) the name and address of the agency;
  - (b) the name and date of birth of the child/children;
  - (c) the date on which the student received notice that he/she had been matched with the child/children;
  - (d) the date on which the agency expects the child/children to be placed with the student;
  - (e) any other relevant confirmation from the adoption agency.
23. The student and the university should discuss when the period of authorised absence for adoption support leave should begin. The final decision as to when the leave should be taken rests with the university.

### How to Apply for an Adoption Support Award

24. To apply for an award, students and their tutors will need to complete form BUR101W(MAT) for the university to submit to NHS Student Services. The form must be completed by both the university and the student and the student given a copy of the completed form.
25. The form should give an estimated return date to ensure payment of the award during the period of leave, but the date may be re-negotiated between the student and the university at a later stage.
26. Students on Adoption Support Leave should also inform NHS Student Services when their adopted children are placed in their care as they may be entitled to additional allowances as a result. Further information on these allowances and the relevant application forms can be found on the BSA website.
27. Students on adoption support leave are responsible for maintaining contact with the university while they are on adoption support leave and they should contact the university to confirm when they will be returning to their courses. If they fail to do this, they will receive a letter from the university confirming the return date as originally given on form BUR101W(MAT) and the bursary administrators will stop making bursary payments on that day.

### **Additional Factors to Consider**

28. Students should check whether it is a requirement of the course or relevant professional bodies that they complete their training within a set period of time so that they can take this information into account when arranging, or requesting to extend, a period of adoption support leave with their university.
29. Students should not assume that these NHS Bursary rules concerning adoption support awards will still be in force when planning for subsequent academic years as they may be subject to change in the future. Further information concerning any updates or changes to the current rules will be posted on the BSA Website.

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<sup>i</sup> This power is given to the Secretary of State in Section 63 of the Health Services and Public Health Act 1968.

<sup>ii</sup> The Secretary of State has done this through the NHS Business Services Authority (Awdurdod Gwasanaethau Busnes y GIG) Directions 2013,