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The NHS Bursary Scheme Old Rules

Sixteenth Edition

For Students who Started their Courses before 1 September 2012

NOTE: STUDENTS WHO STARTED THEIR COURSES ON OR AFTER 1 SEPTEMBER 2012 SHOULD CONSULT THE NHS BURSARY SCHEME NEW RULES.

SIXTEENTH EDITION RULES ARE FOR THE ACADEMIC YEAR FROM 1 SEPTEMBER 2015 TO 31 AUGUST 2016

Sixteenth Edition, Version 1.

February 2015

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The NHS Bursary Scheme Old Rules

Sixteenth Edition

FOR STUDENTS WHO STARTED THEIR COURSES BEFORE 1 SEPTEMBER 2012

RULES FOR THE ACADEMIC YEAR FROM

1 SEPTEMBER 2015 TO 31 AUGUST 2016

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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[i]. 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[ii]. 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 rules which will apply to students who started their course before 1 September 2012. The new rules for students who start their course on or after 1 September 2012 are set out in *The NHS Bursary Scheme New Rules, Fourth Edition*. In each case the rules apply in relation to the **academic year** starting on or after 1 September 2015 but before 31 August 2016.

v. Those familiar with the rules published in 2014 may find it helpful to read the summary of the changes in appendix 1.

vi. 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 before 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 before 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 before 1 September 2012 and to the year from 1 September 2015 to 31 August 2016. They contain a number of changes which 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 students' 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 residence requirement at paragraph 2.4 below; and

(d) is not attending the course on **secondment**; and

(e) 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 paragraphs 2.5 and 2.6 below; and

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

Table 1 continues on the next page....

Table 1 Continued...

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

Table 1 continues on the next page....

Table 1 Continued.

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

Table 1 continues on the next page....

Table 1 Continued...

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

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 **EEA** agreement.	(i) **Ordinarily resident** in the **UK** on the first day of the first **academic year** of the course, and (ii) has been **ordinarily resident** in the territory comprising the **EEA** and Switzerland throughout the three-year period preceding the first day of the first **academic year** of the course.	**Full Bursary**
Persons who are settled in the UK and have exercised a right of residence elsewhere		
(n) **Settled in the UK and has exercised a right of residence elsewhere.**	(i) **Ordinarily resident** in the **UK** and **settled in the UK** immediately before leaving the **UK,** and (ii) **Ordinarily resident** in the **UK** on the first day of the first **academic year** of the course, and (iii) **Ordinarily resident** in the territory comprising the **EEA** and Switzerland throughout the three-year period preceding the first day of the first **academic year** of the course, and (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 **full-time** education, **ordinarily resident** in the territory comprising the **EEA** and Switzerland immediately before the period of ordinary residence referred to in entry (n)(iii).	**Full Bursary**

Table 1 continues on the next page....

Table 1 Continued...

Immigration Status	Associated Residence Requirement	Eligibility
EU nationals		
(o) An **EU** national on the first day of the first **academic year** of the course, or a **family member** of such a person.	(i) **Ordinarily resident** in the territory comprising the **EEA** or Switzerland throughout the three-year period preceding **the** first day of the first **academic year** of the course, and (ii) whose ordinary residence in the territory comprising the **EEA** 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 **full-time** education, unless they are a person who is treated as **ordinarily resident** on account of their or their family's temporary absence abroad under the definition of **ordinarily resident** in the glossary.	**Fees Only Bursary**
(p) An **EU** national on the first day of the first **academic year** of the course, other than a **UK national**	(i) **Ordinarily resident** in the **UK** on the first day of the first **academic year** of the course, and (ii) **ordinarily resident** in the **UK** and **Islands** throughout the three-year period immediately preceding the first day of the first **academic year** of the course; and (iii) in a case where the persons **ordinary residence** referred to in (p)(ii) was wholly or mainly for the purpose of receiving **full-time** education, was **ordinarily resident** in the territory comprising the **EEA** and Switzerland immediately prior to the period of ordinary residence referred to in entry (p)(ii).	**Full Bursary**

Table 1 continues on the next page....

Table 1 Continued...

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

Table 1 continues on the next page....

Table 1 Continued...

Immigration Status	Associated Residence Requirement	Eligibility
Persons with discretionary leave to remain in the UK and their family members		
(s) A person who has **leave to remain** in the **UK**.	**Ordinarily resident** in the **UK** on the first day of the first **academic year** of the course**,** and has not ceased to be **ordinarily resident** in the **UK** or **Islands** since being given **leave to enter or remain**.	**Full Bursary**
(t) The spouse or civil partner of a person with **leave to remain** in the **UK**, and who was the spouse or civil partner of the person at the time the person made their application for **leave to enter or remain**.	**Ordinarily resident** in the **UK** on the first day of the first **academic year** of the course**,** and **ordinarily resident** in the **UK** or Islands throughout the previous three years.	**Full Bursary**
(u) **The child of a person with leave to remain** in the **UK** or of the spouse or civil partner of a person with **leave to remain** in the **UK**, and was their child at the time the person made their application for **leave to enter or remain**.	**Ordinarily resident** in the **UK** on the first day of the first **academic year** of the course**,** and **ordinarily resident** in the **UK** or **Islands** throughout the previous three years.	**Full Bursary**

Additional Residence Requirement 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; or

(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.

Students with Assistance from Employers or Other Schemes

2.5 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 an NHS organisation 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.

Table 2: Eligible Healthcare Professions

Eligible Healthcare Professions	
Audiologist	Occupational Therapist
Chiropodist or Podiatrist	Operating Department Practitioner
Dental Hygienist/Dental Therapist	Orthotist/Prosthetist
Dentist	Orthoptist
Dietician	Physiotherapist
Doctor	Radiographer
Nurse	Radiotherapist
Midwife	Speech and Language 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 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).

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.

Table 4 Maximum Annual Tuition Fee Contribution

Year and Type of Course	Maximum Annual Tuition Fee Contribution	
	Courses starting before 1 September 2006	Courses starting on or after 1 September 2006
Any eligible **academic year** of an **international course** where the periods of study at the institution in the **UK** are no more than 10 weeks **full-time** or 30 weeks **part-time** (excluding holidays).	£680	£1,725
Any final year of a course which is ordinarily required to be completed after less than 15 weeks attendance.	£680	£1,725
Any other eligible **academic year** on a pre-registration course lasting 5 or more years (including any integral foundation or intercalating years at bachelor or masters degree level).	£1,380	£3,465 (£3,686 in Northern Ireland)
Any other eligible **academic year** on an accelerated pre-registration course for graduates.	£1,380	£3,465 (£3,805 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 training for a diploma in nursing, midwifery or operating department practice (**traditional diploma students**) is set out in table 5 below, and the calculation for other students (**mainstream students**) is set out in table 6 below**,** subject to an adjustment for **part-time** courses set out in paragraph 5.3 below.

Table 5: Maintenance award Calculation for traditional diploma students

Maintenance Award for Traditional Diploma Students	
Non Means-Tested Allowances Payable in Full	
	(a) The basic allowance set out in table 7
plus	(b) The initial expenses allowance as set out in paragraph 5.5
plus	(c) Any disabled students allowance as set out in section 6
plus	(d) The reimbursement of practice placement expenses as set out in section 7
plus	(e) Any older students allowance payable as set out in paragraph 8.9
Means-Tested Allowances Payable after Deductions	
	(f) Any dependants allowance, **single parent**s allowance or parent learning allowance payable under paragraphs 8.2 to 8.8
plus	(g) Any childcare allowance payable under paragraphs 8.10 to 8.13
minus	(i) Any deduction on account of the student's, **parent**'s, spouse's, civil partner's or partner's income as set out in paragraphs 5.6 to 5.18 below.

Table 6: Calculation for Mainstream Students

Maintenance Award for Mainstream Students	
Non Means-Tested Allowances Payable in Full	
	(a) Any disabled students allowance as set out in section 6
Means-Tested Allowances Payable after Deductions	
	(b) The basic allowance set out in table 8
plus	(c) Any extra weeks allowance set out in paragraph 5.4 below
plus	(d) Any older students allowance payable under paragraph 8.8
plus	(e) Any dependants allowance, **single parents** allowance or parent learning allowance payable under paragraphs 8.2 to 8.7
plus	(f) Any childcare allowance payable under paragraphs 8.9 to 8.11
plus	(g) The reimbursement of practice placement expenses set out in section 7
minus	(h) Any deduction on account of the student's, **parent**'s, spouse's, civil partner's or partner's income as set out in paragraphs 5.7 to 5.18 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 8.10 to 8.13 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 7: Basic Allowance (Traditional Diploma Students)

Traditional Diploma Students	Basic Allowance	
	Courses starting before 1 September 2007	Courses starting on or after 1 September 2007
(a) Studying in **London** and living away from the **parental home** during the course.	£7,810	£8,242
(b) Studying outside **London** and living away from the **parental home** during the course.	£6,645	£7,056
(c) Living at the **parental home** during the course.	£6,645	£7,056

Table 8: Basic Allowance (Mainstream Students)

Mainstream Students	Basic Allowance	
	Courses starting before 1 September 2007	Courses starting on or after 1 September 2007
(a) Studying in **London** and living away from the **parental home** during the course.	£3,230	£3,571
(b) Studying outside **London** and living away from the **parental home** during the course.	£2,630	£2,958
(c) Living at the **parental home** during the course.	£2,151	£2,470

Extra Weeks Allowance for More Intensive Courses

5.4 If a **mainstream 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 in table 9 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 9 multiplied by 22.

Table 9: Extra Weeks Allowance

Mainstream Students	Extra Weeks Allowance	
	Courses starting before 1 September 2007	Courses starting on or after 1 September 2007
(a) Studying in **London** and living away from the **parental home** during the course.	£106	£108
(b) Studying outside **London** and living away from the **parental home** during the course.	£82	£84
(c) Living at the **parental home** during the course.	£54	£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 as follows:

(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 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 10 below, the whole amount of that income.

(b) In relation to the specific types of income set out in table 11 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 10: Student's Income Which is Exempt

Types of Income Which are Exempt
(a) Any income received by a student, who is not an **independent student**, from a **parent**, spouse, civil partner or **partner** 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 **academic year** of the student's course, if it is a **full-time** 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 **NHS Bursary Scheme**.
(f) Any payments under the **EU** Action Scheme, or the **EU** scheme for the mobility of university students known as ERASMUS or other **EU** or **EEA** programmes for the encouragement of the mobility of students.
(g) Any payment to the student by way of a **student loan** 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.
(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.

Table 10 continues on the next page....

Table 10 continued...

Types of Income Which are Exempt
(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 11: Student's Income which is Disregarded

Type of income	Amount Disregarded
(a) **Sponsorship income**, or remuneration for work done while on a **part-time** course.	Up to £4,921
(b) Income under a trust deed or similar instrument where the student is an **independent student**.	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, **parent** or other person on whom the student was **dependent**, or by reason of his military or public service.	Up to £3,959
(d) Any income not otherwise disregarded for either: (i) a **single parent** (ii) a single **independent student** (iii) any other student	 Up to £2,27 Up to £8,891 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 12 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 5.17 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 parents 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 12 below, in excess of the threshold set out in table 13 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 5.17 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 assumed to be made by the student's **parents**, spouse, civil partner or **partner** is the amount in relation to their **residual income** that is set out in table 13 below, less any deduction allowed for other children set out in table 13, and subject to the minimum contribution also set out in table 13 below.

5.17 For the purposes of paragraphs 5.10 to 5.15 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 12: 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 **UK** rather than overseas.	The whole amount
(b) Pension contributions which are eligible for tax relief in the **UK**, or would be eligible for relief if the income applied to them were taxable in the **UK** rather than overseas.	The whole amount
(c) Any payments made to the **parent** of the student under an order of a competent court for the benefit of a child who is not the **parent's** child, but for whom he or she has custody or care or for whom he or she provides accommodation.	The whole amount

Table 13: Threshold, Rates of Contribution and Deductions from the Contribution of a Parent or Spouse or Civil Partner or Partner

Threshold and Rate	**Amount**	
	Courses starting before 1 September 2007	**Courses starting on or after 1 September 2007**
(a) **Parent**'s contribution threshold.	£24,279	£24,279
(b) Spouse's, civil partner's or **partner**'s contribution threshold.	£20,887	£24,279
(c) **Parent**'s contribution for each complete £9.50 of **residual income**.	£1	£1
(d) Spouse's, civil partner's or **partner**'s contribution for each complete £8.00 (courses starting before 1 September 2007) or £9.50 (courses starting after 1 September 2007) of **residual income**.	£1	£1
(e) Minimum contribution.	£45	£45
(f) Deduction for each child of the **parent** or the **parent**'s spouse or civil partner or **partner**, other than the student.	£95	£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 5.18(b)(i) and 5.18(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 **parent**s; or

(f) has satisfied the BSA that his or her **parent**s 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 attending a course which started before 1 September 2007 and is over the age of 25 before the **academic year** concerned; or

(k) is responsible or has joint custody for the care of a person under the age of 18 who is **dependent** on the student.

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 14 below, subject to the conditions in paragraphs 6.2 to 6.5 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.

6.2 A 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 income. Where the request is a significant increase, the student may need to be reassessed.

6.4 A disabled students 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 14: Rates of Disabled Students Allowance

Type of Cost	Maximum Amount
(a) Helper	£20,725 for each **academic year**
(b) Equipment	£5,214 for the whole course
(c) Travel	Actual cost for each **academic year**
(d) Other costs	£1,741 for each **academic year**

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 paragraph 7.7 below, subject to the limits set out in table 15 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 are:

(a) the cost of daily travel to and from the practice placement site where it is reasonably practicable for the student to travel there from his or her **normal accommodation** on a daily basis, provided the cost of that travel is greater than the cost of daily travel from the student's **normal accommodation** to the higher education institution providing the course;

(b) 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;**

(c) the cost of one weekly return journey between the student's **normal accommodation** and any **temporary accommodation**, providing the **temporary accommodation** is not the **parental home**;

(d) the cost of daily travel from the **temporary accommodation** to the practice placement site, provided the cost of that travel is greater than the cost of daily travel from the student's **normal accommodation** to the higher education institution providing the course;

(e) where the student is attending a part of the course overseas, the additional travelling costs necessarily incurred within or outside the **UK** to attend the course, and any essential associated costs such as accommodation, medical insurance, tests and any 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 public transport where it is reasonably practical to do so. But the costs of using a student's own private motor vehicle may be taken into account in a claim for re-imbursement if:

(a) The higher education institution concerned agrees in advance that it is not reasonably practicable for the student to use public 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 their own private motor vehicle should understand that they do so at their own risk. The exceptional 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.

7.7 For the purposes of these rules the cost of travel is calculated on the following basis subject to the limits set out in table 15:

(a) For travel the costs are either:

(i) the 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 his or her own car, the distance travelled by the most direct route at the mileage rate set out in table 15, and the actual cost of any parking, tolls or ferries necessarily incurred on that journey.

(b) For **temporary accommodation** the costs are either:

(i) the actual cost of the **temporary accommodation**, or

(ii) the cost of retaining the student's term-time accommodation if that is greater;

(c) For all other costs, the actual 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 NHS Student Services.

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 15: 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	27p per mile
Other motor vehicle	27p per mile
Additional reimbursement per passenger who is also eligible for a **full bursary** and travelling to a practice placement	5p per mile
Parking, Tolls and Ferries	Actual cost
(c) **Temporary Accommodation**	Cost of **normal accommodation** for the same period, plus 10%

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) An allowance for single students with dependants (paragraph 8.7 below).

(c) A parent learning allowance (paragraphs 8.8 below).

(d) An older students allowance (paragraph 8.9 below).

(e) A childcare allowance (paragraphs 8.10 to 8.13 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** for in each academic year will be any positive result determined by the following formula:

TDA-TDNI

Where TDA is the total of all the dependants allowances for the student's dependants as set out in table 16 below for traditional diploma students or table 17 below for mainstream students, 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 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 16 for the dependants of **traditional diploma students** or table 17 for the dependants of **mainstream students** 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 any payment made by an adoption agency under regulations under section 4 of the Adoption and Children Act; and

(c) any payment of a guardian's allowance under Section 77 of the Social Security Contributions and Benefits Act 1992; and

(d) 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

(e) 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

(f) 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

(g) 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 16: Rates of Dependants Allowances for Traditional Diploma Students

Traditional Diploma Students	Dependants Allowance and Income Disregarded in Calculation of Allowance			
Dependants of Traditional Diploma Students	Courses starting before 1 September 2007		Courses starting on or after 1 September 2007	
	Allowance	Income Disregarded	Allowance	Income Disregarded
(a) Spouse, civil partner, **partner** or other **dependent** adult	2,283	933	2,283	933
(b) First child if there are no dependant adults	2,283	933	2,283	933
(c) Any other children whose age on the first day of the **academic year** is				
Under 11	483	933		
11-15	958	933	549	933
16-17	1,270	933		
18	1,798	933		

Table 17: Rates of Dependants Allowances for Mainstream Students

Mainstream Students	Dependants Allowance and Income Disregarded in Calculation of Allowance			
Dependants of Mainstream Students	Courses starting before 1 September 2007		Courses starting on or after 1 September 2007	
	Allowance	Income Disregarded	Allowance	Income Disregarded
(a) Spouse, Civil Partner or other **dependent** adult	2,693	1,154	2,693	1,154
(b) First child if there are no dependent adults	2,693	1,154	2,693	1,154
(c) Any other children whose age on the first day of the **academic year** is:				
Under 11	564	1,154		
11-15	1,126	1,154	549	1,154
16-17	1,498	1,154		
18	2,155	1,154		

Allowance for Single Students with Dependants

8.7 A student who is on a course which started before 1 September 2007 and does not ordinarily live with a spouse or civil partner or **partner**, and who is entitled to receive a dependants allowance under paragraphs 8.2 to 8.5 above, 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 18; or

(b) the dependants allowance is increased by the amount of the single parent addition specified in entry (b) in table 18; or

(c) if the student is eligible for the older students allowance, the older students allowance set out in table 20 is added to the student's maintenance award;

(d) Or, if the dependant is a child, a higher amount of their own income disregarded as specified in entry (c) of table 18 below.

Table 18: Allowances for Single Students with Dependants

Single Parents Allowance (Courses starting before 1 September 2007 only)	**Traditional Diploma Students**	**Mainstream Students**
(a)(i) **Single parent's** income disregard (ii)Independent Single Students disregard	N/A N/A	2,270 8,891
(b) **Single parent's** addition	1,126	1,329
(c) **Single parent's** higher income disregard for a first child and for each subsequent child	N/A N/A	3,035 960

Parent Learning Allowance

8.8 A student who is on a course which started on or after 1 September 2007 and who is entitled to receive a dependants allowance under paragraphs 8.2 to 8.5 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 19 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 19; or

(c) A higher amount of their own income is disregarded as specified in entry (c) of table 19.

Table 19: Rates of Parent Learning Allowance

Parent Learning Allowance (Courses starting on or after 1 September 2007 only)	**Traditional Diploma Students**	**Mainstream Students**
(a) (i) Higher standard income disregard	N/A	2,270
(ii)single independent student disregard	N/A	8,891
(b) Parent learning allowance	1,126	1,329
(c) Parent learning allowance disregard for a first child	N/A	3,035
and for each subsequent child	N/A	960

Older Students Allowance

8.9 Where a student who is on a course which started before 1 September 2007 qualifies for a **full bursary**, an older students allowance of the amount specified in relation to their age in table 20 below will be added to their **maintenance award** if they attained the age of 26 before the first day of the first **academic year** of the course**.**

Table 20: Rates of Older Student's Allowances

Age before the first day of the first academic year of the course	Traditional Diploma Students	Mainstream Students
Less than 26	None	None
26	768	457
27	768	793
28	768	1,176
29 or more	768	1,554

Childcare Allowance

8.10 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 8.11 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 21 below, subject to the exclusions set out in paragraph 8.12 and 8.13 below.

8.11 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 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 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**;

(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.

8.12 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;

(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) Support for Nursing and Midwifery Students in Scotland 2015/16 guidance booklet;

(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.

8.13 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.

Table 21: Rates of Childcare Allowance and Maximum Amounts

Number of Children	Maximum Amount Eligible	Rate	Maximum Amount Payable
(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 7 for **traditional diploma student**s or table 8 for **mainstream students**, and the amount of any extra weeks allowance set out in table 9, 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 illness or injury of up to 60 days in an **academic year**, including any holidays which intervene between continuous periods of absence due to a medically certified 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 61st 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 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 9.20 to 9.22 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 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 elate 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 **commissione**r 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 5.18.

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. And 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 award** 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;
(i) The student, or the student's spouse civil partner or parent is granted discretionary **leave to remain** in the UK, or their discretionary **leave to remain** is revoked or 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 agree 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 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. 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 consulting the **academic authority** and the **commissioner or funding body** of the course as appropriate, they conclude that any breach of the conditions set out in paragraph 10.1 is such, 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.

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 22 below, the exception listed in the second column will apply.

Table 22 Exceptions to Rules

Rule	Circumstance	Exception
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 **field of healthcare** 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 **field of healthcare** is waived.
Table 1	Where an area which was not previously part of the **EU** or **EEA** becomes part of one or both of these areas**.**	The area concerned is considered to have always been a part of the **EU** or **EEA** for the purpose of satisfying the residence and nationality requirements in table 1.
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.

Table 22 Continues on the next page...

Table 22 continued....

Rule	Circumstance	Exception
Paragraph 8.2	Where a student is maintaining a dependant who is **ordinarily resident** outside the **UK**.	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 **ordinarily resident** in the **UK**.
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 **EU** state other than the **UK** but would not be taxable if that legislation made equivalent provision to **UK** 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 will consider whether in the circumstances of the student's disability it would be reasonable to extend the 60 day limit.
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 **maternity award**, subject to medical evidence.

Table 22 Continues on the next page...

Table 22 continued....

Rule	Circumstance	Exception
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 **UK** 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 months from the first month of the **academic year**. 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.

12.3 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.

12.4 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 the BSA 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**.

12.5 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.

12.6 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, Reviews and Appeals

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 in writing at 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 formal 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 a complaint 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
Room 225 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 an appeal 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
Academic authority	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.
Academic year	The **Academic year** is the period of 12 months starting from the first date from which the course runs.
Care leaver	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 16th birthday and has not since been returned to the care of their **parents.** 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.
Child of a person with leave to enter or remain	A person who is the natural, adopted or step child or ward of a person with **leave to enter or remain** and who was under 18 years of age when that person made their asylum application or, if no such application was made, under 18 years of age when **leave to enter or remain** was granted.

Child of a refugee	A person who is the natural, adopted or step-child or ward of a **Refugee** and who was under 18 years of age when the **refugee** made their asylum application or, if no such application was made, under 18 years of age when **leave to enter or remain** was granted.
Child of a Swiss National	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 **dependent** on the Swiss National.
Child of a Turkish worker	A person who is the natural, adopted or step-child or ward of a Turkish national who is **ordinarily resident** in the **UK**, **Islands** and is or was lawfully employed in the **UK** , provided the child is under 21 years of age or **dependent** on that Turkish national.
Close relative	A parent, step-parent, foster-parent, grandparent, step-grandparent, uncle, aunt, brother or sister.
Commissioner	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.
Dependent	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
Directive 2004/38	Directive 2004/38 of the European Parliament and of the Council of 29th 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.
DSA-QAG	The Disabled Students Allowance Quality Assurance Group.
EEA	The area comprised by the European Economic Area states, which includes the member states of the EU, plus Iceland, Norway (including Svalbard), and Lichtenstein.)

EEA frontier self-employed person	An **EEA** national who is a self-employed person in the **UK** and resides in Switzerland or the territory of an **EEA** state other than the **UK**, and returns to his or her residence in Switzerland or that **EEA** state, as the case may be, daily or at least once a week.
EEA frontier worker	An **EEA** national who is a **worker** in the **UK** but resides in Switzerland or an **EEA** state other than the **UK** and returns to his or her residence in Switzerland or that **EEA** state, as the case may be, daily or at least once a week.
EEA migrant Worker	An **EEA** national who is a worker, other than an **EEA frontier worker**, in the **UK**.
EEA National	A national of an **EEA** State other than the **UK**.
EEA self-employed person	An **EEA** national who is a self-employed person, other than an **EEA frontier self-employed person**, in the **UK.**
Eligible Week	An **eligible week** consists of any educational time spent in attendance on the course at a higher education institute or on a clinical placement
EU	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 of Cyprus, and the British Overseas Territories)..
EU National	A national of a Member state of the **EU**. All citizens of the British overseas territories, except those residing at Britain's Sovereign Bases in Cyprus, are citizens of the European Union

Family member	(a) In relation to an **EEA frontier worker**, an **EEA migrant worker**, an **EEA frontier self-employed person**, or an **EEA self-employed person**: (i) that persons spouse or civil partner, or (ii) direct descendants of the person or of the person's spouse or civil partner who are: (aa) under the age of 21, or (bb) dependants of the person or the person's spouse or civil partner; or (iii)dependent direct relatives in the ascending line of that person or of the person's spouse or civil partner. (b) In relation to a **Swiss employed person**, a **Swiss frontier employed person**, a **Swiss frontier self-employed person** or a **Swiss self-employed person:** (i) that person's spouse or civil partner, or (ii)that person's child or the child of that person's spouse or civil partner. (c) In relation to an **EU national** who falls within article 7(1)(c) of **Directive 2004/38:** (i)that persons spouse or civil partner; or, (ii)direct descendants of the person or of the person's spouse or civil partner who are: (aa) under the age of 21, or (bb)dependants of the person or the person's

	spouse or civil partner. (d) In relation to an **EU national** who falls within article 7(1)(b) of **Directive 2004/38:** (i)that person's spouse or civil partner; or (ii)direct descendants of the person or of the person's spouse or civil partner who are: (aa) under 21, or (bb) dependants of the person or of the person's spouse or civil partner; or (iii)dependent direct relatives in the person's ascending line or that of the person's spouse or civil partner.
Fees only bursary	A bursary which only includes help with tuition fees.
Full bursary	A bursary which includes eligibility for a **maintenance award**.
Full-time	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 **academic year** except the final year of multi-year courses**,** and at least 8 weeks in the final **academic year** of multi-year courses; and to undertake in each **academic year** 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.
Funding Body	The NHS organisation which provides the funding for the course for which an NHS Bursary has been awarded

Healthcare profession	A healthcare profession for the purpose of these rules is one of the professions listed in section 3 table 2.
Health Education England	The national leadership organisation for education, training and workforce development in the health sector.
Income after tax	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 rate for the month it is received, as published by the Office for National Statistics in the publication *Financial Statistics*.
Income before tax	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 rate for the month it is received, as published by the Office for National Statistics in the publication *Financial Statistics*.
Indefinite leave to remain	Indefinite leave to remain (often known as ILR) is permission to stay permanently (settle) in the **UK**, free from immigration control.
Independent student	A student who can demonstrate that he or she is independent of their **parents** under the rules in paragraph 5.18 above.
International Course	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.
Irreconcilably Estranged	The student has not communicated with either of his or her **parents** 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 **parent** and that this situation cannot reasonably be expected to change.

Islands	The Channel **Islands** and the Isle of Man.
Leave to enter or remain	An unexpired grant of **leave to enter or remain** in the **UK** given on behalf of the Secretary of State. This includes discretionary leave and what was formerly known as exceptional **leave to enter or remain** in the **UK**.
Local Education and Training Board	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..
London	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.
Mainstream Students	Students who are not training for a diploma in nursing, midwifery or operating department practice.
Maintenance award	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 section 5. But the types of support that may be included are a basic allowance, an extra weeks allowance, an initial expenses allowance, a disabled students allowance, an older students allowance, a dependants allowance, a single parents allowance, a childcare allowance or a parents learning allowance and reimbursement of practice placement expenses.
Maternity award	The continued payment of an NHS Bursary during authorised absence on maternity leave.
NHS Bursary Scheme	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.

Normal accommodation	A student's accommodation in term time, whether at the **parental home** or away from the **parental home**.
OFSTED	The Office for Standards in Education, Children's Services and Skills
Ordinarily resident	Lawful and habitual residence through choice and for a settled purpose throughout the period concerned. A person is to be treated as **ordinarily resident** 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. For the purposes of this definition, temporary employment includes: (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 **UK** as members of such forces; and (b) in the case of members of the regular armed forces of an **EEA** State or Switzerland, any period in which they serve outside the territory comprising the **EEA** and Switzerland as members of such forces; and (c) in the case of members of the regular armed forces of Turkey, any period in which they serve outside the territory comprising the **EEA**, Switzerland and Turkey as members of such forces.
Parent/Parents	A parent or parents by nature or legal adoption. But not a guardian or a step-parent (unless they have legally adopted the student concerned).
Parental home	The home of a **parent** or guardian of the student or, for members of a religious order, a house belonging to that religious order.

Parental responsibility	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.
Partner	A person who is ordinarily living with the student as if they were the student's spouse or civil partner.
Part-time	In relation to a course, any course that does not satisfy the definition of a **full-time** course above**.** In relation to a student, any student attending a course that does not satisfy the definition of a full**-time** course above.
Period ordinarily required to complete the Course	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.
Person granted humanitarian protection	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 **ordinarily resident** in the **UK** and **Islands** throughout the period since the person was granted such leave to remain.
Pre-registration student	A student on a course leading to professional registration who is not already registered in the same field of healthcare.
Publicly funded student support	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 Parliament including an NHS Bursary, a bursary awarded under the Nursing and Midwifery Student Allowances (Scotland) Regulations 1992, or a Social Work Bursary.
Recognised institution of higher education	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

Refugee	A person recognised by Her Majesty's government as a refugee within the meaning of the United Nations Convention relating to the status of refugees done at Geneva on 28th July 1951 as extended by the protocol thereto which entered force on 4th October 1967.
Residual income	For a **parent** is the amount determined in accordance with paragraph 5.11 in these rules, and for a spouse, civil partner or **partner** is the amount determined in accordance with paragraph 5.15 in these rules.
Right of permanent residence	A right arising under **Directive 2004/38** to reside in the **UK** permanently without restriction
Right of residence	A right of residence under article 7 of **Directive 2004/38**, or an equivalent right granted under the **EEA** Agreement or the Swiss Agreement.
Secondment	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.
Self-employed person	In relation to an **EEA** national, a person who is self-employed within the meaning of article 7 of **Directive 2004/38** or the **EEA** agreement as the case may be. In relation to a Swiss national, a person who is self-employed within the meaning of annex 1 to the Swiss Agreement.
Settled in the UK	Settled within the meaning of section 33(2A) of the Immigration Act 1971 – that is **ordinarily resident** in the **UK** without being subject under the immigration laws to any restriction on the period for which the person may remain in the **UK**. (This will apply to **UK** nationals born in the **UK** and who have always lived in the **UK**).
Settled in the UK and has exercised a right of residence elsewhere	A **UK** national, a **family member** of a **UK** national for the purposes of article 7 of **Directive 2004/38** (or corresponding purposes under the **EEA** agreement or **Swiss Agreement**), or a person who has a **right of**

	permanent residence, who in each case has exercised a right under Article 7 of **Directive 2004/38** or any equivalent right under the **EEA** Agreement or **Swiss Agreement** in a State other than the **UK** or, in the case of a person who is settled in the **UK** and has a right of permanent residence, if the person goes to the state within the territory comprising the **EEA** 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.
Single parent	A person with **parental responsibility** for a **child** who does not ordinarily live with a spouse or civil partner or **partner**.
Sponsorship income	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.
State Authority	A State Authority or Agency whether national, regional or local.
State Studentship	Funding provided by the State to support a postgraduate student undertaking research as well as study - normally arranged through various **UK** research councils
Student loan	A loan made under the **Student Loan Scheme**.
Student Loan Scheme	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.
Swiss Agreement	The agreement between the **EU** 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 which came into force on 1 June 2002.
Swiss employed person	A Swiss national who is an employed person other than a **Swiss frontier employed person,** in the **UK**.

Swiss frontier employed person	A Swiss national who is an employed person in the **UK**; and resides in Switzerland or in the territory of an **EEA** state other than the **UK** and returns to the national's residence in Switzerland or that **EEA** State daily or at least once a week.
Swiss frontier self-employed person	A Swiss national who is a self-employed person in the **UK** and resides in Switzerland or in the territory of an **EEA** State, other than the **UK**, and returns to the national's residence in Switzerland or that **EEA** state daily or at least once a week.
Swiss self-employed person	A Swiss national who is a self-employed person other than a **Swiss frontier self-employed person**, in the **UK**
Temporary Accommodation	The temporary accommodation taken by a student in order to attend a practice placement during his or her course, excluding the student's normal term-time accommodation and the **parental home**.
Traditional diploma students	Students training for a diploma in nursing, midwifery or operating department practice.
Turkish Worker	A Turkish national who is **ordinarily resident** in the **UK** and **Islands** and is, or has been, lawfully employed in the **UK**.
UK	The United Kingdom of Great Britain and Northern Ireland, comprising England, Scotland, Wales and Northern Ireland but not the **Islands**.
UK National/s	British citizens,persons who are British subjects by virtue of Part IV of the British Nationality Act 1981, andwho have the right of abode in the **UK** and are therefore exempt from **UK** immigration control, and British Overseas Territories citizens who acquire their citizenship from a connection with Gibraltar.
UK tax year	A UK tax year begins on 6th April and runs for a 12 month period.
Worker	Means a person who is a worker within the meaning if Article 7 of **Directive 2004/38** and who is not removed from the definition of "qualified person" in regulation 6 of the immigration (**EEA**) Regulations 2006 by the Accession (Immigration and Worker Authorisation) Regulations 2006 or a worker within the meaning of the **EEA** agreement or **Swiss Agreement** as the case may be.

Appendix I: Summary of Changes

1. The NHS Bursary Scheme Old Rules sixteenth edition is a new edition of the NHS Bursary Scheme Rules published in 2014 and is applicable only to students who started their course before 1 September 2012. There are however some changes to the rules which apply to these students, and which are included in this edition.

2. In section 1, an additional paragraph at 1.7 has been included to clarify the responsibilities of the BSA and the Higher Education Provider in determining a student's eligibility.

3. In section 2, paragraph 2.1(f) and 2.6 reference to "Access to Learning Fund" has been replaced by "higher education provider's own hardship funds" to reflect that the Access to Learning fund has been discontinued.

4. In section 4, the tuition fee rate for medical and dental students studying in Northern Ireland has been increased by 3.22% from £3,686 to £3,805.

5. In section 5, paragraph 5.8, table 10 (k) and in section 8, paragraph 8.5 (b) reference to voluntary payments has been included to add clarity.

6. In section 5, the rates in table 7, 8 and 9 for courses starting after 1 September 2007 have been increased by 1%.

7. In section 5, paragraph 5.18(k) has been made clearer so that joint custody is also reflected and the latter part of the sentence has been removed.

8. In section 7, paragraphs 7.5 and 7.6 have been amended to clarify that it is referring to a student's own motor vehicle.

9. In section 7, table 15, the motor vehicle up to 125cc and other motor vehicle rates have been amended in line with the Agenda for Change rates.

10. In section 8, table 16 and table 17, the rates of dependance allowance for traditional diploma students and mainstream students respectively have been increased by 1%.

11. In section 8, table 18 the single parent's addition allowance has been increased by 1% for all students.

12. In section 8, table 19, the parent learning allowance for all students has been increased by 1%.

13. In section 8, table 20, the rates of older students allowances have been increased by 1%.

14. In section 8, paragraph 8.10, Tax Free Childcare has been included in the list of circumstances where no childcare allowance is payable.

15. In section 8, table 21, the Maximum Amount Eligible and the Maximum Amount Payable for the childcare allowance have increased by 1%.

16. In section 9, paragraph 9.12 has been reworded to provide additional clarity to the rules for the 60 day authorised absence period for illness or injury.

17. In section 9, paragraphs 9.28, 9.29 and section 10, paragraph 10.2, 'or funding body' has been added after `commissioner' to reflect the arrangements for medical and dental students.

18. In section 10, paragraph 10.1 (e) (vi) has been reworded to provide clarity to the rules for the 60 day authorised absence period for illness or injury.

19. In section 13, paragraph 13.2 the email address for bursary complaints has been updated.

20. In section 13, paragraph 13.4, a sentence has been added to confirm that a student must have exhausted the BSA formal complaints procedure before they complain to DH.

21. In section 13, paragraph 13.4 and 13.10, Health Education England and the relevant Local and Education Training Board have been added as organisations students should consent to the Department of Health sharing information with, in order to investigate their complaint or appeal.

22. In section 13, paragraph 13.7, an amendment has been made to the postal address.

23. In section 13, paragraph 13.4 and 13.9, 20 working days has been added as the timeframe within which a response to a complaint or appeal will aim to be made.

24. In section 13, paragraph 13.4 and 13.10 the contact to send a complaint or appeal to has been updated.

25. In section 14, the glossary definition of 'EU' has been updated.

26. In section 14, the glossary definition of 'EU national' has been amended.

27. In section 14, the definition of 'Funding body' has been added to the glossary table.

28. In section 14, the definition of Health Education England has been added to the glossary table.

29. In section 14, the definition of Local Education and Training Board has been added to the Glossary table.

30. In section 14, the definition of a UK national has been slightly amended to add clarity.

31. A number of minor and inconsequential changes have been made throughout the rest of the text including changes in paragraph and table numbers compared to the earlier published rules.

Appendix II: Organisations That May be Able to Help.

NHS Bursary Enquiries:

England:

NHS BSA Student Services
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

Wales:

NHS Wales Student Awards Unit
6th Floor
Churchill House
17 Churchill Way
Cardiff
CF10 2TW
Tel: 029 2019 6167 (Bursary Enquiries)
Tel: 029 2019 6168 (Childcare Enquiries)
Website: www.wales.nhs.uk

Scotland:

The Student Awards Agency for Scotland
Gyleview House
3 Redheughs Rigg
South Gyle
Edinburgh
EH12 9HH
Tel: 0300 555 0505
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

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

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

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

British Academy of Audiology
Blackburn House
Redhouse Road
Seafield
West Lothian
Tel: 01625 290046
Fax: 01506811477
Website: www.baaudiology.org

British and Irish Orthoptic Society

62 Wilson Street
London
EC2A 2BU

Tel: 01353 66 55 41
Website: 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

British Association of Occupational Therapists
106-114 Borough High Street
Southwark
London
SE1 1LB
Tel: 0207 357 6480
Website: 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
Website www.bapo.com

British Dental Association

64 Wimpole Street,
London
W1G8YS

Fax: 020 7487 5232
Tel: 0207 935 0875
Website: 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

British Medical Association

Tel: 0300 123 1233 (Members Only)
Website: 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

Chartered Society of Physiotherapy
14 Bedford Row,

London,

WC1R 4ED

Tel: 020 7306 6666

Website: 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

College of Operating Department Practitioners
130 Euston Road
London
NW1 2AY
Tel: 0870 746 0984
Fax: 0870 746 0985

Website: www.codp.org.uk

National Union of Students
Macadam House
275 Grays Inn Road

London
WC1X 8BQ
Tel: 0845 5210 262
Website: www.nus.org.uk

Nursing and Midwifery Council
Tel: 020 7637 7181
Website: www.nmc-uk.orgRoyal College of Midwives

15 Mansfield Street
London
W1G 9NH
Tel: 0300 303 0444
Fax: 0 20 7312 3536

Website: www.rcm.org.uk

Royal College of Nursing
20 Cavendish Square
London
W1G 0RN
Tel: 0207 409 3333
Website: 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

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

The Society of Radiographers
207 Providence Square
Mill Street
London
SE1 2EW

Tel: 020 7740 7200
Fax: 020 7740 7233

Website: www.sor.org

UNISON
UNISON Centre,
130 Euston Road,
London
NW1 2AY
Tel: 0845 355 0845
Website: 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 2 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 year**s 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 BUR101R(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 year**s 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.

[i] This power is given to the Secretary of State in Section 63 of the Health Services and Public Health Act 1968.

[ii] The Secretary of State has done this through the NHS Business Services Authority (Awdurdod Gwasanaethau Busnes y GIG) Directions 2013.