

Important information for students who decide to withdraw, suspend, go on maternity, return or extend their course.

Permanent Withdrawals/ Temporary Suspensions

If you decide with to permanently withdraw or temporary suspend from your course, your University should complete and send us a 'Form BUR 101 – Notification of Change in Student Circumstances' to confirm the details of your withdrawal/suspension.

If your application is 'In Payment' at the point of the withdrawal/suspension, your award will be recalculated for your time in attendance and a revised Notification of Award will be issued. We will contact your University to confirm your new award. Your University should contact you directly to confirm if there are any overpayments or underpayments.

If temporarily suspended, your account will show as withdrawn until we receive confirmation of your return to the course. Your account may be deactivated temporarily.

If you have permanently withdrawn, your account may be deactivated.

For students who started their course in September 2017 or after and have agreed to the NHS Wales Terms & Conditions:

The Minister for Health and Social Services has agreed that students leaving part way through a course will not be liable to repay their fees. All students that leave their course before qualifying will not be pursued for any repayment.

Maternity Leave

Your University will need to authorise your leave and complete and send a 'Form BUR 101 – Notification of Change in Student Circumstances' with the dates and period of the agreed maternity.

Maternity bursary may be payable for a maximum period of **52 weeks**. During the authorised maternity leave, you will be eligible to receive the same bursary award payments you were receiving prior to the start of your leave, unless a there is a reassessment due to a change in circumstances.

A **maternity award** includes all elements of the **bursary 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.

You may be eligible to apply for additional allowances (Dependants Allowance & Parent Learning Allowance) once your child(ren) are born. Please contact us at abm.sas@wales.nhs.uk when applicable and a member of the team will be able to advise further.

If your maternity leave continues into the next academic year, you will be required to reapply for your bursary in order for payments to continue for the remainder of the agreed period of leave.

Your University will need to complete and send us a Form BUR 104 to confirm your return to the course. **If you do not return and decide to withdraw from your course after the agreed period of leave, your bursary will be recalculated to £0 and you will be liable to repay the bursary received whilst on maternity. Once confirmed, your University will contact you directly to discuss a repayment plan.**

Return to Study

If you are returning to your course from an interruption of study, your University will need to complete and send us a 'Form BUR 104 – Notification of Student Returning to Study'. Once received, you will be contacted by email to reapply.

Your award will be reinstated from the point you previously suspended, for example: if you received 8 months of bursary for Academic Year 2, prior to your suspension, you will be eligible for the remaining 4 months bursary payable upon your return.

If your account has been deactivated, and you want to reapply for your return, please email abm.sas@wales.nhs.uk. Please be aware, we will not be able to process your application until confirmation from your University.

Extensions to funding

If you require an extension to your funding, your University will need to complete and send us a 'Form BUR 103 – Extension Request'. **We can only consider additional funding where there have extenuating circumstances. Forms are reviewed on a case by case basis.**