



GIG  
CYMRU  
NHS  
WALES

Partneriaeth  
Cydwasaethau  
Gwasanaethau Dyfarniadau Myfyrwyr  
Shared Services  
Partnership  
Student Awards Services

# Application Process & Evidence

## Frequently Asked Questions

### Sections:

1. Progress of Application
2. Application Help
3. Amendments to Application
4. Evidence
5. Document Tracking



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Questions	Response
<b>Progress of Application</b>	
<p>What is the deadline to apply for my bursary?</p>	<p><b>New Students:</b></p> <p>You should apply for your NHS bursary as soon you have firmly accepted an offer from your chosen university. The latest date for <b>applying</b> is 10 weeks after commencing the course. To meet this deadline, you must submit an online bursary application and received an email through the online system confirming the evidence you need to provide.</p> <p><b>Continuing Students:</b></p> <p>You should apply as soon as applications are open to ensure your bursary continues into the next Academic Year without delay. Students should check our Website and Twitter to find out when applications are available.</p> <p>Website: <a href="#">Student Awards Services - NHS Wales Shared Services Partnership</a></p> <p>Twitter: <a href="#">@nwsspsas</a></p> <p>Ideally, students should apply and provide supporting evidence within 6 months of the start of the Academic Year.</p>
<p>Once I submit my application, how long will it be before I receive an update?</p>	<p>Once an application has been submitted you will get an automatic email asking for required evidence that will need to be sent by post. This is an automated email and will be sent immediately after submission of your application via the BOSS system. You will also be able to locate a copy of this email under the 'Documents' section of your account.</p> <p>Once all supporting evidence has been sent in, it can take up to 20 working days for your application to be reviewed and assessed by an Assessor. If there are any issues with your application, or we require further information, you will be contacted either via email or via a notification on your BOSS account.</p> <p>For further information, please visit the Bursary Application Timeline here: <a href="#">Guides / FAQ's - NHS Wales Shared Services Partnership</a></p>
<p>I want to read some further information about the application process,</p>	<p>For the most up to date information regarding the application process and general FAQ's, please visit our Guides, Timelines and FAQs via the link below:  <a href="#">Guides / FAQ's - NHS Wales Shared Services Partnership</a></p>

	what is the best website to visit?	
	How long does it take to assess an application?	Once all evidence has been sent in it can take up to 20 working days for your application and supporting evidence to be assessed. If you do not hear from us within that time, please do not worry, if there are any issues with your application a member of the team will contact you to discuss this.
	How can I check the progress of my Bursary application?	<p>The progress of your application is shown in the 'Activities' section of your 'Student Details' screen within the BOSS system. The status of your application will show as one of the following:</p> <p><b>Pending</b> – Your application has been submitted and we are waiting for supporting evidence to be scanned to your account or your application has been looked at by an Assessor and has been reset to pending as further evidence is required.</p> <p><b>Active</b> – Your application has been submitted and evidence has been scanned to your account for an assessment.</p> <p><b>Approved</b> – Your application has been assessed and approved.</p> <p><b>Rejected</b> – Your application has been declined i.e. due to insufficient evidence or not meeting certain criteria. The student may be required to reapply.</p>
	What happens once the Bursary is assessed?	Once the bursary is assessed and complete, you will receive a Notification of Award (NOA) through you online BOSS account. You will also receive an email notification inviting you to log into your BOSS account to view your Notification. We will also share this information with your University so they can start arranging for the payments to be made to yourself.
<b>Application Help</b>		
	What are the time limits for applying for an NHS Bursary?	<p>You should apply for your NHS bursary as soon you have firmly accepted an offer from your chosen university. The latest date for applying is 10 weeks after commencing the course. To meet this deadline you must submit an online bursary application and received an email through the online system confirming the evidence you need to provide.</p> <p>Should your circumstances change in any way, you must inform Student Awards Services and provide all the required evidence within 6 months of the date of your change to be considered for a reassessment.</p>
	How and when will the NHS Wales Bursary be paid?	Your University is responsible for making payments so please contact the Finance Department of your University who will be able to advise you further.

Can my Parent(s) Partner /Civil Partner / Spouse or another representative complete the Application on my behalf?	No - You will need to complete the application directly, however on certain sections of the Bursary Application form, there are additional fields where further information may be required from either your parents or anyone else in relation to yourself.
If my Parent(s), Partner /Civil Partner / Spouse or a 3 <sup>rd</sup> party representative contacts the SAS Helpdesk, are they able to discuss my application on my behalf?	<p>Yes - this is allowed, however before they make contact, please let us know that you have given permission for them to contact us on your behalf.</p> <p>If they are contacting us by phone, please make sure that they have the security information ready like your name and address listed on your BOSS account.</p> <p>If they are not able to answer the security questions correctly, then we will be unable to discuss the application with them.</p>
Where can I find my Student Awards Services Applicant / Reference number?	<p>To find this information, you will need to log into your BOSS account.</p> <p>Your reference number should be listed at the top of the screen and should begin with SAS, followed by 6 numbers, For example: SAS000000</p>
I don't understand what some of the questions are asking me on the Application form, what should I do?	<p>Within the Application form, certain questions have an option to click on a 'hint' which provides further information. Wherever you see a '?' next to a question, please hover over this symbol. From there, an information box should appear with further details.</p> <p>Alternatively, for support with your application, please submit any queries you have via our generic email inbox or contact us via the helpdesk where we can assist you further.</p>
If I need some help finding the answers to the Application questions, where can I go?	<p>For the most up to date information regarding the application process, please visit the Student Awards Services website via the following link <a href="https://nwssp.nhs.wales/ourservices/student-awards-services/">https://nwssp.nhs.wales/ourservices/student-awards-services/</a></p> <p>If you still require assistance with your application, please either send your query via email to <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> or contact us</p>

		via the Helpdesk: <a href="#">Contact Student Awards Services - NHS Wales Shared Services Partnership</a>
	Do I need to complete the same Application form each year I want to apply for the Bursary?	Yes, you will need to apply for your bursary each academic year in order for your funding to continue.
	When does my application need to be submitted by?	<p><b>New Students:</b></p> <p>You should complete and <b>submit</b> your Application within <b>10 weeks</b> from the start date of your course. Supporting evidence must be supplied within the relevant Academic Year to consider your funding.</p> <p>For example, if you start on September 1<sup>st</sup> you will be required to submit your Application by the 9<sup>th</sup> November.</p> <p>Once the 10-week deadline has passed, if you have not submitted an application, your BOSS Account will be de-activated and you will not be able to make any further amendments.</p> <p>If you still wish to make an Application but were unable to meet the deadline, we suggest that you contact Health Education Improvement in Wales (HEIW) directly via <a href="mailto:HEIW.EdCommissioning@wales.nhs.uk">HEIW.EdCommissioning@wales.nhs.uk</a> to discuss with them. However, there is no guarantee that your application will be accepted. Further information can be found here: <a href="#">New Students - NHS Wales Shared Services Partnership</a></p> <p><b>Continuing Students:</b></p> <p>You will have up to 6 months after the start of the Academic Year to complete and submit your bursary application. Supporting evidence must be supplied within the relevant Academic Year to consider your funding.</p>
	What is an independent student?	<p>Our regulations state the criteria to be classed as Independent Student is as follows: -</p> <ul style="list-style-type: none"> <li>• You are married, in a civil partnership, separated, divorced or widowed</li> <li>• You have care of a child</li> <li>• You have no living parents</li> <li>• You have supported yourself from your own earnings for an aggregate total of 36 months prior to the start of the first academic year. <b>Please note that this must exclude any periods of full-time education.</b></li> <li>• You are irreconcilably estranged from your parents. A student will be regarded as irreconcilably estranged from his or her parent(s) if he or she has not communicated with either one of them for a period of at least 12 months. <b>The onus is on the student to provide solid and reliable evidence</b></li> </ul>

**confirming the estrangement and the reasons for it. In looking at estrangement it is not enough that a student does not get on with his or her parent(s) or that they may have had some sort of argument or disagreement recently. Also, the fact that a student may choose to live apart from his or her parent(s) is not itself sufficient evidence of an estrangement. Furthermore, estrangement cannot be inferred simply because a parent refuses to co-operate in the assessment of the student's grant, e.g. by refusing to complete the application forms, or because a parent fails to provide financial support.**

- You are a member of a religious order and reside in the house of the order

How is the Parental, Partner / Civil Partner / Spouse contribution calculated?

The parental / partner / spouse contribution is the amount that we deduct from the maximum entitlement, depending on your parent(s) / Spouse / Civil Partner / Partner's income. This will show on your Notification of Award (NOA) that will be issued once your application has been approved. This is not an amount of money that your parent(s) / Spouse / Civil Partner / Partner must provide to you.

The parental / Spouse contribution is calculated at £45 plus £1 for every £9.50 of residual income which exceeds £24,279.

#### Contribution table:

Please be aware, there is no maximum contribution threshold so this table could continue.

Contribution rates for parents(s), spouse, civil partner, partner			
If the Residual income is:	Contribution will be:	If the Residual income is:	Contribution will be:
Under £24,279	Nil	£65,000	£4,331
£24,279	£45	£67,500	£4,594
£25,000	£120	£70,000	£4,857
£27,500	£384	£72,500	£5,120
£30,000	£647	£75,000	£5,384
£32,500	£910	£77,500	£5,647
£35,000	£1,173	£80,000	£5,910
£37,500	£1,436	£82,500	£6,173
£40,000	£1,699	£85,000	£6,436
£42,500	£1,963	£87,500	£6,699
£45,000	£2,226	£90,000	£6,963
£47,500	£2,489	£92,500	£7,226
£50,000	£2,752	£95,000	£7,489
£52,500	£3,015	£97,500	£7,752
£55,000	£3,278	£98,000	£7,805
£57,500	£3,541	£98,500	£7,857
£60,000	£3,805	£99,000	£7,910
£62,500	£4,068	£99,833	£7,998

Further information can be found here: [Payments / Rates / Case Studies - NHS Wales Shared Services Partnership](#)

## Amendments to Application



	<p>I've made an error on my Application form, how do I correct this after submission?</p>	<p>It will depend on the error or changes required. You should contact our Helpline or email <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> in the first instance with an explanation of the error. Our helpline staff will advise you accordingly. It may be that your application is rejected so that you can reapply with your correct details / circumstances. If it is a minor error, for example if an incorrect name, date of birth or income figure has been entered, a note can be made on your account for the Assessor to review when processing.</p> <p>Please be aware, supporting evidence will always be required to rectify any mistakes.</p>
	<p>What should I do if my circumstances change?</p>	<p>If there has been a change of circumstances since submitting your initial bursary application, please email <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> outlining your change of circumstances alongside the effective date of change. <b>Please include your name, date of birth and SAS number in your email.</b></p> <p>In cases where a student is requesting Dependants Allowance or declaring household income for the first time, the student will be asked to submit a new application via their BOSS account. The student will then receive an automated evidence email outlining the documentation required. <b>In all cases, please email us directly and a member of the team will respond to your query</b></p> <p>You must inform us and provide all relevant evidence within six months of the date of your change in circumstance in order to be considered for a reassessment.</p>
	<p>How do I inform you of a change of address?</p>	<p>If there has been a change of address since submitting your initial bursary application, please email <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> with your new address and date of change. <b>Please include your name, date of birth and SAS number in your email.</b></p> <p>You will need to send in evidence in the form of either a tenancy agreement, mortgage statement or a letter from your landlord if you fall into one of the following categories:</p> <ul style="list-style-type: none"> <li>• You are in receipt of Dependants Allowance, Parent Learning Allowance and / or Childcare Allowance</li> <li>• You are in receipt of Dependants Allowance, Parent Learning Allowance and / or Childcare Allowance.</li> <li>• You are moving from your parent's home into your own lodgings.</li> </ul> <p>If you do not fall into the above categories you will not be required to send evidence of your new address.</p>

	<p>How do I inform you of a change of name?</p>	<p>If there has been a change of name since submitting your initial bursary application, please email <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> with your new address and date of change. <b>Please include your name, date of birth and SAS number in your email.</b></p> <p>Unfortunately, we are unable to amend your name on your Student Coversheet as this is generated by the system when you register your BOSS account. Please be assured, this will not cause any issue as the barcode &amp; SAS reference number is used to locate your record.</p>
	<p>How do I change my Bank account details?</p>	<p>You will need to log into your BOSS account and submit a change via the 'Update Bank Details' tab.</p> <p>You will then be able to view the updated bank details in your BOSS account.</p> <p>You will only be able to view and change your bank account details once your application has been approved.</p>
	<p>Can I change from a dependent student to an independent student?</p>	<p>You may be able to change your status from a dependent to independent student in certain circumstances. <b>You will not be able to change your status part way through the year.</b></p> <p>If your circumstances change, please email <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> outlining your change of circumstances alongside the effective date of change. <b>Please include your name, date of birth and SAS number in your email.</b></p> <p>Your status can change for the following reasons:</p> <ul style="list-style-type: none"> <li>• Marriage / Civil Partnership</li> <li>• You have care of a child including legal guardianship or adoption.</li> <li>• Your parent(s) pass away</li> </ul> <p>If you become independent for any of these reasons, you will only become independent at the start of the <b>next</b> academic year.</p> <p>If you did not realise you fulfilled the criteria to be deemed independent at the start of your academic year, you have 6 months from the start of the academic year to inform us and send in relevant evidence. We will be able to review your application and reassess accordingly.</p> <p>If you miss the 6 month deadline, you cannot apply for the reassessment of your award for that particular academic year. However, this does not prevent you from applying for subsequent years as an independent student.</p>
	<p>I am an independent student and have recently got married, how</p>	<p><b>Already co-habiting prior to marriage:</b></p> <p>If the initial assessment has included your partner's income and expenses because you were co-habiting, you would not need to have</p>



	<p>will this affect my NHS Wales Bursary?</p>	<p>your basic bursary award reassessed or any additional allowances you have applied for.</p> <p>If your circumstances change, please email <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> outlining your change of circumstances alongside the effective date of change. <b>Please include your name, date of birth and SAS number in your email.</b></p> <p><b>Did not co-habit prior to marriage</b></p> <p>If the initial assessment was processed as 'single', and you were not living with your spouse before the marriage, your basic bursary award will need to be reassessed to consider your spouse's income and expenses. This is regardless of whether you now live together. Your basic award would then be an aggregate amount figure of your entitlement up to the date of marriage and a new entitlement means tested on your spouse's income from date of marriage to the end of the academic year.</p> <p>You can also apply for Dependants Allowance for your spouse and any children who are financially dependent on you.</p> <p>If there has been a change of circumstances since submitting your initial bursary application, please email <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> outlining your change of circumstances alongside the effective date of change. <b>Please include your name, date of birth and SAS number in your email.</b></p> <p>You will be asked to submit a new application via your BOSS account and provide the supporting evidence requested in your revised Evidence Email.</p>
	<p>Can my NHS Wales Bursary Award be reassessed if my Parent(s) / Spouse / Civil Partner / Partner's income has decreased?</p>	<p>If there has been a 15% drop or more in household income, please put forward your case to <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> to request a Form CYIA. A member of the team will respond to your request.</p> <p>All Current Year Income Assessment are reviewed on a case by case basis and there is no guarantee that we can reassess your entitlement.</p> <p>Any reassessments based on estimated income will be provisional and subject to change once final income evidence is supplied.</p> <p>Final Year Students: We will not be able to consider a reassessment until final documentary income evidence for the relevant financial year is available.</p>
	<p>If my NHS Wales Bursary Award is reassessed due to a decrease in household income, which financial year's income will</p>	<p>We will review the income used in the initial assessment and compare with the subsequent (current) financial year to determine if you are eligible for a Current Year Income Assessment.</p> <p>For example, if your bursary entitlement has been calculated using the financial year ending 5 April 2021. A current year would only be considered for the year ending 5 April 2022.</p>

	be used in this reassessment?	Please, be aware we will be unable to miss out a financial year.
	Does my NHS Wales Bursary Award need to be reassessed if my parent(s) / Spouse / Civil Partner's / Partner's income has increased?	<p>No, if there is an increase in income, you will not be required to submit a new application. Any increase in income will be considered for your renewal application.</p> <p>If you have had a Current Year Income Assessment approved and there has been an increase in the estimated income declared, you should contact us immediately so we can review your award entitlement. This will prevent any unnecessary overpayments.</p>
	Do I need to notify you of any change in my own income?	<p>If you are a Full-Time student, you should inform us of any increase or decrease in your <b>unearned</b> income during the current academic year such as income from rent or property, pension etc.</p> <p>If you are a Part -Time student, you should notify us of any changes in <b>earned</b> income such as employment or self-employment.</p> <p>Any changes may affect your entitlement.</p>
	How will my Dependants Allowance be affected if I or my Partner /Civil Partner / Spouse have had a baby?	<p>If you or your Partner /Civil Partner / Spouse gives birth part way through the Academic Year, you may be entitled to claim for the following additional means tested allowances:</p> <ul style="list-style-type: none"> <li>• Dependants Allowance (Deps)</li> <li>• Parental Learning Allowance (PLA)</li> <li>• Childcare Allowance (CCA) - <b>Not applicable for students on currently on Maternity Leave.</b></li> </ul> <p><b>Already applied for additional allowances</b></p> <p>If you have already been assessed for Dependants Allowance, you can apply to add your additional child to the assessment. You will be required to submit a new application and provide the additional evidence requested in your Evidence Email.</p> <p>Your new entitlement to Dependants Allowance will be calculated from the date of your baby's birth to the end of the Academic Year.</p> <p><b>Have not already applied for additional</b></p> <p>If you are currently receiving the basic award / extra weeks allowances only, you can apply for Dependants Allowance for your new child (and Partner /Civil Partner / Spouse if applicable).</p> <p>You will be required to submit a new application and provide the additional evidence requested in your Evidence Email.</p>

		Your entitlement to Dependants Allowance (Deps), Parental Learning Allowance (PLA) and Childcare Allowance (CCA) will be calculated from the date of the baby's birth to the last day of the academic year.
<b>Evidence</b>		
	What evidence do I need to submit with my Application?	<p>The evidence requested will depend on what you have applied for.</p> <p>Once you have submitted your application, you will receive an automated Evidence Email listing what the documentation required to proceed with your Application.</p>
	Why do I need to send further evidence to support my Application?	<p>In some cases, we require further evidence to proceed with your Application. This can be due to insufficient evidence not meeting the criteria, certain documents not supplied or additional evidence required due to discrepancies.</p> <p>If we are unable to proceed with the assessment, we will contact you via email to request further information / evidence.</p>
	Are there any restrictions with the type of documents that you can accept to support my Application?	<p>You must provide original documentation that is valid, accurate and truthful. We are unable to accept copies.</p> <p>If you are unsure which evidence to submit, please refer to your Evidence Email which provides different options. If you are having difficulties in providing the requested documentation, please contact our Helpline or email <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> for further advice.</p>
	I have received an email requesting further evidence before you can process my Application, will this affect the assessment time?	<p>We aim to assess your application within 20 working days of receipt of your supporting documentation. Should we require further evidence to be submitted, this may cause a delay to your application being approved. Once the further requested evidence has been submitted, your application join the assessment queue and we aim to review your application along with the new evidence within another 20 working days. <b>Please ensure you supply all requested evidence to avoid delays in processing your application.</b> The Bursary Timeline can be viewed here:</p> <p>Your bursary award is assessed for the full Academic Year ,therefore any payments missed will be backdated.</p>
	Can I bring my evidence directly to your office / scanning office?	<p>No - All documents along with your Student Coversheet <b>must</b> be posted to the address shown below. <b>There are no exceptions to this rule.</b></p> <p>DST-NWSSP-SAS <b>[Insert your SAS Reference No. here]</b> Cwmbran House Mamhilad Park Estate</p>

		<p>Pontypool NP4 0XS</p> <p><b>Please note - The address above is the only address you should use when sending in your documents.</b></p> <p>When posting anything to us, please also write your SAS reference number (you can obtain this from your student coversheet) in the first line of the postal address and your preferred return address on the back of the envelope that you are sending your documents in.</p> <p>When sending any evidence / correspondence you must include the following:</p> <ul style="list-style-type: none"> <li>• Student Coversheet - You can access your Student Coversheet from the 'Documents' section of your BOSS account. This contains your unique barcode reference which enables us to locate your BOSS record and link your documents to it.</li> <li>• Self-addressed pre-paid return envelope – This enables us to return your evidence to you. We recommend you pay Signed For or Special Delivery postage on this envelope so that you can track the return of your documents.</li> </ul>
	What are forms P2 and P11D?	<p>A P2 or PAYE Coding Notice is a letter issued by HMRC to confirm how a tax code and personal tax allowance is calculated. A P11D is a statement issued by the employer to confirm taxable allowances (i.e. a company car, private medical insurance etc.) received within the financial year. It will depend on what the tax codes are and what has been entered on the application as to whether this evidence is needed. The Evidence Email will ask for supporting documentation where a figure has been entered under the taxable allowance or Professional Subscription box of the application.</p>
	I don't have a Birth certificate as I was adopted, will an Adoption Certificate be okay to submitted?	<p>Yes, you can submit your Adoption Certificate as evidence; alongside your Passport or Driving Licence.</p>
	I have received my Evidence Email; however I am not able to gather all of the required documents, what can I do?	<p>If you are having difficulties in providing the requested documentation, please contact our Helpline or email <a href="mailto:abm.sas@wales.nhs.uk">abm.sas@wales.nhs.uk</a> for further advice.</p>
	What evidence can I send to prove	<p>The following evidence may be requested to prove that you or your parent are single:</p>

	separation from a Spouse / Civil Partner / Partner?	<ul style="list-style-type: none"> <li>• A Council Tax Bill clearly showing full student exemption or a single occupancy.</li> <li>• A Tax Credits Award Notice / Universal Credit letter showing that you / your parent are paid as a single person.</li> <li>• A letter from a professional person who is able to independently verify the circumstances, such as a solicitor. The letter should include the name, address and telephone number / email address of the professional person.</li> </ul> <p><b>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</b></p>
	I am an independent student who was married or had a Partner / Civil Partner at the start of the Academic Year. We have now separated but we still reside within the same household. How will this affect my bursary?	<p>You will need to provide a letter from a professional person, ideally this should be a solicitor. The letter should confirm that you are sharing a property due to financial reasons and that you and your former spouse or partner are living completely separate lives. <b>If you cannot demonstrate that you are financially independent of your former spouse or partner then your bursary will still be income assessed using your spouse or partner's income.</b></p> <p><b>For Dependants Allowance:</b></p> <p>If you are in receipt of Dependants and / or Childcare Allowance prior to your separation, these additional allowances will need to be re-assessed.</p> <p>You will need to provide evidence that you are the parent mainly responsible for the financial upkeep of any children as in effect they will still be residing with both parents. This would need to be in the form of a legal agreement stating that you are responsible for the children.</p> <p>If you were claiming Dependants Allowance for your spouse or partner only, this will be stopped from the date of separation.</p> <p>If you were not receiving Dependants Allowances previously due to your partner's income, you may now qualify for this if you have children who are financially dependent on you. Dependents Allowance will be reassessed from the date of separation.</p>
	What evidence can I send to prove any temporary absence from the UK?	<p>If you have had any temporary or occasional absences from the UK within the 3 years preceding the first day of the first academic year, you may be asked to provide the following evidence:</p> <ul style="list-style-type: none"> <li>• Your temporary Visa/Residence Permit clearly showing an expiry date for your time spent abroad.</li> <li>• Your contract of employment(s) whilst residing abroad, showing that it was temporary.</li> </ul>

		<ul style="list-style-type: none"> <li>• Your Parent(s) [If dependent] contract of employment(s) whilst residing abroad, showing that it was temporary.</li> <li>• Evidence of you have maintained a home in the UK whilst abroad i.e. Council Tax Bill's for the last 3 years</li> <li>• Evidence of continued links to the UK, such as proof of liability for UK tax, on-going mortgage payments or regular return visits to the UK.</li> </ul> <p>Please be aware If you are unable to provide evidence to demonstrate your time away from the UK was temporary, you will not be eligible for the NHS Wales Bursary and your application will be rejected.</p>
	What evidence can I send to prove earnings from salary or wages (employed earnings)?	<p>Any of the following forms of evidence can be accepted to prove employed earnings:</p> <ul style="list-style-type: none"> <li>• P60 Certificate of Earnings</li> <li>• March payslip (week 52 / 53 or month 12) showing the year to date figure.</li> <li>• Letter from your employer to confirm. This letter must include the same information that a P60 or payslip would provide.</li> <li>• HMRC Work History. HMRC can be contacted by calling 0300 2003300. <b>Please note: the HMRC Work History is a different document to the Tax Credits Award Notice / Universal Credit Statement. We cannot accept a Tax Credits Award Notice / Universal Credit letter as proof of income.</b></li> <li>• Form CP – Certificate of Income from Employment which can be downloaded here <a href="#">Forms - NHS Wales Shared Services Partnership</a></li> <li>• HMRC annual tax summary.</li> <li>• P45 (This will only be acceptable for earnings from that particular employment, any other taxable income will need to be provided.</li> </ul> <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p>
	What evidence can I send to prove employee pension contributions?	<p>Any of the following forms of evidence can be accepted to prove employee pension contributions:</p> <ul style="list-style-type: none"> <li>• March payslip (week 52 / 53 or month 12) showing the year to date figure.</li> <li>• Letter from your employer to confirm. This letter must include the same information that a P60 or payslip would provide.</li> <li>• Form CP – Certificate of Income from Employment which can be downloaded here <a href="#">Forms - NHS Wales Shared Services Partnership</a></li> </ul> <p>If you are providing your P60 as evidence of income from employment, this will show your taxable pay to date after deduction of employee pension contributions.</p>



	<p>Do I need to declare 'Foster Carer Allowance' and what evidence is required?</p>	<p>Yes – You will need to declare Foster Carer Allowance on your Application as income from self-employment. You will be required to provide evidence such as: -</p> <ul style="list-style-type: none"> <li>- The Carer Financial Statement to include details of the name and date of birth of child, number of days of foster care, total of non-taxable &amp; taxable elements as well as total of all payments received.</li> <li>- HMRC statement showing taxable element of Foster Carer Allowance</li> <li>- Latest HMRC Self-Assessment Tax Return</li> <li>- Latest Tax Computation Summary/Calculation</li> </ul> <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p>
	<p>What evidence can I send to prove income from Self Employment / Company Directorship?</p>	<p>Any of the following forms of evidence can be accepted to prove income from Self Employment / Company Directorship:</p> <ul style="list-style-type: none"> <li>• HMRC Self-Assessment Tax Return. This will need to show as submitted.</li> <li>• HMRC Self-Assessment Tax Calculation. This will need to show as 100% complete and submitted.</li> <li>• Form SA – Declaration of Self-Assessment Income which can be downloaded here <a href="#">Forms - NHS Wales Shared Services Partnership</a> <b>If you do not employ an Accountant, you will also be required to provide your Self- Assessment Tax Return or Tax Calculation to support the form.</b></li> <li>• Letter from an Accountant to confirm taxable income received. <b>This letter must be signed and dated by the Accountant and be on letter headed paper.</b></li> <li>• Statement of Accounts</li> </ul> <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p>
	<p>What evidence can I send to prove income from Land, Property or Furnished lettings?</p>	<p>Any of the following forms of evidence can be accepted to prove income from Land, Property or Furnished lettings:</p> <ul style="list-style-type: none"> <li>• HMRC Self-Assessment Tax Return. This will need to show as submitted.</li> <li>• HMRC Self-Assessment Tax Calculation. This will need to show as 100% complete and submitted.</li> <li>• Form SA – Declaration of Self-Assessment Income which can be downloaded here <a href="#">Forms - NHS Wales Shared Services Partnership</a> <b>If you do not employ an Accountant, you will also be required to provide your Self- Assessment Tax Return or Tax Calculation to support the form.</b></li> <li>• Letter from an Accountant to confirm taxable income received. <b>This letter must be signed and dated by the Accountant and be on letter headed paper.</b></li> </ul> <p>If the most recent financial year's Tax Return is not yet available then we may be able to accept the previous financial year's along with a signed letter of explanation.</p>

		<p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p>
	<p>What evidence can I send to prove income from Pensions?</p>	<p>Any of the following forms of evidence can be accepted to prove income from Pensions:</p> <ul style="list-style-type: none"> <li>• P60 Certificate of Earnings from Pension.</li> <li>• March payslip (week 52 / 53 or month 12) showing the year to date figure.</li> <li>• Letter from the Pension Service confirming State Pension</li> <li>• Pension Statement</li> </ul> <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p>
	<p>What evidence can I send to prove income from taxable allowances?</p>	<p>If your Parent(s) / Spouse / Civil Partner / Partner receive income from taxable allowances (for example company car payments, travel expenses, medical insurance etc.) any of the following can be accepted as evidence:</p> <ul style="list-style-type: none"> <li>• P2 / P11D</li> <li>• Latest Self-Assessment Tax Return</li> </ul> <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p>
	<p>What evidence can I send to prove income from taxable benefits?</p>	<p>To prove income from taxable benefits for your parent(s) / spouse / partner / civil partner for the relevant tax year we can accept any of the following:</p> <ul style="list-style-type: none"> <li>• Letter / statement from the Department of Work and Pensions DWP / Jobcentre Plus showing either the full amount received in total over the relevant financial year or how much was paid weekly during that period.</li> <li>• P60 / P60U</li> <li>• P45 / P45U</li> <li>• Form BA – Certificate of Income from Benefits which can be downloaded here: <a href="#">Forms - NHS Wales Shared Services Partnership</a></li> </ul> <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p>
	<p>What evidence can I send to prove Life Insurance premiums?</p>	<p>The following evidence can be accepted to prove Life Insurance premiums:</p> <ul style="list-style-type: none"> <li>• Life Insurance Policy</li> <li>• Life Insurance Statement</li> <li>• Letter from your Life Insurance Provider</li> </ul>

		Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.
	What evidence can I send to prove mortgage payments?	<p>The following evidence can be accepted to prove mortgage payments:</p> <ul style="list-style-type: none"> <li>• Mortgage Statement</li> <li>• Letter from your Mortgage Provider</li> </ul>
	What evidence can I send to prove personal pension contributions?	<p>Any of the following forms of evidence can be accepted to prove personal pension contributions:</p> <ul style="list-style-type: none"> <li>• Letter from the Pension Company</li> <li>• Statement from the Pension Company</li> <li>• Form PC – Certificate of Personal Pension Contributions downloaded here: <a href="#">Forms - NHS Wales Shared Services Partnership</a></li> </ul> <p>Pension contributions for private pensions must always show tax relief on the evidence supplied in order for us to include them as an expense.</p>
	What evidence can I send to prove professional subscriptions or other expenses attracting tax relief?	<p>If your parent(s) / spouse / civil partner / partner pay professional subscriptions or have other expenses which attract tax relief, any of the following can be accepted as evidence:</p> <ul style="list-style-type: none"> <li>• PAYE Coding Notice – Form P2</li> <li>• Self-assessment Tax Return</li> <li>• Personal Tax Calculation / Computation</li> </ul>
	What evidence can I send to prove rent payments?	<p>Any of the following forms of evidence can be accepted to prove Rental payments:</p> <ul style="list-style-type: none"> <li>• Tenancy Agreement</li> <li>• Rent statement. This statement must on headed paper</li> <li>• Letter from your Landlord confirming payments. This letter must be signed, dated and issues on letter headed paper</li> </ul> <p>Please be aware: we are unable to accept informal agreements such as rental expenses paid to a family member.</p>
	What evidence can I send to show that I have supported myself from my own earnings for at least 36 months?	<p>The evidence you provide should be a combination (where possible) of different types of documents covering an aggregate total of 36 months and can include the following:</p> <ul style="list-style-type: none"> <li>• P60(s)</li> <li>• P45(s)</li> </ul>

		<ul style="list-style-type: none"> <li>• Final Payslip(s) (March – Week 52 or Month 12). Alternatively, please send the relevant payslip(s) for that particular period of employment</li> <li>• Letter from your Employer. This must be on headed paper and include the period of employment, confirmation of full or part time status, yearly earnings, contracted hours and rate of pay</li> <li>• Self -Assessment Tax Returns / Tax Calculations</li> <li>• HMRC Work History. HMRC can be contacted by calling 0300 2003300.</li> <li>• Evidence of Benefits i.e. Benefit letters or P60U. Periods where you were entitled to benefits must be confirmed.</li> </ul> <p>'Earnings' do not include student loans and grants or any other form of statutory award.</p> <p>Periods of self-support include those in full time employment or whilst claiming benefit(s) <b><u>but exclude periods undertaking full time education.</u></b></p> <p>All the evidence provided must be dated prior to the start of the first day of your first academic year.</p> <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p>
	What evidence can I send to prove that I am an independent student due to being in care?	<p>You may be considered as an independent student if you were in the care of a local authority or voluntary organisation, or were under a custodianship order on your 18th birthday or immediately before your course if you are not 18 when it begins. To prove this, we will require;</p> <ul style="list-style-type: none"> <li>• Any relevant document or letter from a Local Authority social worker, support worker or voluntary organisation confirming dates etc. or;</li> <li>• Documentation from the courts or solicitor regarding the custodianship order</li> </ul>
	What evidence can I send to prove that I am part of a religious order?	<p>You should provide a document from the religious order confirming your membership and residence within the house of the order.</p>
	What evidence can I send to prove that I am an independent student due to both my parents being deceased?	<p>To prove you are independent you will need to send both of their death certificates. If you do not have these and your parent(s) died in the UK you will need to obtain duplicates to send.</p> <p>If your parent(s) died outside of the UK, please send any official document you have that confirms that your parent(s) have died abroad.</p> <p>If you do not have any official documentation, please provide a covering letter advising the reason you cannot obtain an official document and a letter signed by one of the following;</p>

		<ul style="list-style-type: none"> <li>• Consular officer - someone who works for an Embassy or Consul, either employed by the UK government or another country's government</li> <li>• Minister of religion – such as a Rabbi, Priest or Imam</li> <li>• Medical or legal practitioner – someone currently registered with the General Medical Council (GMC) such as a GP or consultant</li> <li>• Established civil servant - someone who is employed by the Crown (excluding those employed by the Monarch herself) who has passed any compulsory probation period for new Civil Service employees</li> <li>• Teacher – someone with a teaching qualification and who is working as a teacher currently</li> <li>• Police officer – such as someone currently working within the UK police force. The letter should give details of the situation and include the person's job title, their employer, their contact details, their relationship to you and be written on headed paper if applicable.</li> </ul>
	<p>What is the criteria for estrangement and what evidence can I send to prove that I am estranged from my parent(s)?</p>	<p>Our Regulations only allow a student to be classed as independent, i.e. not dependent on their parent(s), in certain exceptional circumstances on the grounds of irreconcilable estrangement. A student will be regarded as irreconcilably estranged from his or her parent(s) if he or she has not communicated with either one of them for a period of at least 12 months. The onus is on the student to provide solid and reliable evidence confirming the estrangement and the reasons for it.</p> <p>In looking at estrangement it is not enough that a student does not get on with his or her parent(s) or that they may have had some sort of argument or disagreement recently. Also, the fact that a student may choose to live apart from his or her parent(s) is not itself sufficient evidence of an estrangement. Furthermore, estrangement cannot be inferred simply because a parent refuses to co-operate in the assessment of the student's grant, e.g. by refusing to complete the application forms, or because a parent fails to provide financial support.</p> <p>If you feel, in the light of the above, that you may qualify for independent status because of irreconcilable estrangement from your parent(s), you will need to provide the following: -</p> <ul style="list-style-type: none"> <li>• A signed letter to include summary of your circumstances.</li> <li>• We will also require written evidence from some external body, a person or authority to substantiate your claim. This independent person should have known you and your circumstances for a substantial amount of time however must not be a relation or close friend of the family. The letter or statement should be on headed paper and include the following information about the independent person;-</li> </ul>

		<ul style="list-style-type: none"> <li>• Their full name</li> <li>• Their job title</li> <li>• Their contact details</li> <li>• The capacity in which they know you</li> <li>• How long they have known you</li> <li>• How long you have been estranged from your parents and how long they have been aware of the circumstances regarding the estrangement</li> </ul> <p>If it is a sensitive subject where no outside bodies have been involved, a letter from a family member can be considered. This should include their contact details and what their relationship is to you, and also confirm that no outside third parties are aware of your circumstances.</p> <p>You may also wish to provide a secondary statement from a relative or a friend who also knows your circumstances.</p> <p>All information provided will be treated in the strictest confidence.</p> <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p>
	What evidence can I send to prove that I have been ordinarily resident in the UK?	<p>If you are a Non-UK National and we have asked you to show that you have been ordinarily resident in the UK for three years prior to the start of your course, the following documents can be accepted:</p> <ul style="list-style-type: none"> <li>• Utility bills</li> <li>• Council Tax Bills</li> <li>• Tenancy Agreement(s)</li> <li>• Mortgage Statements</li> <li>• Bank statements showing your UK Address regular activity (withdrawals / credits etc)</li> <li>• Payslips</li> <li>• P60s</li> <li>• Letter from an Employer confirming student's UK address and employment periods. This letter should be issued on letter headed paper.</li> <li>• Letter from an Education Establishment i.e. School or College confirming student's UK address and enrolment periods. This letter should be issued on letter headed paper.</li> <li>• Any other documentation that confirms your UK address period including date of issue can be reviewed upon assessment.</li> </ul>



		All evidence must be original; failure to provide any of the relevant evidence will result in the assessment of your application being delayed.
	I am an EU student. What evidence do I need to send to show I have settled status within the UK?	<p>If you are an EU student and have resided within the UK for 3 years prior to the start of your course, you will be required to provide the following: -</p> <ul style="list-style-type: none"> <li>• EU Passport</li> <li>• Birth Certificate</li> <li>• Home Office letter to confirm your settlement status</li> <li>• Evidence of residency within the UK for 3 years prior to the start of your course.</li> </ul>
	I am a Non-UK student. What evidence do I need to provide to prove my settled status within the UK?	<p>If you are a Non – UK student and have resided within the UK for 3 years prior to the start of your course, you will be required to provide the following: -</p> <ul style="list-style-type: none"> <li>• Your Passport</li> <li>• Birth Certificate</li> <li>• Valid UK Visa (Biometric Card &amp; Residence Permit)</li> <li>• Home Officer Letters confirm settlement</li> <li>• Evidence of residency within the UK for 3 years prior to the start of your course.</li> </ul>
	Will you accept online payslips and P60s?	<p>If your employer issues electronic P60s or Payslips, we can accept printed copies.</p> <p>Please send in a covering letter explaining that the P60 or payslips are only available online, along with a printed copy of the P60 or payslip.</p>
	What evidence do I need to send if someone else within my application is a student?	<p>The evidence required will depend on the reason they have been declared on your BOSS application.</p> <p><b>Named as Person 1 or 2 for the Basic Award section</b></p> <p>We will require evidence to show that they were a student in the previous financial year as well for the same Academic Year you are applying for. (if applicable).</p> <p>If they were in Higher Education in and in receipt of funding, such as Student Finance, we will require their Award Letter (showing the award has been income assessed).</p> <p>If they were not in receipt of funding, we would require a letter from the Higher Education Institute (HEI) or College confirming enrolment. A letter from their University and Tuition Fee receipts / invoices showing they have self-funded will be required.</p> <p>If both of your parents are declared on the application and one of</p>

them is in receipt of income assessed funding for a higher education course, you should also send their current academic year award notice. This must cover the same academic year you are applying for.

If any taxable income was received for example, part time employment, this will also need to be declared on the application and evidence supplied.

### **Named as an Other Dependant Child of Person 1 or 2**

If the other dependent child entered on the application is in Further Education, we will require one of the following:

- Letter from the Further Education Establishment confirming enrolment or attendance for the relevant academic year
- Child Benefit Letter showing child benefit payments

If there is another dependant in Higher Education during the same Academic Year, we will require the following:

- Student Finance Award Letter (showing the award has been income assessed) for the same Academic Year you are applying for.
- If also in receipt of bursary through NHS Wales, please either provide a copy of their latest Notification of Award or a Letter confirming details of the individual – Name, BOSS SAS Reference Number, Course, University, Cohort & Date of Birth.

**We will also require a Birth Certificate for any dependent child entered on the application.**

### **Named within the Dependants Allowance section:**

#### **Your child**

If your dependant is in further education we will require the following:

- Long Version Birth Certificate
- Letter from the Further Education Establishment confirming enrolment or attendance for the relevant academic year
- Child Benefit Letter showing child benefit payments
- Universal Credit / Tax Credits Award Notice

#### **Your spouse / civil partner / partner**

If your spouse / civil partner / partner is in receipt of public funding, we will require their award notice. This must clearly show a breakdown of the elements that make up the award and must cover the same academic year you are applying for.

If your spouse / civil partner / partner is not in receipt of any public funding, we will require one the following:

- A signed letter from their funding body showing they are ineligible for funding.

		<ul style="list-style-type: none"> <li>• A signed letter from the College, Sixth Form or University confirming no funding is available.</li> <li>• If they chose not to apply for public funding, a letter from their university and Tuition Fee receipts / invoices showing they have self-funded will be required.</li> </ul>
	<p>What evidence is required for my parent(s) or partner's other dependent children?</p>	<p>We require one the following forms of identification:</p> <ul style="list-style-type: none"> <li>• Birth Certificate</li> </ul> <p>If a Birth Certificate is not available, we may accept the following: -</p> <ul style="list-style-type: none"> <li>• Passport</li> <li>• Driving License</li> <li>• Adoption Certificate</li> </ul> <p>If the dependant is in further education, one of the following is required in addition to identification:</p> <ul style="list-style-type: none"> <li>• Letter from the further education institution confirming attendance or offer a place (6th form / college).</li> <li>• Current Child Benefit letter confirming continuing payments into the appropriate academic year.</li> <li>• Current Child Tax Credit or Universal Credit letter for the current financial year.</li> </ul> <p>If the dependant is in higher education, the following is required instead of identification:</p> <ul style="list-style-type: none"> <li>• Student Loan Company / Student Finance award letter.</li> </ul>
	<p>What evidence is required to claim Dependents Allowance?</p>	<p>The following evidence is required if you wish to claim Dependents Allowance:</p> <ul style="list-style-type: none"> <li>• Proof of all income and expenses declared on the Dependents Allowance section of your application.</li> <li>• The long version birth certificate(s) (which contain the parent(s) details) for all dependent children who you wish to claim for.</li> <li>• One form of ID for your spouse / civil partner / partner (if applicable). Ideally this should be a Birth Certificate, Passport or Driving Licence. If your partner is a Non-UK / EU national, we also require their passport, Home Office letter &amp; Valid UK Visa.</li> <li>• Up to date Child Benefit letter</li> <li>• Latest Tax Credits Awards Notice / Universal Credit letter.</li> <li>• Latest Council Tax Bill showing full student exemption (<b>for Single Applicants only</b>). For New Students, we may accept Council Tax Bills showing Single Person Discount prior to the start of the course.</li> </ul> <p>If the child is over 16 and still in full time education we require evidence of this, for example Child Benefit letter (or recent bank</p>

		statement) Tax Credit Awards letter and letter of enrolment from a Further Education Establishment.
	I am applying for Dependants Allowance and I have been asked to provide Tax Credits / Universal Credit evidence. I am not in receipt of the allowances. What do I do?	<p>If you have not <b>applied</b> for Tax Credits or Universal Credit, please supply a signed letter outlining the reasons <b>why</b> they have not applied for these allowances.</p> <p>If you are not <b>eligible</b> for these allowances, please supply a cover letter confirming this and supporting evidence to show you are not eligible i.e. a letter from HMRC confirming you are not eligible or statement / award showing tax credits / universal credit as £0.</p>
	When do I need to send my tenancy agreement or mortgage statement?	<p>You will have to send a tenancy agreement/mortgage statement to us in the following situations:</p> <ul style="list-style-type: none"> <li>• If you have claimed 'parental home rate' in the previous academic year and now want to change to 'elsewhere rate' for the forthcoming academic year.</li> <li>• If you have applied for Dependents Allowance and have declared your spouse / civil partner's / partner's expenses on your application.</li> </ul>
	Which forms of ID will you accept?	<p>We accept the following forms of ID:</p> <ul style="list-style-type: none"> <li>• Birth Certificate - We can accept either version; we will contact you if we specifically require a long version for any reason.</li> <li>• Passport</li> <li>• Driving Licence - We only require the photo-card; we can also accept a provisional licence. .</li> <li>• Biometric Residence Card - We can accept this if you cannot provide the requested photo identification documents.</li> </ul> <p>All evidence must be original and must be valid at the time it is scanned.</p> <p>In the first year you apply for NHS funding you are requested to send in your birth certificate and either a passport or driving licence. However, if you have a Non-UK Birth Certificate we would require your passport rather than the driving licence in order to confirm your nationality for eligibility purposes.</p> <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p>
<b>Document Tracking</b>		
	How can I send my evidence to you?	If you would like to send us correspondence or supporting evidence, please use the following postal address:

**DST-NWSSP-SAS.... [Insert your SAS Reference No. here]**  
**Cwmbran House**  
**Mamhilad Park Estate**  
**Pontypool**  
**NP4 0XS**

Please note - The address above is the **only** address you should use when sending in your documents.

If you are unable to post your documents to us, please contact us our Helpdesk and we can advise you of next steps.

It is only in mitigating circumstances where we will accept documents via email – all evidence must be posted unless otherwise agreed with the Student Awards Services Team.

When sending documentation/correspondence please ensure you include:

- Your Student Coversheet which can be accessed in the 'Documents' section of your BOSS account.
- Write your SAS reference (available on your BOSS account and Student Coversheet) above the first line of our address on the envelope.

We strongly recommend you send your documentation to us by Special Delivery and include a self- addressed return envelope with the correct amount of Special Delivery postage paid on it. This is so that you can track the receipt of your documents and their safe return once they leave the NHS Wales Shared Services Partnership (NWSSP).

NWSSP will handle your original documents securely and confidentially whilst they are within our possession. We cannot accept any responsibility for items lost in transit to/from yourself when handled by Royal Mail or other carriers hence why it is important to safeguard the transit of your important documentation.

What happens to my documents once I have sent them in to you?

Once documentation has been received through the post, they are scanned onto your online BOSS account and your application status will change from 'Pending' to 'Active'.

We will return any documents you have posted to us within 20 working days of receiving them.

If you have included a self- addressed return envelope within your documents, this will be used to return your documents securely to you. If you did not include a self- addressed return envelope, your document will be returned via 2<sup>nd</sup> Class Delivery through Royal Mail.

		NWSSP will handle your original documents securely and confidentially whilst they are within our possession. We cannot accept any responsibility for items lost in transit to/from yourself when handled by Royal Mail or other carriers hence why it is important to safeguard the transit of your important documentation.
	How will I know that you have returned my documents?	<p>If you have paid for your documents to be returned by Special Delivery, you will receive a notification from the Post Office to let you know the tracking status. Please ensure you keep a record of your Tracking Number.</p> <p>Your application status will become 'Active' once your documentation has been scanned to your BOSS account.</p> <p>We will return any documents you have posted to us within 20 working days of receiving them.</p>
	Should I include a pre-paid return envelope with my documents?	<p>Yes, we strongly recommend you send your documentation to us by Special Delivery and include a self- addressed return envelope with the correct amount of Special Delivery postage paid on it. This is so that you can track the receipt of your documents and their safe return once they leave the NHS Wales Shared Services Partnership (NWSSP).</p> <p>If you have included a self- addressed return envelope within your documents, this will be used to return your documents securely to you. If you did not include a self- addressed return envelope, your document will be returned via 2<sup>nd</sup> Class Delivery through Royal Mail.</p>
	What is a Student Coversheet and where do I find it?	<p>Your Student Coversheet can be located within the 'Documents' section of your BOSS account once you have successfully registered and activated your account.</p> <p>Your Student Coversheet includes a unique barcode to ensure accurate scanning. You must send a copy of your coversheet every time you provide documentation or correspondence. This will enable us to scan the documents to your account.</p> <p><b>Failure to send your Student Coversheet will cause delays to the scanning process and as a result your application assessment.</b></p>