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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



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| Questions | Response |
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| 1. Progress of Application | |
| <p>What is the deadline to apply for my bursary?</p> | <p>New Students:</p> <p>You should apply for your NHS bursary as soon as 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 uploading evidence on each section where prompted.</p> <p>Continuing Students:</p> <p>You should re-apply as soon as applications are open to ensure your bursary continues into the next Academic Year without delay. Students should check our website to find out when applications are available.</p> <p>Website: How do I apply for a bursary? - NHS Wales Shared Services Partnership</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, we aim to process applications as soon as possible, during busy periods 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 your NHS Wales Bursary account.</p> |

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| | What is the best website to visit? | How do I apply for a bursary? - NHS Wales Shared Services Partnership |
| | How can I check the progress of my Bursary application? | <p>The progress of your application is shown on your account:</p> <p>Pending NWSSP – Waiting to be assessed/reviewed by an assessor.</p> <p>Query to Student – Further evidence has been requested by an assessor, to be uploaded to your account. Please ensure you save and resubmit the application once the evidence has been uploaded.</p> <p>Pending University – Application has been approved awaiting acceptance by your university.</p> |
| | What happens once the Bursary is assessed? | Once the bursary is assessed and complete, you will receive an email to say it's been approved with a Notification of Award. Your university will receive notification that your bursary has been approved and will arrange payment accordingly. |

2. Application Help

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| | 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 all evidence requested to be uploaded on the application.</p> <p>Should your circumstances change in any way, you must inform Student Awards Services and provide the required evidence and a covering letter to explain the change, 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? | Once the application has been approved, your university is responsible for making payments so please contact the Finance Department of your University who will be able to advise you further. |

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| | <p>Can my Parent(s)/ Partner /Civil Partner / Spouse or another representative complete the application on my behalf?</p> | <p>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.</p> |
| | <p>If my Parent(s), Partner /Civil Partner / Spouse or a 3rd party representative contacts the SAS Helpdesk, are they able to discuss my application on my behalf?</p> | <p>Yes – You would need to email in your permission and name the person you have nominated to discuss your application to: Email abm.nhs@wales.nhs.uk</p> |
| | <p>Where can I find my Student Awards Services Applicant / Reference number?</p> | <p>To find this information, your reference number should be shown when you log into your online account and should begin with SAS, followed by 6 numbers, For example: SAS000000</p> |
| | <p>I don't understand what some of the questions are asking me on the application form, what should I do?</p> | <p>Within the online 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 abm.nhs@wales.nhs.uk or contact us via the helpdesk where we can assist you further Tel 02921 500400</p> |

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| | <p>Do I need to complete an application each year I want to apply for the Bursary?</p> | <p>Yes, you will need to apply for your bursary each academic year for your funding to continue.</p> |
| | <p>What is an independent student?</p> | <p>Our regulations state a student must meet one of the following criteria to be classed as an Independent Student:</p> <ul style="list-style-type: none"> • You are married, in a civil partnership, separated, divorced or widowed. • You have care of a child. • You have no living parents. • You have supported yourself from your own earnings for an aggregate total of 36 months prior to the start of the first academic year. Please note that this must exclude any periods of full-time education. • 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. <i>The onus is on the student to provide solid and reliable evidence 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.</i> • You are a member of a religious order and reside in the house of the order |

3. Amendments to Application

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| I've made an error on my application form - how do I correct this after submission? | You can make amendments to your application making sure you save and resubmit it, if within the academic year, for us to consider any reassessment. |
| What should I do if my circumstances change? | If there has been a change of circumstances since submitting your initial bursary application, please amend the application to reflect the change with a cover letter to explain the change and date this occurred, and upload any evidence required. |
| How do I inform you of a change of address? | If there has been a change of address since submitting your initial bursary application, please log into your online account, amend the address and upload evidence of this such as Council Tax, tenancy agreement, mortgage statement. |
| How do I inform you of a change of name? | If there has been a change of name since submitting your initial bursary application, please log into your online account and amend this and upload evidence to support the change. |
| How do I change my Bank account details? | You will need to log into your online account to update the account details, ensuring you save and resubmit the application. Please also inform your university of the change to ensure the Bursary is paid to the correct account. |

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| <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. You will not be able to change your status part way through the year.</p> <p>If your circumstances change, please log into your online account and amend the details to reflect the change along with a letter to explain the change and the date this occurred.</p> <p>Your status can change for the following reasons:</p> <ul style="list-style-type: none"> • Marriage / Civil Partnership • You have care of a child including legal guardianship or adoption. • Your parent(s) pass away <p>If you become independent for any of these reasons, you will only become independent at the start of the next 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 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 will this affect my NHS Wales Bursary?</p> | <p>Already co-habiting prior to marriage:</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 your basic bursary award reassessed or any additional allowances you have applied for.</p> <p>Did not co-habit prior to marriage</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 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 Dependents Allowance for your spouse and any children who are financially dependent on you.</p> |

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| <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, we may be able to consider a current year income assessment. You should email abm.sas@wales.nhs.uk with a brief explanation of the change of circumstance and details of the drop in income.</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 be used in this reassessment?</p> | <p>We will review the income used in the initial assessment and compare it 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 2023, a current year income assessment would only be considered for the year ending 5 April 2024.</p> <p>Please, be aware we will be unable to miss out a financial year.</p> |

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| <p>Does my NHS Wales Bursary Award need to be reassessed if my parent(s) / Spouse / Civil Partner's / Partner's income has increased?</p> | <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> |
| <p>Do I need to notify you of any change in my own income?</p> | <p>If you are a Full-Time student, you should inform us of any increase or decrease in your unearned 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 earned income such as employment or self-employment.</p> <p>Any changes may affect your entitlement.</p> |
| <p>How will my Dependents Allowance be affected if I or my Partner /Civil Partner / Spouse have had a baby?</p> | <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"> • Dependents Allowance (Deps) • Parental Learning Allowance (PLA) • Childcare Allowance (CCA) - Not applicable for students on currently on Maternity Leave. <p>Already applied for additional allowances</p> <p>If you have already been assessed for Dependents Allowance, you can apply to add your additional child to the assessment. You will be required to amend the application and provide a covering letter confirming the reason for the amendment, upload the Long Version Birth Certificate for the child and revised Child Benefit/Universal Credit evidence to support the change.</p> <p>Your new entitlement to Dependents Allowance will be calculated from the date of your baby's birth to the end of the Academic Year.</p> <p>Have not already applied for additional allowances</p> <p>If you are currently receiving the basic award only, you can apply for Dependents Allowance for your new child (and Partner /Civil Partner / Spouse if applicable). You would need to log into your online account and amend the application to reflect the changes with a cover letter to confirm the reason for the change and upload the required evidence.</p> <p>Your entitlement to Dependents 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.</p> |

4. Evidence

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| | <p>What evidence do I need to submit with my application?</p> | <p>The evidence requested will depend on what you have applied for. You will be required to upload the evidence as you proceed through all sections of online application.</p> |
| | <p>Why do I need to send further evidence to support my application?</p> | <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> |
| | <p>I have received an email requesting further evidence before you can process my application, will this affect the assessment time?</p> | <p>We aim to assess your application within 20 working days. 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 uploaded, your application will join the assessment queue and we aim to review your application along with the new evidence within another 20 working days. Please ensure you supply all requested evidence to avoid delays in processing your application.</p> <p>Your bursary award is assessed for the full Academic Year, therefore any payments missed will be backdated.</p> |
| | <p>Can I bring my evidence directly to your office / scanning office?</p> | <p>No – All evidence MUST be uploaded to your account.</p> |
| | <p>What are forms P2 and P11D?</p> | <p>These will be requested if the tax code declared is not standard. 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. You will need to upload evidence where a figure has been entered under the Taxable Allowance or Professional Subscription box of the application.</p> |

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| | <p>I don't have a Birth Certificate as I was adopted, will an Adoption Certificate be okay to submitted?</p> | <p>Yes, you can submit your Adoption Certificate as evidence; alongside your Passport or Driving Licence.</p> |
| | <p>What evidence can I send to prove separation from a Spouse / Civil Partner / Partner</p> | <p>The following evidence may be requested to prove that you or your parent are single:</p> <ul style="list-style-type: none"> • A Council Tax Bill clearly showing full student exemption or a single occupancy. • Universal Credit FULL award notification showing that you / your parent are paid as a single person. • 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. <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p> |

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| <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> | <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. 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.</p> <p>For Dependents Allowance:</p> <p>If you are in receipt of Dependents 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 Dependents Allowance for your spouse or partner only, this will be stopped from the date of separation.</p> <p>If you were not receiving Dependents 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> |
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| <p>What evidence can I send to prove any temporary absence from the UK?</p> | <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">• Your temporary Visa/Residence Permit clearly showing an expiry date for your time spent abroad.• Your contract of employment(s) whilst residing abroad, showing that it was temporary.• Your Parent(s) [If dependent] contract of employment(s) whilst residing abroad, showing that it was temporary.• Evidence that you have maintained a home in the UK whilst abroad i.e. Council Tax Bill's for the last 3 years• 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.• 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 cancelled. |
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| <p>What evidence can I send to prove earnings from salary or wages (employed earnings)?</p> | <p>Any of the following forms of evidence can be accepted to prove employed earnings:</p> <ul style="list-style-type: none"> • P60 Certificate of Earnings • March payslip (week 52 / 53 or month 12) showing the year to date figure. • Letter from your employer to confirm. This letter must include the same information that a P60 or payslip would provide. • HMRC Work History. HMRC can be contacted by calling 0300 200 3300 or download from HMRC website/App. 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. • We will also accept screenshots uploaded to your account from the Government Gateway account if you have one, it must show your name/full year income refers to and tax code. • HMRC annual tax summary. • P45 (This will only be acceptable for earnings from that particular employment, any other taxable income will need to be provided. <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 employee pension contributions?</p> | <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, no further evidence would be required.</p> |

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| | <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"> - 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 & taxable elements as well as total of all payments received. - HMRC statement showing taxable element of Foster Carer Allowance • Latest HMRC Self-Assessment Tax Return. This will need to show as 100% complete and submitted. - Latest Tax Computation Summary/Calculation <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"> • HMRC Self-Assessment Tax Return. This will need to show as submitted. • HMRC Self-Assessment Tax Calculation. This will need to show as 100% complete and submitted. • Letter from an Accountant to confirm taxable income received. This letter must be signed and dated by the Accountant and be on letter headed paper. And include any dividends paid. • Statement of Accounts <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"> • HMRC Self-Assessment Tax Return. This will need to show as submitted. • HMRC Self-Assessment Tax Calculation. This will need to show as 100% complete and submitted. • Letter from an Accountant to confirm taxable income received. This letter must be signed and dated by the Accountant and be on letter-headed paper. <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> |

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| <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"> • P60 Certificate of Earnings from Pension. • Letter from the Pension Service confirming State Pension • Pension Statement <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"> • P2 (available from HMRC)/ P11D (available from the employer) • Latest Self-Assessment Tax Return – fully submitted / 100% complete <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"> • 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. • P60 / P60U • P45 / P45U <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"> • Life Insurance Statement • Letter from your Life Insurance Provider <p>Failure to provide any of the relevant evidence will result in the assessment of your application being delayed.</p> |

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| | <p>What evidence can I send to prove mortgage payments?</p> | <p>The following evidence can be accepted to prove mortgage payments:</p> <ul style="list-style-type: none"> • Most recent Mortgage Statement • Letter from your Mortgage Provider |
| | <p>What evidence can I send to prove personal pension contributions?</p> | <p>Any of the following forms of evidence can be accepted to prove personal pension contributions:</p> <ul style="list-style-type: none"> • Letter from the Pension Company • Statement from the Pension Company <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> |
| | <p>What evidence can I send to prove professional subscriptions or other expenses attracting tax relief?</p> | <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"> • PAYE Coding Notice – Form P2 • Self-assessment Tax Return - fully submitted/100% complete • Personal Tax Calculation / Computation • Paid Subscriptions Invoice |
| | <p>What evidence can I send to prove rent payments?</p> | <p>Any of the following forms of evidence can be accepted to prove Rental payments:</p> <ul style="list-style-type: none"> • Tenancy Agreement • Rent statement. This statement must on headed paper • Letter from your Landlord confirming payments. This letter must be signed, dated and issues on letter headed paper <p>Please be aware: we are unable to accept informal agreements such as rental expenses paid to a family member.</p> |
| | <p>What evidence can I send to show that I have supported myself from my own earnings for at least 36 months? Outside of education.</p> | <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"> • P60(s) • P45(s) |

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| | | <ul style="list-style-type: none"> • Final Payslip(s) (March – Week 52/53 or Month 12). Alternatively, please send the relevant payslip(s) for that particular period of employment • 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 • Self -Assessment Tax Returns / Tax Calculations • HMRC Work History. HMRC can be contacted by calling 0300 2003300 or download the report from GOV.UK or HMRC app. • Evidence of Benefits i.e. Benefit letters or P60U. Periods where you were entitled to benefits must be confirmed. <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) <i>but exclude periods undertaking full time education.</i></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> |
| | <p>What evidence can I send to prove that I am an independent student due to being in care?</p> | <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"> • Any relevant document or letter from a Local Authority social worker, support worker or voluntary organisation confirming dates etc. or; • Documentation from the courts or solicitor regarding the custodianship order |
| | <p>What evidence can I send to prove that I am part of a religious order?</p> | <p>You should provide a document from the religious order confirming your membership and residence within the house of the order.</p> |
| | <p>What evidence can I send to prove that I am an independent student due to both my parents being deceased?</p> | <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> |

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| | | <ul style="list-style-type: none"> • Consular officer - someone who works for an Embassy or Consul, either employed by the UK government or another country's government • Minister of religion – such as a Rabbi, Priest or Imam • Medical or legal practitioner – someone currently registered with the General Medical Council (GMC) such as a GP or consultant • 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 • Teacher – someone with a teaching qualification and who is working as a teacher currently • 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. |
| | <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"> • A signed letter to include summary of your circumstances. • 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;- |

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| | | <ul style="list-style-type: none"> • Their full name • Their job title • Their contact details • The capacity in which they know you • How long they have known you • How long you have been estranged from your parents and how long they have been aware of the circumstances regarding the estrangement <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, also confirming 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> |
| | <p>What evidence can I send to prove that I have been ordinarily resident in the UK?</p> | <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"> • Utility bills • Council Tax Bills • Tenancy Agreement(s) • Mortgage Statements • Bank statements showing your UK Address regular activity (withdrawals / credits etc) • Payslips • P60s • Letter from an Employer confirming student's UK address and employment periods. This letter should be issued on letter headed paper. • 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. • Any other documentation that confirms your UK address period including date of issue can be reviewed upon assessment. |

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| | | 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"> • EU Passport • Birth Certificate • Home Office letter to confirm your settlement status • Evidence of residency within the UK for 3 years prior to the start of your course. |
| | 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"> • Your Passport • Birth Certificate • Home Officer Letter confirming settlement • Evidence of residency within the UK for 3 years prior to the start of your course. • Sharecode information |
| | 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 application.</p> <p>Named as Person 1 or 2 for the Basic Award section</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 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 received in the tax year being assessed, for example, part time employment, this will also need to be declared on the application and evidence supplied.

Named as an Other Dependent 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 dependent 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, 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 Dependents Allowance section:

Your child

If your dependent 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.

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| | | <ul style="list-style-type: none"> • A signed letter from the College, Sixth Form or University confirming no funding is available. • 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. |
| | <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"> • Long Version Birth Certificate <p>If a Birth Certificate is not available, we may accept the following: -</p> <ul style="list-style-type: none"> • Passport • Driving License • Adoption Certificate <p>If the dependent is in further education, one of the following is required in addition to identification:</p> <ul style="list-style-type: none"> • Letter from the further education institution confirming attendance or offer a place (6th form / college). • Current Child Benefit letter confirming continuing payments into the appropriate academic year. <p>If the dependent is in higher education, the following is required instead of identification:</p> <ul style="list-style-type: none"> • Student Loan Company / Student Finance award letter. |
| | <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"> • Proof of all income and expenses declared on the Dependents Allowance section of your application. • The long version birth certificate(s) (which contain the parent(s) details) for all dependent children who you wish to claim for. • 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 & Valid UK Visa. • Up to date Child Benefit letter dated within the last 3 months, or we will accept screenshots if you have access to a Government Gateway account, we must be able to see your name and child/children's details. • Latest Tax Credits Awards Notice / Universal Credit letter. • Latest Council Tax Bill showing full student exemption (for Single Applicants only). For New Students, we may accept Council Tax Bills showing Single Person Discount prior to the start of the course. |

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| | | <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 statement), Universal Credit statement and letter of enrolment from a Further Education Establishment.</p> |
| | <p>I am applying for Dependents 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> | <p>If you have not applied for Universal Credit, please supply a signed letter outlining the reasons why you have not applied for these allowances.</p> <p>If you are not eligible 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 Universal Credit statement showing £0 award.</p> |
| | <p>When do I need to send my tenancy agreement or mortgage statement?</p> | <p>You will have to send a tenancy agreement/mortgage statement to us in the following situations:</p> <ul style="list-style-type: none"> • 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. • If you have applied for Dependents Allowance and have declared your spouse / civil partner's / partner's expenses on your application. |
| | <p>Which forms of ID will you accept?</p> | <p>We accept the following forms of ID:</p> <ul style="list-style-type: none"> • Birth Certificate - We can accept either version; we will contact you if we specifically require a long version for any reason. • Passport • Driving Licence - We only require the photo-card; we can also accept a provisional licence. • Sharecode – We can accept this if you cannot provide the requested photo identification documents due to your immigration status. <p>When applying for NHS funding you are requested to upload 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> |