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Shared Services  
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Student Awards Services

# Suspensions/Withdrawals/Returners/ Maternity/Extensions

## Frequently Asked Questions

### Sections:

1. Maternity Leave
2. Suspensions / Withdrawals
3. Return to Study
4. Extensions



Questions	Response
<b>Maternity Leave</b>	
<p>I have just found out that I am pregnant, what do I need to do regarding my NHS Wales funding?</p>	<p><b>Pre - Course Registration</b></p> <p>If a student who has already been granted a place on a pre-registration course becomes pregnant before the course begins, they should contact the university for advice as to whether it would be better to start the training as planned or to defer starting the course until a later date.</p> <p><b>Post – Course Registration</b></p> <p>If a student becomes pregnant after they have started their course, they should let their tutor know as soon as possible and provide the university with information concerning the baby’s estimated date of arrival.</p> <p>Once the maternity leave has been agreed and authorised, the University should inform Student Awards Services</p>
<p>How do I arrange Maternity Leave?</p>	<p>It is for the student and the university to agree when the authorised absence for maternity leave should begin, taking into account their own health and the health of the baby, and the point in the course when it would be best to begin the break.</p> <p>The student should provide the university with confirmation of the pregnancy before commencing maternity leave (usually the official form MAT B1).</p>
<p>I am due to go on Maternity Leave – How will this affect my NHS Wales Bursary?</p>	<p>Maternity bursary may be payable for a maximum period of <b>52 weeks</b>. During the authorised maternity leave, you will be eligible to receive the same bursary award payments you were receiving prior to the start of your leave, unless a there is a reassessment due to a change in circumstances.</p> <p>A maternity award includes all elements of the bursary award except those relating to actual attendance on the course. These elements are:</p> <ul style="list-style-type: none"> <li>(a) Practice Placement Expenses, and</li> <li>(b) Childcare Allowance, and</li> <li>(c) those elements of the Disabled Student’s Allowance which relate solely to attendance at the course.</li> </ul> <p><b>If your maternity leave continues into the next academic year, you will be required to reapply for your bursary for payments to continue for the remainder of the agreed period of leave.</b></p>

	<p>Am I able to apply for additional allowances once the child has been born?</p>	<p>Yes, once the child has been born and you are able to provide full documentary evidence, you can log into your online account and update your application with the relevant details.</p> <p>Whilst on Maternity Leave, you will not be eligible to apply for Childcare Allowance.</p>
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	<p>I am on Maternity leave but wish to defer my Return to Training. What do I need to do?</p>	<p>Maternity bursary is only payable for a maximum of 52 weeks. If you decide to extend your interruption Your University should inform us when the maternity changes to a temporary suspension. At the end of the allowable maternity leave and the bursary payments will stop until we receive confirmation from your university of your return to study.</p>
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### Temporarily Suspended/Permanently Withdrawn

	<p>I have decided to suspend my studies. What will happen to my bursary?</p>	<p>If you decide to temporarily suspend from your course, your university should inform Student Awards Services confirming the details of your suspension.</p> <p>If your application is Approved at the point of the suspension, your award will be recalculated for your time in attendance, and a revised Notification of Award will be generated on to your online account. Your university will receive an updated payment schedule.</p> <p>Your university should contact you directly to confirm if there have been any overpayments or underpayments.</p>
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<p>I have withdrawn from my course. What will happen to my bursary?</p>		<p>If you decide to permanently withdraw from your course, your university should inform Student Awards Services confirming the details of your suspension.</p> <p>If your application is Approved at the point of the suspension, your award will be recalculated for your time in attendance, and a revised Notification of Award will be generated on to your online account. Your university will receive an updated payment schedule.</p> <p>Your university should contact you directly to confirm if there have been any overpayments or underpayments.</p>
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<p>I've withdrawn from my course, am I liable to repay any bursary as per the NHS Wales Terms &amp; Conditions?</p>		<p>No, students under the NHS Wales Terms &amp; Conditions, who have withdrawn part way through a course will not be liable to make repayment.</p> <p>However please be aware of the following:</p> <ul style="list-style-type: none"> <li>a) By not completing your course you will not be eligible to receive registration to work as a healthcare professional.</li> <li>b) If you are a withdrawing final year student and complete your course elsewhere at a later date, you will be liable to return the fees that you have received</li> </ul>
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<p>I've suspended my studies but still received a bursary payment. What do I do?</p>		<p>You should contact your university's finance department to discuss the payment received. It may be the final payment due before your start of suspension or it may be that there has been a delay in receiving or processing of the suspension and payment. You may be asked to repay the instalment to the University.</p>
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**Return to Study**

<p>I am returning to the course after an interruption of studies. What do I need to do?</p>		<p>If you are returning to your course from an interruption of study, Your university will need to inform Student Awards Services. Once received, you will be contacted by email to reapply.</p>
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	<p>How is the bursary Calculated on my return</p>	<p>Your award will be reinstated from the point you previously suspended, for example: if you received 8 months of bursary for Academic Year 2, prior to your suspension, you will be eligible for the remaining 4 months' bursary payable upon your return.</p>
<b>Extensions</b>		
	<p>I need to carry out repeat study, how can I apply for additional funding for this?</p>	<p>We can only consider funding for repeat study where there are extenuating circumstances. If there are exceptional circumstances, your university will need to submit a request to HEIW for approval of repeat funding.</p> <p>If an extension is agreed, A new application may be required dependent on the length of extension. Student Awards Services will advise</p> <p>If the extension is not agreed, you will be required to self-fund any repeat study taken.</p>
	<p>What would be accepted as an extenuating circumstance?</p>	<p>Examples of extenuating circumstances may be ill health or bereavement.</p> <p>All extension requests are reviewed on a case-by-case basis. In some instances, we will require further information and supporting evidence to make a formal decision.</p>
	<p>I have received an academic failure for a module and need to carry out repeat study. Am I able to receive funding for this?</p>	<p>Unfortunately, no, we would not be able to accept academic failure as an exceptional circumstance. You would be required to self-fund the repeat study required.</p>
	<p>I have just finished a repeat study year as an external student (self -funded). How can I have my bursary restarted?</p>	<p>Your university will inform Student Awards Services of your return to the NHS bursary. The student will be required to apply for the cohort and year of study they are returning to.</p>