

A step by step guide to the Bursary Online Support System (BOSS)



This is an interactive PDF. To navigate, use the arrow buttons on either side of each page or locate a specific section using the tool bars within the document.





Completing your NHS Bursary application

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Guidance notes

This guide is intended to take you on a step by step journey to making an NHS Bursary application on the Bursary Online Support System (BOSS).

For queries about the NHS bursary see the contact details on the website:

- The application form should take 30 – 45 minutes to complete on average.
- You do not have to complete the application in one session. You can save the progress of a partially completed application form by clicking save (at the bottom of each page at every stage of the application).
- The system is not available between 2am and 6am GMT for scheduled maintenance. Any unsaved applications and updates that are in progress during this period may be lost.
- The application is compatible with the following browsers (compatibility on other browsers cannot be guaranteed):
 - Internet Explorer (version 8 upwards)
 - Mozilla Firefox (version 23 upwards)
 - Google Chrome (version 29 upwards)
 - Apple Safari (version 5.1 upwards)



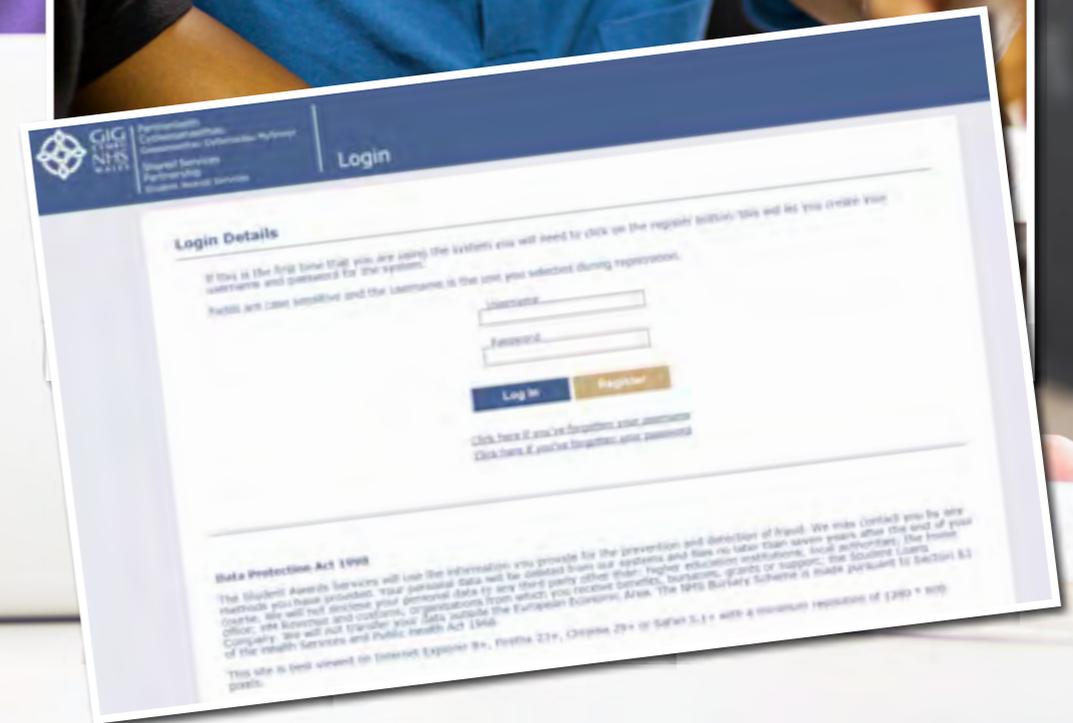


Creating a BOSS Account

You will only need to create a BOSS account once. Please follow the following steps below.

1. Create a BOSS account by clicking the 'Register' button.
2. Fill out your personal details and create your own username and password.
3. Answer the question which asks if you are undertaking a course to become a doctor or a dentist.
4. Provide answers to the security questions.
5. If you selected 'No' to 'Are you undertaking a course to become a doctor or a dentist?' you will be asked further questions about student loan or bursary.
6. Tick that you have read and understood the declaration on information sharing under GDPR.
7. Press the 'Register' button and wait for an activation email to arrive. Don't forget to check your junk/spam folder.
8. Once you receive this email, you must activate your account within 72 hours or it will expire.

Once you have created this account, you should never create another. Each academic year you should reapply through the same account, using your existing log in details.





Completing your NHS Bursary application

Filling in the Form

Filling in the form

There are frequently asked questions answered on our website to help you fill out each section of the BOSS application.

If you are unsure about any aspect of the application in BOSS there is hint text available to assist you (hover your cursor over the '?' symbol).

Remember it is your responsibility to ensure that your application form is complete, accurate and that you have all of the necessary documents to support it.

An application for an NHS Bursary, including all your supporting evidence, must be received within six months of the first day of your academic year. Late applications will not be assessed and no bursary will be paid.

Student Details - Account Details

Your preferred name will be blank if you have not provided one when registering your BOSS account.

The rest of the fields will be automatically populated with the details you provided.

Please click on the link:

'apply/reapply for an NHS student bursary' under the **'What Do You Want To Do?'** section to begin your application.

Read the **Guidance Notes** (which are outlined in this booklet on page 4) and then click **'CONTINUE.'**

Read the important information contained on the next page carefully.

Click **'NEXT'** to indicate that you agree with the information provided.





Do's and Dont's

Do

- **Do** ensure the data you enter is correct before submitting as small errors (e.g. Surname and Forename fields entered the wrong way round) will result in manual intervention before the application can be assessed, potentially resulting in a delay to payments.
- **Do** take extra care when selecting your university, course and qualification as incorrect selection will delay your assessment.
- **Do** submit a bursary application within the first ten weeks of commencing your course in Year 1 as this is the final deadline for doing this.
- **Do** ensure you reapply for your bursary each academic year – bursaries do not automatically continue into the next academic year.

Don't

- **Don't** think that submitting the BOSS forms is enough – this is only an expression of interest. Following submission you will receive an email detailing the evidence required to support your application. Your application is not considered complete until we receive all of your supporting evidence.
- **Don't** miss out on the non means tested grant of £1000 (for students whose course commenced on or after 1 September 2012 only). You must make a bursary application in order to receive this (paid pro rata for part-time students).
- **Don't** create a new BOSS account when you reapply each academic year. Use your current log in details and click on the 'apply/reapply' link, selecting the appropriate academic year you wish to apply for.

- **Don't** forget your parent/s or your spouse, partner or civil partner should answer 'no' when asked if they want to declare their income if they either believe it will be over the threshold for you to receive a bursary or they simply do not want to disclose it.

This means you are applying for a 'fees only' bursary where we pay the standard course tuition fee contribution and the non means tested grant of £1000 (for students whose course commenced on or after 1 September 2012 only). You will not be entitled to apply for any means tested bursary elements e.g. Dependants'/Childcare Allowance.

- **Don't** apply for Dependants' or Childcare Allowance for unborn children. You can make an application for these once your child is born by submitting a change of circumstances through your BOSS account with an effective date of the day the child was born.





Student Details

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Personal Details

Some of this section will be automatically populated from the information you have already provided.

When applying for an NHS Bursary for the first time you will need to provide two pieces of evidence to confirm your identity, at least one of which must include a photograph of you. This would normally be a birth certificate and a valid passport.

We cannot assess your application without two forms of identification. Please read the appropriate FAQ for more information relating to what ID evidence we will accept.

Title

You must check that the title you have provided is correct. If your title is not listed, please select '**Other**' and enter your title in the text box that appears below.

Forename

You must ensure your forename/s and surname are entered the correct way round.

Surname

You must ensure your surname and forename/s are entered the correct way round.

Previous Name

Please enter any previous names you have held. For example, any maiden names. If you need to provide more than one, please separate the names with commas.

If you do not have any previous names, please leave this field blank.

Marital Status

You must select one of the options provided. If you select Single, Widowed, Divorced or Separated then the following question will appear:-

Are you living with a partner as if married or as if in a civil partnership?

This question will only appear if you answer that you are Single, Widowed, Divorced or Separated. Please select '**yes**' or '**no**'.





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Personal Details

House Number/Name

You must enter the number or name of your house.

Address Line 1

You must enter the first line of your address. This should be the address where you would like all correspondence about your bursary sent to.

Address Line 2

Please enter the second line of your address (if you have one).

Town/City

You must enter which town or city this address is in.

Country

You must select the country this address is in from the drop down box.

Postal/Zip Code

You must enter your postcode.

Mobile Telephone Number

You must provide a mobile number.

Alternative Contact Number

Please provide an alternative contact number if you have one.

If you have received an NHS bursary previously, please provide your Student Bursary Reference Number (if known)
Please provide any previous reference numbers you have from NHS Student Bursaries.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click '**NEXT**'.





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- [Course Details](#)**
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Course Details

This section requires you to complete details of the university and course you intend to study at. If you have applied to more than one university, please give details of your first choice only. This information will be used to assess your bursary entitlement.

If you have chosen to attend a different course or university when we receive confirmation of your enrolment from the university, your bursary entitlement will be automatically reassessed and this may result in a revised entitlement. Bursaries are only available to students who have been offered NHS commissioned places.

If your intended combination of university and course is not listed, please check with your university that the place you have been offered is NHS funded.

University/College

If you are a new student, you must select the university (which is the Higher Education Institution - HEI) you will be attending or are most likely to attend.

If you are a continuing student, you must select the university you are currently attending. If you are a continuing student changing universities, please select your new university.

Course

Please select the course you are attending. If you are attending a nursing course, please ensure you select the correct cohort. If you select a medical/dental course, further questions will appear. Please read the explanations carefully before selecting your answers.

In which year does this application period start?

Please choose the year that is relevant to the application you are making now. If this application is for the first year of your course then you should select the year your course begins. However, if the application you are making is for a second or further year of study, ensure you select the year that academic year will commence, rather than when your first year commenced. For example, if the academic year you are applying for starts between 1 January 2016 and 31 December 2016 please select '2016'.

Will you be residing with your parents during term time?

Please select 'yes' or 'no'. The answer you provide here will affect the bursary rate you are awarded. Please tell us where you will be living whilst attending your course at university during the academic year you are applying for and not where you will live whilst on clinical placement.





Course Details

Are you currently funded by Student Finance Wales (SFW)

This question will only appear if you have selected a medical/dental course. Please select 'yes' or 'no'.

Study Year

This question will only appear if you have selected a medical/dental course. Please choose the study year you will be entering in the academic year you are applying for, including any repeat years, intercalation years and foundation years. For example you may be in year 5 of your medical course but it may be your sixth year of study so you should choose Year 6.

Please select the course year relevant to this application

Please choose the course year you will be entering.

Are you either commencing your first NHS funded year of an APEL programme or commencing your first NHS year of a Medical/Dental Course?

This question will only appear if you have selected a course year other than Year 1. Please select 'yes' or 'no'.

Previous Years

The number of fields that will appear in this section depends on what Study Year you have said you are entering e.g. if you have selected 'Year 6' then five fields will appear in which you must enter your course history.

For example, in Year 1, you should select which course year you studied during your first year of study. The course year and study year are most likely to differ when you have repeated a course year or had an intercalation year.

Which option describes Year 1 of your course began or will begin?

Please select the statement that describes the period of when the first year of your course commenced or will commence.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 'NEXT'.





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Details of Sponsorship or Secondment

We need to know if you will receive sponsorship from an employer during the academic year you are applying for or attend the course on secondment terms i.e. continue to receive a salary from an NHS employer for a period for which you have leave of absence. In most cases where students are sponsored or seconded, no bursary is payable.

Will you attend the course on secondment terms?

Please select 'yes' or 'no'.

If you answer 'yes' to this question you will not be able to proceed any further with your application as you are not eligible for NHS bursary funding.

Will you receive sponsorship from your employer?

Please select 'yes' or 'no'.

If you answer 'yes' two further questions will appear (see below).

Tell us the amount of money you expect to receive via sponsorship in the forthcoming academic year

Please enter the amount in £.

Name and address of the employer providing sponsorship.

Please enter the full name and address (including postcode).

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 'NEXT'.





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Personal Eligibility

Please complete this section so that we can determine if you are eligible for an NHS student bursary.

Nationality

Please select your nationality.

If you answer anything other than 'UK National', after you have completed this page you will be asked about your right of residence in the UK.

Have you been ordinarily resident in the United Kingdom, Channel Islands or Isle of Man throughout the three years preceding the prescribed date (the first day of the first academic year)?

Please select 'yes' or 'no'.

If you select 'no' and you are a UK National, after you have completed the rest of this page, you will be asked some further questions regarding your absence from the UK.

If all of these three years of residence were in the Channel Islands or the Isle of Man you will not be entitled to receive NHS funded support. Please do not continue with the BOSS application if this is the case.

However, you are entitled to occupy an NHS commissioned training place and should seek funding advice from your own Local Education Authority.

Will you be ordinarily resident in the United Kingdom (excluding Channel Islands, Isle of Man) on the prescribed date (the first day of the first academic year)?

Please select 'yes' or 'no'.

'Ordinary residence' is defined as habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences.





Personal Eligibility

Country of Residence

Please give details of where you have lived for the whole of the three years preceding the first academic year of your course. Specify the Country, Reason, Start Date and End Date for each period of residence for the three years preceding the prescribed date (i.e. the first day of the first academic year).

For example:

Wales - Since Birth - 22/06/1983 - 21/08/2015

If you have only one row of details to enter, your End Date should show the start date of your course. If you have multiple rows to enter, the End Date should show when that period ended (apart from the most recent row which should show the start date of your course).

Further/Higher Education History

Please give details of any further or higher education courses you have attended in the UK. Specify the College, Course, Start Date and End Date for any further or higher education courses you have attended in the UK.

For example:

Belfast Metropolitan College - Maths (A-Level) - 10/09/2005 - 12/06/2006

If you are still in attendance on a course, please indicate the date that course is due to finish in the End Date.

UK Employment History

Please give details of your employment history. If you have been employed in the three years preceding the prescribed date, please give details.

For example:

Bromley Tea House - 14 High Street, Bromley - Full Time - 10/09/2003 - 21/04/2007

This should include any full and part time employment you have had for at least the last 3 years.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click '**NEXT**'.

PERSONAL ELIGIBILITY





Personal Eligibility: Immigration Status

This section will only be displayed to students who have indicated in the previous section that they are a non-UK national.

Date of your first arrival in the United Kingdom

Please either select the correct day and month from the drop down lists (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.

Reason for coming to the United Kingdom

Please provide a full explanation for the reason you came to the United Kingdom on the date you indicated above.

Is your status in the United Kingdom

Please select one of the two options provided to indicate whether your immigration status is in your own name or you are named on another person's documentation. If you select 'Due to the accompaniment of a family member', you will need to answer a further three questions (see below).

Please provide the name of the family member

Please enter their full name.

Relationship to the person

Please enter their relationship to you e.g. mother.

What is the family member's immigration status?

Please select the family member's current immigration status from the drop down list.

Please note that if their immigration status is 'Asylum Seeker', 'Student Visa', or 'Granted limited leave' (not including refugees) then you will not be eligible for an NHS Bursary or tuition fees. Please do not complete any more of the BOSS application.

What is your immigration status?

You will only be asked about your immigration status if you answered that it is 'In your own right'.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click '**NEXT**'.





Personal Eligibility: Temporary Absence

Please provide a full explanation for the reason for your absence from the UK during the 3 years preceding the prescribed date (the first day of the first academic year)?

Please enter the reason for your absence. For example, if you were temporarily employed or if you were travelling on a gap year etc.

If the reason for absence was due to employment abroad of yourself / parent / spouse / civil partner, please state the nature of the contract.

Please enter the nature of the employment contract. For example if it was permanent or temporary, whether it was liable for UK income tax or if it was due to service in the Armed Forces etc.

Absence Details

Please specify the details of each period of absence. Specify the Country, Start Date and End Date for each period of absence.

For example:

Cambodia 12/12/2013 - 14/01/2015

Have you maintained a home in the UK?

Please select 'yes' or 'no'.

Time Spent In The UK

Please specify the details of any time spent in the UK during the period abroad.

Specify the Reason, Start Date and End Date for each period spent in the UK during the absence.

For example:

Family Reunions 12/02/2014 - 14/03/2014

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click '**NEXT**'.





Dependant's Allowance

Do you have a spouse/ civil partner/partner who will be wholly or mainly financially dependant on you during your training?

Please select 'yes' or 'no'.

Please note that in order to apply for the Dependants Allowance for a spouse/partner you must select that they will be wholly or mainly financially dependent on you.

If you intend to apply for Childcare Allowance, you must apply for Dependants' Allowance first.

This question will only appear if you answer 'yes' to the question above.

If you wish to apply for Dependants' Allowance you should always select 'yes' to this question.

Do you have a child/children who will be wholly or mainly financially dependant on you during your training?

This question will only appear if you indicate that you have a spouse/partner that you wish to claim Dependants' Allowance for.

Please select 'yes' or 'no'.

Please note that in order to apply for the Dependants' Allowance for a child/children you must select that they will be wholly or mainly financially dependent on you.

If you intend to apply for Childcare Allowance, you must firstly apply for Dependants' Allowance.

Do you wish to claim Dependants' Allowance for your child/children?

This question will only appear if you answer 'yes' to being a lone parent or 'yes' to the question 'Do you have a child/children who will be wholly or mainly financially dependent on you during your training?'

If you wish to apply for Dependants' Allowance you should always select 'yes' to this question.

Are you a lone parent?

You only need to answer this question if you have answered 'no' to having a spouse/partner who is financially dependent on you.

Please select 'yes' or 'no'.

If you answer 'no' you will not be considered for Dependants' Allowance or have the option to apply for Childcare Allowance.

Lone parent declaration

If you tick the box you are confirming that you are a lone parent who will not be living with a spouse, or any person as a spouse. If your circumstances change during this period it is your responsibility to inform us immediately.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 'NEXT'.





Dependant's Allowance: Details of Dependant Children

Please enter below the details of all the children that are financially dependent on you. If you list details of a child that has left school or will not be living with you during term-time please give details under 'Additional Information'. If your child or children are or will be enrolled on a course in further or higher education, please provide supporting documentary evidence which relates to the academic year you are applying for.

When informing us of a dependent child for the first time you will need to provide evidence to confirm their identity (this doesn't need to be sent in subsequent years, even if the evidence email requests it). This identification would normally be a long birth certificate or a valid passport. We cannot assess your Dependants' Allowance application without this identification.

Surname

Please enter the child's last name/surname as it appears on their identification.

Forename

Please enter the child's first name/forename as it appears on their identification.

Date of Birth

Please either select the correct day and month using the drop down (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.

Relationship to you

Please enter the nature of your relationship to the child e.g. daughter or son.

Who the child lives with

Please select from the drop down list. If custody of the child is shared between you and a third party, please select 'Shared Living Arrangement'.

Estimated Net Income

Please enter the amount of income the child is expected to receive during the academic year you are applying for e.g. from employment.

Please do not include the amount of Child Benefit, Tax Credits or EMA when stating the estimated net income of the child.

Add Additional Child

Please click this button if you want to apply for Dependants' Allowance for additional children. You can add as many additional children as you require.

Additional Information

Please use this section to provide us with any further details about the child/children that you believe to be relevant to this application.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





Dependant's Allowance: Details of Spouse, Partner or Civil Partner

Please enter below the details of the spouse, partner or civil partner who is financially dependant on you. When informing us of a dependent spouse, partner or civil partner for the first time you will need to provide evidence to confirm their identity (this doesn't need to be sent in subsequent years, even if the evidence email requests it). This identification would normally be a birth certificate or a valid passport. We cannot assess your Dependants' Allowance application without this identification.

Surname

Please enter your spouse, partner or civil partner's last name/surname as it appears on their identification.

Forename

Please enter your spouse, partner or civil partner's first name/forename as it appears on their identification.

Other Names

Only answer this question if your spouse, partner or civil partner has any other names you wish to tell us about e.g. a maiden name or a previous legal name.

Date of Birth

Please either select the correct day and month using the drop down (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.

Nationality

Please select their nationality from the three options.

Will your spouse, civil partner or partner be living with you during term-time?

Please select where they will be living from the three options.

Relationship to you

Please select one of the three drop down options.

Please tick the boxes that apply to this person

Please select all of the options that apply to your spouse, partner or civil partner.





Dependant's Allowance: Details of Spouse, Partner or Civil Partner

Will your spouse, civil partner or partner be undertaking a course in further or higher education in the forthcoming academic year?

Please select **'yes'** or **'no'**.

If you choose **'no'** you will be taken to the next section. If you choose **'yes'** you will be asked three further questions.

Name of College or University

Please enter the name of the further or higher education institution your spouse, partner or civil partner will be attending.

Name of Course

Please enter the name of the course your spouse, partner or civil partner will be studying.

Will this person receive any funding whilst in training?

Please select **'yes'** or **'no'**.

Please note the funding we need to know about includes student loans, grants, finance and scholarships etc.

If you choose **'no'** you will be taken to the next section.

If you choose **'yes'** you will be asked one further question (see below).

Details of any funding whilst in training

Please give specific details regarding your spouse, partner or civil partner's funding arrangements. For example, let us know where the funding comes from e.g. Student Loan Company or Student Finance Wales, NHS Student Bursaries etc.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





Dependant's Allowance: Details of Spouse, Civil Partner, Partner's Income and Expenses

Please ask your spouse, civil partner or partner to complete details of their income and expenses for the most recent financial year ending April 5.

In accordance with the NHS Bursary Scheme Rules the financial year is defined as a UK tax year which begins on 6 April and runs for a 12 month period.

When declaring income, please ensure that the figures you declare match what is shown in the supporting evidence you will supply. This will help to ensure that your application is assessed as quickly as possible.

Gross Taxable Income for the Most Recent Financial Year Ending April 5

Income from Employment

Please enter your most recent financial year's income from any employment (salary/wages etc). This figure can be found on your P60 or March payslip.

Taxable Allowances

Please enter your most recent financial year's income from taxable allowances or 'benefits-in-kind', eg company car, private medical insurance etc. This information can be found on your P2 or P11D.

Any Income from Self Employment or Company Directorship

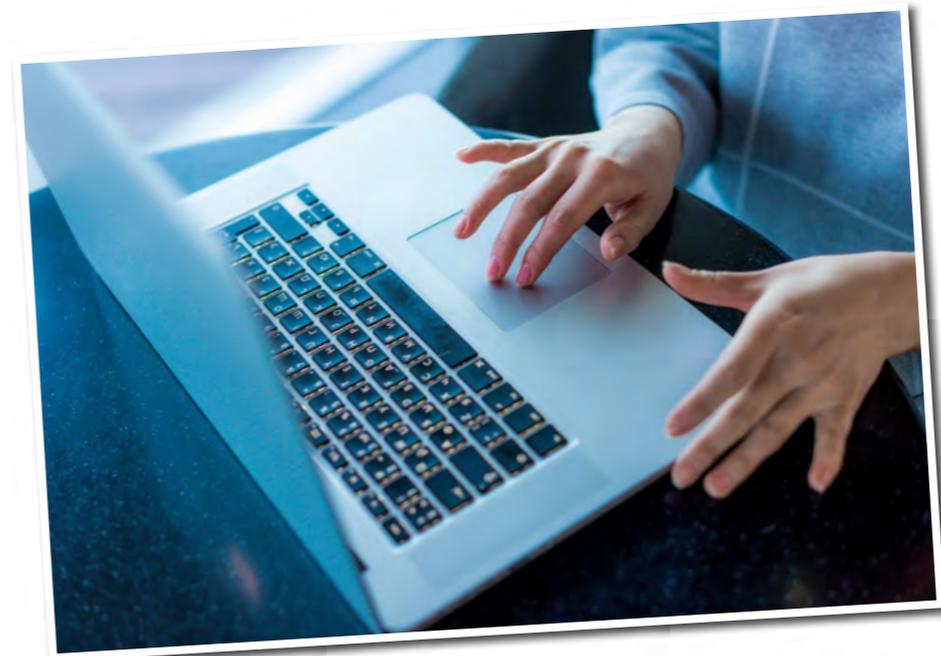
Please enter your most recent financial year's income from self employment or Company Directorship. This will be the figure declared on the Self Assessment Tax Return submitted to HMRC.

Pension (Before Tax) (£)

Please enter your most recent financial year's income from pensions (state pension, private pension, employee pension etc).

Bank / Building Society Interest £

Please enter your most recent financial year's income from bank or building society interest inclusive of tax. Exclude details of any tax free interest, such as ISAs.





Dependant's Allowance: Details of Spouse, Civil Partner, Partner's Income and Expenses

Taxable Benefits (£)

Please enter your most recent financial year's income from taxable benefits (Jobseekers Allowance, Incapacity Benefit etc). Please note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).

Income from Land, Property or Furnished Lettings (£)

Please enter your most recent financial year's income from land, property or furnished lettings.

This will be the figure declared on the Self Assessment Tax Return submitted to HMRC.

Other Unearned Income (£)

Please enter any other unearned income from the most recent financial year, inclusive of tax (dividends, shares etc).

Please enter the gross figure, that is before the deduction of any income tax or NI.

Expenses for the Most Recent Financial Year Ending April 5

Income Tax from Employment and/or Pensions (£)

Please enter your expenses from income tax in the most recent financial year.

National Insurance Contributions (£)

Please enter your expenses from National Insurance contributions in the most recent financial year.

Employee Pension Contributions (£)

Please enter your employee pension contribution expenses, if applicable, from the most recent financial year.

Personal Pension / Retirement Annuity Payments (£)

Please enter your most recent financial year's expenses from personal pension/retirement annuity payments. Please note that these must attract tax relief or you should not include them.





Dependant's Allowance: Details of Spouse, Civil Partner, Partner's Income and Expenses

Life Assurance Premiums (£)

Please enter your expenses from life assurance premiums in the most recent financial year.

If this is a joint policy with the student (and only if the student has declared some of their own income in their section of the application), please enter half of the expense here and the other half in their section.

If they haven't declared any income, please enter the whole expense here.

Mortgage Payments (£)

Please enter your expenses from mortgage payments in the most recent financial year.

Even if this is a joint expense with the student, please still enter the full amount of the expense here.

If the student has declared some of their own income in their section of the application then they also need to enter the same full amount in that section

Rent (£)

Please enter your expenses from rent payments in the most recent financial year. Even if this is a joint expense with the student, please still enter the full amount of the expense here. If the student has declared some of their own income in their section of the application then they also need to enter the same full amount in that section.

Wages for Domestic Help (assistance resulting from the care of a member of the household with a disability or illness) (£)

Please enter the amount of wages you have paid for domestic help for assistance resulting from the care of a member of the household with a disability or illness, in the most recent financial year.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





Dependant's Allowance: Declaration

This declaration is to indicate that all of the information provided for your Dependents Allowance application is correct to the best of your knowledge.

Please take the opportunity at this point to review all information provided in this section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to process your application for an NHS Bursary (including Dependents Allowance).

Accept Declaration

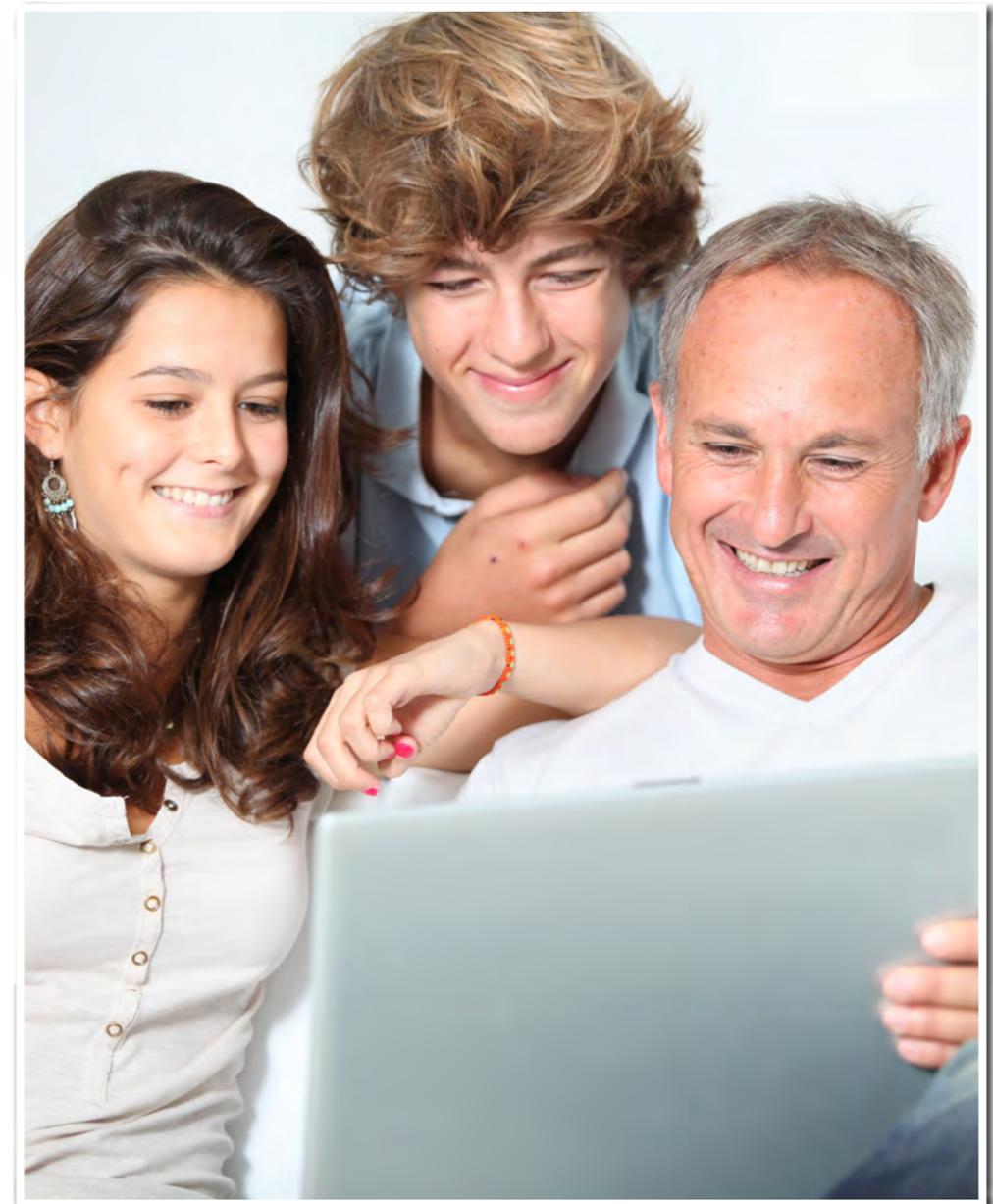
Please tick the box to indicate you agree with the declaration.

Date of Declaration

Please click on the calendar icon and select today's date.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





Childcare Allowance

Further details about the Childcare Allowance and the rates payable can be found on the website.

Will your child/children be receiving registered or approved childcare?

Please select 'yes' or 'no'.

Registered childcare can include CCW/ Ofsted registered childminders, nurseries, playgroups and holiday play schemes.

If you select 'no', you will not be able to apply for Childcare Allowance.

Will you, your spouse, civil partner or partner claim Working Tax Credit during the forthcoming academic year?

Please select 'yes' or 'no'.

If you select 'yes' you will be asked a further question about this.

If you select 'no' you will be asked if you would like to claim Childcare Allowance (see below).

Will you, your spouse, civil partner or partner claim the childcare element of Working Tax Credit during the forthcoming academic year?

You will only be asked this question if you select 'yes' to the question above.

Please select 'yes' or 'no'.

Please note that this does not refer to Child Tax Credits. If you select 'yes', you will not be entitled to claim Childcare Allowance as you are already claiming from another organisation.

If you select 'no' you will be asked if you would like to claim Childcare Allowance (see below).

Do you wish to claim Childcare Allowance?

Please select 'yes' or 'no'.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 'NEXT'.





Childcare Provider

This section will only appear if your answers in the previous section have indicated that you are eligible to apply for Childcare Allowance and you answered 'yes' when asked if you would like to apply for it.

Please provide details of each registered childcare provider. Wherever possible, a Care Inspector of Wales (CCW) registration number or equivalent must be provided. If not provided, this will delay assessment of your Childcare Allowance entitlement.

After you have submitted your online form, you will then need to download and complete an Application for Help with Childcare Costs (Form CC1) from our website to give us more details about your childcare costs etc. This form is a paper application that must be printed from the website, completed and then signed by you and your childcare provider(s).

CCW/Ofsted Registration number or equivalent Reference number

Please enter the registration number of your childcare provider (if you have more than one provider, enter one of the numbers here and the rest later, as instructed).

Date of Registration

Please either select the correct day and month from the drop down lists (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.

Date of Registration Expiry (if known)

Please either select the correct day and month from the drop down lists (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.

Registration Body (if known)

Please enter the registration body of this provider e.g. Care Inspector of Wales (CCW) etc.

Name of Childcare Provider

Please enter the name of the childcare provider. This could be a company name or an individual's name but it must relate to the registration number declared.





Childcare Provider

House Number/Name

You must enter the childcare provider's house name or number here.

Address Line 1

You must enter the first line of the childcare provider's address here.

Address Line 2

Please enter a second line of the childcare provider's address, if applicable.

Town/City

You must enter the town in which the childcare provider is located.

Postcode

You must enter the childcare provider's postcode.

Telephone Number

Please make sure you provide a contact telephone number for the childcare provider.

Please select the child(ren) being cared for by this provider in the forthcoming academic year. Please note that you may only claim Childcare Allowance if you have applied for Dependents' Allowance for that child.

Please select the children from the list that will be in attendance at this provider during the academic year you are applying for.

Add Additional Childcare Provider

Please click this button if you want to add additional childcare providers to this application for Childcare Allowance. You can add as many additional childcare providers as necessary.

The fields to complete will be the same as outlined above.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





Student Award Status

In order to determine whether your award will be assessed on your parents', spouse, civil partner or partner's income, please complete the following section.

You only need to prove your independent status once by providing the required evidence. This doesn't need to be sent in subsequent years, even if the evidence email requests it.

At the first day of the forthcoming Academic Year, will...

Please answer 'yes' or 'no' to the questions in this section.

You will be presented with the questions one at a time and will only be given the next if you answer 'no' to the preceding one.

If you answer 'yes' to any of the questions in this section you will be classed as an 'independent student' (you will be asked to provide evidence to support this) and your bursary entitlement will be assessed on the income of your spouse, partner or civil partner (if you have one).

If you answer 'no' to all the questions in this section you will be classed as a 'dependant student', and your bursary entitlement will be assessed on the income of your parent/s.

...you be married, in a civil partnership, separated, divorced or widowed?

If you answer 'yes' you will need to provide evidence of this e.g. marriage certificate, Decree Nisi, death certificate etc.

...both of your parents be deceased?

If you answer 'yes' you will need to provide evidence of this i.e. death certificate.





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Student Award Status

...you have care of a child or children?

If you answer 'yes' you will need to provide evidence of this. We will need to be sent evidence of the child/ children's identity e.g. long birth certificate or passport. We will also require evidence that you are responsible for them e.g. Child Benefit letter or a Child Tax Credit letter.

...you have supported yourself from your own earnings for an aggregate total of 36 months prior to the start of the first academic year?

If you answer 'yes', you must complete the table to provide us with details of 36 months of self-support. Please note that this must exclude any periods of full time education.

The 36 months do not have to be concurrent i.e. there could be a gap in the 36 months as long as the self-support totals 36 months.

The evidence we would need to support this is P60s, payslips, proof of unemployment benefits etc.

...you be irreconcilably estranged from your parents?

A person will generally be regarded as irreconcilably estranged from their parents if they have had no communication with either parent for a period of at least one year before the beginning of the academic year.

If you answer 'yes' to this question please ensure that you can provide us with a letter from an unrelated third party in a professional capacity, who is aware of the circumstances surrounding the estrangement. Relevant third parties may include civil servants, police officers, social workers or GPs etc.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click 'NEXT'.





Student's Income and Expenses

Please complete this section to show your expected income and expenses for the forthcoming academic year.

If you are a full-time student, you should exclude earnings for work done in the evenings, at weekends or during holidays whilst you are attending your course. Only declare these earnings if you are a part-time student.

If you are not declaring any income in this section, please do not declare any expenses e.g. your rent. This is because we do not take into account your expenses when you have no income to offset against them. This will also save you time, as we will not need you to send us evidence of this e.g. a rent agreement. The only exception to this rule is if you are a continuing student who is changing over from living in their parental home to lodgings – we then do need you to input your rent/mortgage amount and send us evidence of this.

All expenses that we do take into account are clearly defined in this section (mortgage, rent, life assurance premiums etc). Please note that we do not take into account any expenses that are not clearly defined in this section, including household bills for council tax, utility bills, TV licence and car insurance etc.

Please note that all income should be declared in Pounds Sterling/GBP.

When declaring income, please ensure that the figures you declare match what is shown in the supporting evidence you will supply. This will help to ensure that your application is assessed as quickly as possible.

Estimated Income for the forthcoming academic year

Sponsorship / Scholarship/ Cadetship (£)

Please enter any sponsorship arrangement with your employer/funding body.

Any Income from your Employer (Before Tax) (£)

Please enter any estimated income you will receive from employment (salary/wages etc). Please note that if you are attending a full-time course you do not need to declare this income.

Any Income from your Self Employment (Before Tax) (£)

Please enter any estimated income you will receive from self-employment (including Foster Carers Allowance). Please note that if you are attending a full-time course you do not need to declare this income.





Student's Income and Expenses

Pension (Before Tax) (£)

Please enter any estimated income you will receive from pensions (state pension, private pension, employee pension etc).

Bank / Building Society Interest (£)

Please enter any estimated income you will receive from bank or building society interest inclusive of tax.

Profit from Lettings or Lodgings (£)

Please enter any estimated income you will receive from lettings or lodgings profit inclusive of tax.

Other Unearned Income (£)

Please enter any estimated other unearned income you will receive inclusive of tax (dividends, shares etc).

Taxable Benefits (£)

Please enter any estimated income you will receive from taxable benefits (Jobseekers Allowance, Incapacity Benefit etc). Please note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).

Trust Fund Income (Before Tax)

Please enter any estimated income you will receive from a trust fund.

Estimated Expenses for the forthcoming academic year

Income Tax from Employment and/or Pensions (£)

Please enter any estimated expenses you will be paying for income tax.





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Student's Income and Expenses

National Insurance Contributions (£)

Please enter any estimated expenses you will be paying for National Insurance contributions.

Employee Pension Contributions (£)

Please enter any estimated expenses you will be paying for employee pension contributions.

Personal Pension / Retirement Annuity Payments (£)

Please enter any estimated expenses you will be paying for personal pension contributions. Please note that these must attract tax relief or you should not enter them.

Life Assurance Premiums (£)

Please enter any estimated expenses you will be paying for life assurance premiums. If this is a joint policy with your spouse, partner or civil partner who you will be applying for Dependants' Allowance for, please enter half of the expense here and the other half in their section.

Mortgage Payments (£)

Please enter any estimated expenses you will be paying for mortgage payments. If this is a joint expense with your spouse, partner or civil partner who you will be applying for Dependants' Allowance for, please enter the full amount of the expense here and the same full amount in their section

Rent (£)

Please enter any estimated expenses you will be paying for rent payments. If this is a joint expense with your spouse, partner or civil partner who you will be applying for Dependants' Allowance for, please enter the full amount of the expense here and the same full amount in their section.

Wages for Domestic Help (assistance resulting from the care of a member of the household with a disability or illness) (£)

Please enter the estimated amount of wages you will pay for domestic help for assistance resulting from the care of a member of the household with a disability or illness. At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





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Bank Details

Please give details of the bank or building society that you want your bursary paid into. It is your responsibility to ensure that your bank or building society is able to accept Bank Automated Credit Payments (BACS).

If you do not yet have details of the account into which you want your bursary to be paid, please save the application form at this point as you will not be able to continue without them. When your details are known, please log back in and complete this section. Please ensure that the details you enter are valid and correct. Failure to provide valid and/or correct details will delay payment.

Name of Bank or Building Society

Please enter the name of your bank or building society e.g. Barclays.

Address of Bank or Building Society

Please enter the address of your bank or building society including the postcode.

Name of Account Holder

Please enter your name as it is shown on your bank statement/bank card.

Sort Code

Please enter your answer in numerals without the dashes e.g. 112233.

Confirm Sort Code

Please re-enter your sort code to confirm.

Account Number

Please enter your answer in numerals e.g. 1234567 or 12345678.

Confirm Account Number

Please re-enter your account number to confirm.

Are these details for a Building Society?

Please select 'yes' or 'no'.

If you answer 'no' this is the end of the questions in this section.

If you answer 'yes', you will be asked two further questions.

Building Society Number/ Roll Number

Please enter your building society number/roll number as shown on your statement.

Confirm Building Society Number/Roll Number

Please re-enter your building society number/roll number to confirm.

At the end of this page you have 4 options.

If you would like to continue with your bursary application please click 'NEXT'.





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Student Declaration

This declaration is to indicate that all of the information you have provided so far is correct to the best of your knowledge.

Please take the opportunity at this point to review all information you have provided in the online section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to process your application for an NHS bursary.

If you have applied as an independent student who does not have a spouse, partner or civil partner, this is the end of your bursary application. For all other students, there will be further sections to be completed by either your parent(s) or your spouse, partner or civil partner.

Accept Declaration

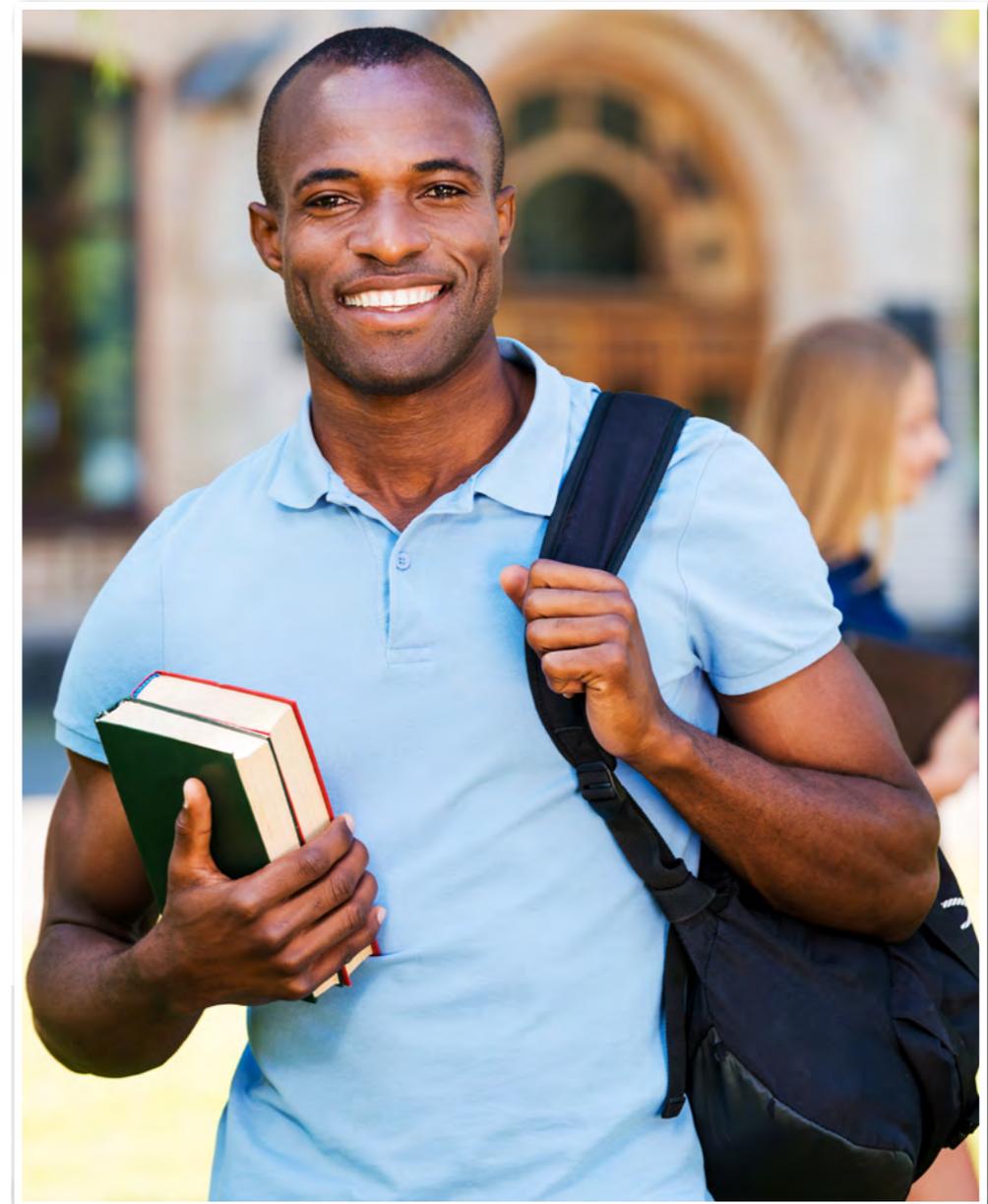
Please tick the box to indicate you agree with the declaration.

Date of Declaration

Please click on the calendar icon and select today's date.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





Person 1 Income Assessed Contribution

If you are a dependent student, please ask your parent(s) or parent and their spouse/partner/civil partner to complete sections '**Person 1**' and '**Person 2**' respectively.

If you are an independent student, please ask your spouse, partner or civil partner to complete section 'Person 1'. If you have indicated that you are a single, independent student, this section will not appear on your bursary application.

Do you wish to declare your income?

Please tick '**yes**' or '**no**'.

Please note that if you select 'no' (choosing not to declare your income), the means tested element of the bursary award will be £0.00.

If you select '**no**', the NHS will still pay the standard tuition fee contribution for all eligible students.

Title

You must check that the title you have provided is correct. If your title is not listed, please select '**Other**' and enter your title in the text box that appears below.

Surname

Please enter your last name/surname as it appears on your identification.

Forename

Please enter your first name/forename as it appears on your identification.

Relationship to student

Please enter your relationship to the student e.g. father.

Email Address

Please enter your email address so we can contact you about the details you have provided here, if necessary.

House Number/Name

You must enter the number or name of your house.





Person 1 Income Assessed Contribution

Address Line 1

You must enter the first line of your address.

Address Line 2

Please enter the second line of your address (if you have one).

Town/City

You must enter which town this address is in.

Country

You must select the country this address is in from the drop down list.

Postal/Zip Code

You must enter your postcode.

Landline Telephone Number

Please provide a contact telephone number in case we need to contact you to verify any details you have provided.

Mobile Telephone Number

Please provide a mobile number as an alternative to the contact number above.

Please tick the boxes that apply to you

Please select all of the options that apply to you. At least one option must be chosen.

Are you a single parent?

Please tick **'no'** or **'yes'**. If you answer **'no'** this is the end of this section for you. If you answer **'yes'** you will be asked one further question (see below).

Reason

You will only be asked this question if you answer **'yes'** to the question above.

Please select one of the four options: Divorced, Widowed, Separated, Unmarried.

If you would like to continue with your bursary application, please click **'NEXT'**.





Person 1 Income Assessed Contribution: Income and Expenses

Please complete details of your income and expenses for the most recent financial year ending April 5.

In accordance with the NHS Bursary Scheme Rules, the financial year is defined as a UK tax year which begins on 6 April and runs for a 12 month period.

When declaring income, please ensure that the figures you declare match what is shown in the supporting evidence you will supply. This will help to ensure that your application is assessed as quickly as possible.

Person 1 - Gross Taxable Income for most recent financial year ending April 5

Income from Employment

Please enter the most recent financial year's income from any employment (salary/wages etc). This figure can be found on your P60 or March payslip.

Taxable Allowances

Please enter the most recent financial year's income from taxable allowances or 'benefits-in-kind', eg company car, private medical insurance etc. This information can be found on your P2 or P11D.

Income from Self Employment or Company Directorship

Please enter the most recent financial year's income from self employment or company directorship. This will be the figure declared on the Self Assessment Tax Return submitted to HMRC.

Income from land, property or furnished lettings

Please enter the most recent financial year's income from lettings or lodgings profit inclusive of tax. This will be the figure declared on the Self Assessment Tax Return submitted to HMRC.

Pensions

Please enter the most recent financial year's income from pensions (state pension, private pension, employee pension etc).

Bank or Building Society interest (exclude details of any tax free interest, such as ISAs)

Please enter the most recent financial year's income from bank or building society interest inclusive of tax.

Taxable Benefits

Please enter the most recent financial year's income from taxable benefits (Jobseekers Allowance, Incapacity Benefit etc). Please note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).





Person 1 Income Assessed Contribution: Income and Expenses

Other Unearned Income

Please enter any other unearned income from the most recent financial year, inclusive of tax (dividends, shares etc).

Please enter the gross figure, that is, before the deduction of any income tax or NI.

Tax Code

Please enter your tax code which can be found on your P60, March payslip or P2. If you do not have a tax code, please enter N/A.

If you have indicated that you are Employed or Self Employed, and not declared a Salary, Wage or Self-Employment income, please provide further information. If you selected 'Employed' or 'Self Employed' in the previous section, and have declared £0.00 as income in the previous tax year you must enter an explanation for why you have £0.00 income e.g. self-employed and made a loss on profits.

Person 1 - Expenses for the Most Recent Financial Year Ending April 5

Employee Pension Contributions

Please enter your employee pension contribution expenses, if applicable, from the most recent financial year.

Personal Pension / Retirement Annuity Payments

Please enter the most recent financial year's expenses from personal pension/retirement annuity payments. Please note that these must attract tax relief or you should not include them.

Professional subscriptions and any other expenses attracting tax relief

Please enter the most recent financial year's expenses from professional subscriptions and/or any other expenses, on which you claim tax relief. This information can be found on your P2 or P11D.

Wages for Domestic Help (assistance resulting from the care of a member of the household with a disability or illness)

Please enter the amount of wages you have paid for domestic help for assistance resulting from the care of a member of the household with a disability or illness, in the most recent financial year.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





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Person 1 Income Assessed Contribution: Other Dependant Children

Please enter the details of any children who will be dependant (excluding the student who this application is for) on you in the forthcoming academic year. If any of your children will also be attending a course in higher education and will be in receipt of an income assessed award (from a student loan or a student bursary) from your Local Authority, Student Finance or other funding body, it may be possible to share the assessed contribution with them.

To avoid an overpayment of bursary please notify us immediately if, at any time during the academic year, the child(ren) is no longer eligible for higher education funding e.g. the child does not enrol or withdraws from the course.

Child's Name

Please enter the child's full name as appears on their identification.

Date of Birth

Please either select the correct day and month from the drop down list (and enter the year in the format YYYY) or use the calendar function provided to select the correct date.

Full Time Education

Please select 'yes' or 'no'.

Educational Establishment

Please select one of the four drop down options. You will be asked one further question if you select 'Higher Education'.

Name of Funding Authority (if Higher Education)

This question will only appear if you select 'Higher Education' on the previous question. Please enter the name of the funding authority e.g. Student Finance Wales.

Add Additional Child

Please click this button if you want to declare more than one child who will be dependant on you during the academic year. You can add as many additional children as you require. The fields to complete will be the same as outlined above.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click '**NEXT**'.





Person 1 Declaration

This declaration is to indicate that all of the information you have provided is correct to the best of your knowledge.

Please take the opportunity at this point to review all information provided in this section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to process the student's application for an NHS Bursary.

Accept Declaration

Please tick the box to indicate you agree with the declaration.

Date of Declaration

Please click on the calendar icon and select today's date.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





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Person 2 Income Assessed Contribution

Please ask your other parent, or their spouse/partner/civil partner to complete this section.

If you have indicated that you are an independent student, this section will not appear on your bursary application.

Do you wish to declare your income?

Please tick 'yes' or 'no'. Please note that if you select 'no' (choosing not to declare your income), the means tested element of the bursary award will be £0.00. If you select 'no', the NHS will still pay the standard tuition fee contribution for all eligible students.

Students who commenced their course on or after 1 September 2012

Selecting 'no' means these students will still be entitled to the reimbursement of any additional expenses incurred whilst on practice placements i.e. travel/accommodation and be awarded the £1,000 non means tested grant (paid pro rata to part time students).

Title

You must check that the title you have provided is correct. If your title is not listed, please select 'Other' and enter your title in the text box that appears below.

Surname

Please enter your last name/surname as it appears on your identification.

Forename

Please enter your first name/forename as it appears on your identification.

Relationship to student

Please enter your relationship to the student e.g. father.

Email Address

Please enter your email address so we can contact you about the details you have provided here, if necessary.





Person 2 Income Assessed Contribution

House Number/Name

You must enter the number or name of your house.

Address Line 1

You must enter the first line of your address.

Address Line 2

Please enter the second line of your address (if you have one).

Town/City

You must enter which town this address is in.

Country

You must select the country this address is in from the drop down list.

Postal/Zip Code

You must enter your postcode.

Landline Telephone Number

Please provide a contact telephone number in case we need to contact you to verify any details you have provided.

Mobile Telephone Number

Please provide a mobile number as an alternative to the contact number above.

Please tick the boxes that apply to you

Please select all of the options that apply to you. At least one option must be chosen.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





Person 2 Income Assessed Contribution: Income and Expenses

Please complete details of your income and expenses for the most recent financial year ending April 5.

In accordance with the NHS Bursary Scheme Rules the financial year is defined as a UK tax year which begins on 6 April and runs for a 12 month period.

When declaring income, please ensure that the figures you declare match what is shown in the supporting evidence you will supply. This will help to ensure that your application is assessed as quickly as possible.

Person 2 - Gross Taxable Income for most recent financial year ending April 5

Income from Employment

Please enter the most recent financial year's income from any employment (salary/wages etc).

This figure can be found on your P60 or March payslip.

Taxable Allowances

Please enter the most recent financial year's income from taxable allowances or 'benefits-in-kind', eg company car, private medical insurance etc.

This information can be found on your P2 or P11D.

Income from Self Employment or Company Directorship

Please enter the most recent financial year's income from self employment or Company Directorship. This will be the figure declared on the Self Assessment Tax Return submitted to HMRC.

Income from land, property or furnished lettings

Please enter the most recent financial year's income from lettings or lodgings profit inclusive of tax.

Pensions

Please enter the most recent financial year's income from pensions (state pension, private pension, employee pension etc).

Bank or Building Society interest (exclude details of any tax free interest, such as ISAs)

Please enter the most recent financial year's income from bank or building society interest inclusive of tax.

Taxable Benefits

Please enter the most recent financial year's income from taxable benefits (Jobseeker's Allowance, Incapacity Benefit etc).

Please note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).





Student Details

[Personal Details](#) [Course Details](#) [Details of Sponsorship or Secondment](#) [Personal Eligibility](#) [Dependant's Allowance](#) [Childcare Allowance](#) [Childcare Provider](#)
[Student Award Status](#) [Student's Income and Expenses](#) [Bank Details](#) [Student Declaration](#) [Person 1 Income Assessed Contribution](#) [Person 1 Declaration](#)
[Person 2 Income Assessed Contribution](#) [Person 2 Declaration](#) [What Happens Next?](#)

Person 2 Income Assessed Contribution: Income and Expenses

Other Unearned Income

Please enter any other unearned income you received from the most recent financial year (dividends, shares etc). Please enter the gross figure, that is, before the deduction of any income tax or NI.

Tax Code

Please enter your tax code which can be found on your P60, March payslip or P2.

If you do not have a tax code, please enter N/A.

If you have indicated that you are Employed or Self Employed, and not declared a Salary, Wage or Self-Employment income, please provide further information

If you selected 'Employed' or 'Self Employed' in the previous section, and have declared £0.00 as income in the previous tax year you must enter an explanation for why you have £0.00 income e.g. self-employed and made a loss on profits.

Expenses for the most recent financial year ending April 5

Employee Pension Contributions

Please enter your employee pension contribution expenses, if applicable, from the most recent financial year.

Personal Pension / Retirement Annuity Payments

Please enter the most recent financial year's expenses from personal pension/retirement annuity payments. Please note that these must attract tax relief or you should not include them.

Bank or Building Society interest (exclude details of any tax free interest, such as ISAs)

Please enter the most recent financial year's income from bank or building society interest inclusive of tax.

Taxable Benefits

Please enter the most recent financial year's income from taxable benefits (Jobseeker's Allowance, Incapacity Benefit etc).

Please note that Child Benefit and Working Tax Credits are not taxable (a full list of taxable and non taxable benefits is available on the HMRC website).





Person 2 Declaration

This declaration is to indicate that all of the information you have provided is correct to the best of your knowledge.

Please take the opportunity at this point to review all information provided in this section and carefully read the guidance contained on this declaration page before accepting it.

If you choose not to accept it, we will be unable to process the student's application for an NHS Bursary.

Accept Declaration

Please tick the box to indicate you agree with the declaration.

Date of Declaration

Please click on the calendar icon and select today's date.

At the end of this page, you have four options.

If you would like to continue with your bursary application, please click **'NEXT'**.





Completing your NHS Bursary application

Student Details

[Personal Details](#) [Course Details](#) [Details of Sponsorship or Secondment](#) [Personal Eligibility](#) [Dependant's Allowance](#) [Childcare Allowance](#) [Childcare Provider](#) [Student Award Status](#) [Student's Income and Expenses](#) [Bank Details](#) [Student Declaration](#) [Person 1 Income Assessed Contribution](#) [Person 1 Declaration](#) [Person 2 Income Assessed Contribution](#) [Person 2 Declaration](#) **[What Happens Next?](#)**

What Happens Next?

Please read the information provided on this page.

At the end of this page, you have four options. This is the last stage of your NHS Bursary application.

Please ensure that you are happy with your draft application form before you submit it. Once you are ready to submit your bursary application, please click '**SUBMIT**'.





Submitting Supporting Evidence

Submitting Supporting Evidence

Submitting your Supporting Evidence

Once you have submitted your online forms, you will receive an email from us that lists all the evidence we need to assess your application (you can also find it saved in the **'Documents'** section of your BOSS account – called **'EvidenceRequiredEmail'**).

If you have applied for Childcare Allowance, this email will also ask you to complete a paper form to provide us with your estimated costs for the academic year.

Until we receive all of your supporting evidence, we cannot assess your bursary entitlement.

You will be advised where to send your evidence in your **'EvidenceRequiredEmail'**.

You should send everything to us by Special Delivery and also include a self addressed return envelope with the correct amount of Special Delivery postage paid on it so that you can track the receipt of your documents and their return once they leave us.

Whether you're using a paper/card envelope or a plastic Special Delivery pouch to send us your supporting evidence, please strengthen the seal with tape. Please also make sure the envelope and the return envelope are large enough to comfortably hold all of the documents.

Submitting Another Person's Supporting Evidence

You may have to supply evidence to us from another person, for example, financial evidence from a parent, spouse or partner. If they would prefer the information it contains to remain confidential from you, you should ask them to place the document/s into a sealed envelope and put it inside the envelope containing your supporting evidence.

Please do not send in another person's evidence separately to your own as this can cause delays to the assessment of your application.

If the other person wants us to return their document/s to a different address they must include a covering letter stating this and an envelope with the correct amount of Special Delivery postage paid on it addressed to wherever we should return the document/s.





Timescales for Assessing your Bursary Entitlement

Bursary applications

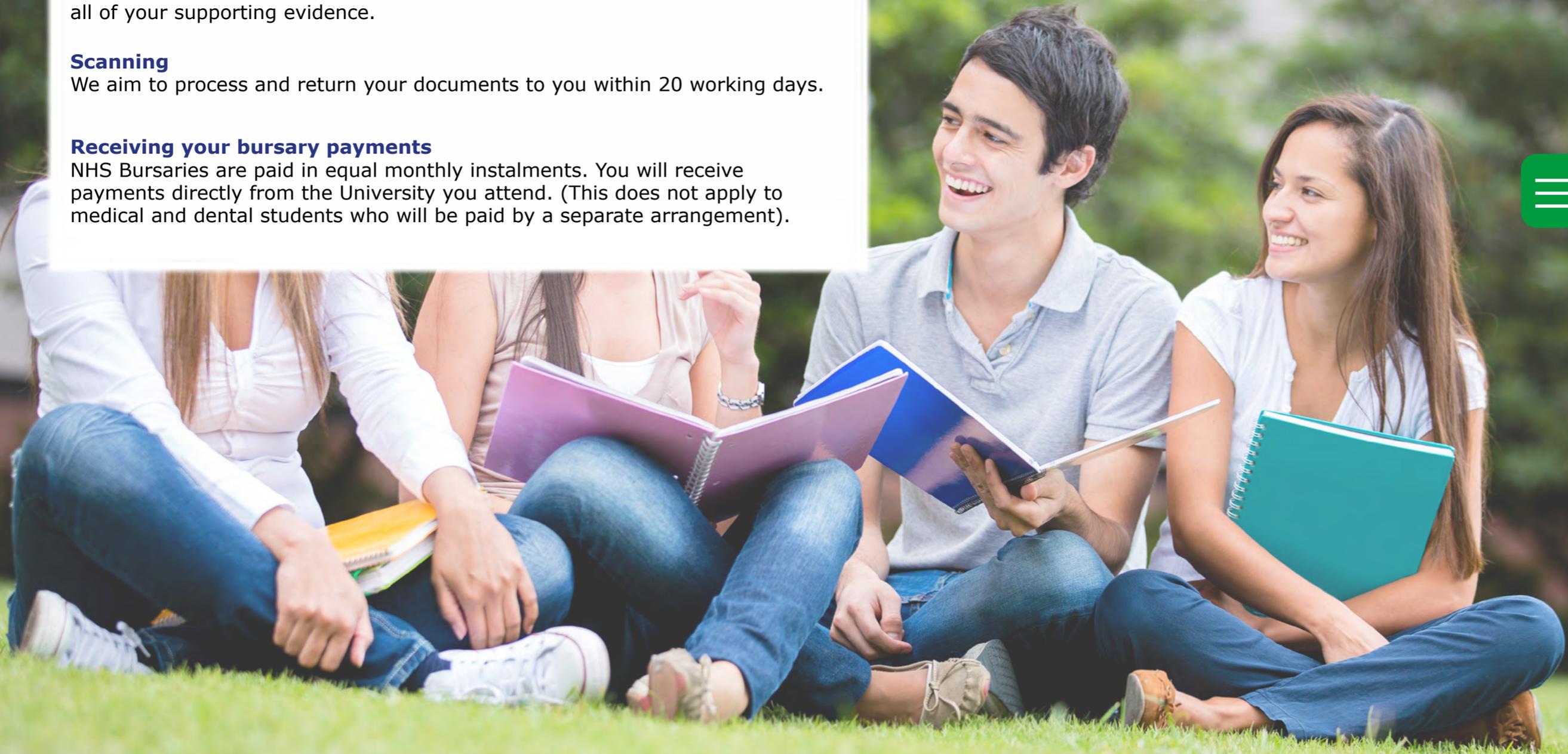
We aim to assess your bursary application within 20 working days of receiving all of your supporting evidence.

Scanning

We aim to process and return your documents to you within 20 working days.

Receiving your bursary payments

NHS Bursaries are paid in equal monthly instalments. You will receive payments directly from the University you attend. (This does not apply to medical and dental students who will be paid by a separate arrangement).



Contact

For more information or queries, please contact the Student Awards Service.

Address: Student Awards Services
Floor 4
Companies House
Crown Way
Cardiff
CF14 3UB

Tel: 029 2090 5380

Email: abm.sas@wales.nhs.uk



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Cydwasaethau
Gwasanaethau Dyfarniadau Myfyrwyr
Shared Services
Partnership
Student Awards Services