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Shared Services
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Student Awards Services

NHS Wales Bursary Application Guidance

**Step by step guide on how to apply for
the Bursary and its additional allowances.**

Sections:

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How to apply for the NHS Wales Bursary

From April 2023 NHS Wales introduced a new online system for the NHS Bursary applications. Please find the link below to apply.

[Student Awards Services - NHS Wales Shared Services Partnership](#)

From 2024 Students (New and Continuing) can also claim a full maintenance loan from Student Finance Wales

1. Create an account

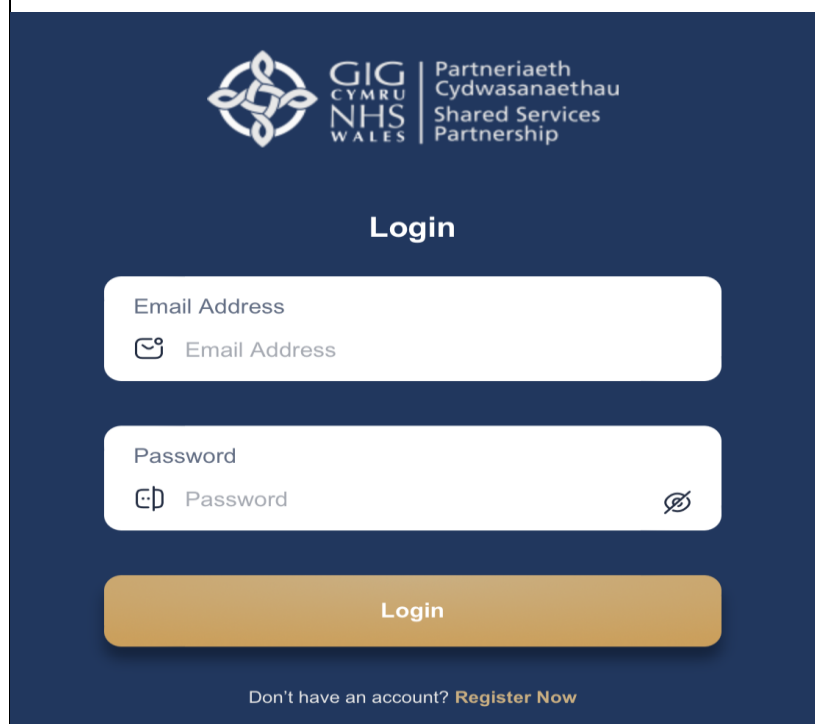
Creating an Account

How to create an account with NHS Students. Wales

Students can access the site via the link

[Student Awards Services - NHS Wales Shared Services Partnership](#)

You can create an account by selecting the 'Register Now' link under the yellow 'Login' button.



The screenshot shows the login page for the NHS Wales Shared Services Partnership. At the top left is the NHS Wales logo, followed by the text 'GIG CYMRU NHS WALES' and 'Partneriaeth Cydwasaethau Shared Services Partnership'. The main heading is 'Login'. Below this are two input fields: 'Email Address' with an email icon and 'Password' with a password icon and a toggle for visibility. A large orange 'Login' button is at the bottom. Below the button is a link: 'Don't have an account? Register Now'.

You will be taken to a list of questions that you will be required to answer to register your account. When all the questions have been answered, click 'Sign-Up.'

An email to validate your email address. Check your inbox and your junk folder. The verification email will contain a button titled 'Verify My Email' - click this button and you will be redirected to

NHSStudents.wales where you should see the following message:



Account Verified

Welcome Thank you for verifying your account

You can now click the login link to log into the system using the email and password you selected Previously.

NB: This link expires after 24 hours and clicking an old link will result in an error message - **to receive another one:** enter your email and password on the normal log screen

www.nhsstudents.wales as if you were logging in and you'll be emailed a replacement link.

Or if you can't remember your password, you can use the forgot password link. This will send a change the password and a Verification Email (if you've not already verified)

If you don't receive the email or haven't clicked the link in the email before trying to log in, you'll be resent it each time you attempt to login using the details from then you completed the registration screen. We recommend checking the 'Junk' folder and adding the email to the safe senders list.

2. Evidence

Various evidence will be required to be uploaded as you proceed through each section. You won't be able to proceed without uploading it. Types of evidence required will depend on Individual circumstances

- Birth Certificate
- Passport
- Driving License
- Council Tax
- Universal Credit/Tax Credit
- Child/Children Long version birth certificate
- Child benefit
- Income evidence
- P2/P11/D if tax code is not standard
- Self-Assessment Tax Return 100% complete submitted – if Self Employed or Company Director
- Home Office letter & Residence Permit/Immigration status

Please note:

Anything marked with an * must be answered before you can proceed.

3. Course Information

You need to select the relevant options:

- University
- Course
- Cohort Date
- Course Year

Are you commencing your first NHS funded year of an APEL programme?

If your course and university are not shown on our new system, Term dates are provided by the university once provided we can enter them on to our system this will enable you to apply.

The website will confirm when online applications are open. An email will also be sent inviting continuing students to apply

Medical & Dental students:

Medical & Dental Undergraduate Degrees will only fund years 4, 5 and/or 6 (We fund from your 5th year of study onwards including any intercalated years)

Medical & Dental Graduate Entry Degrees will only fund years 2, 3 and 4
(Year 1 is self-funded)

If you are an intercalating student, select the University you are intercalating at and the correct academic year. We will require confirmation of course name, intercalation year, term dates and number of weeks of the course in a letter head from the University.

If you are applying for your bursary for a year in which you are intercalating, you must select the course title which includes 'Intercalation'.

If you are intercalating at a different University to your main one, please select the University where you are intercalating for that specific year and then when you return to your main University for your final year, please select your original main University for your final year of student to conclude the process.

If your course and university are not showing on our system, Applications for that course or year hasn't opened yet.

We require term dates, progress reports, and confirmation of new students from the university before we can process your application

4. Residence Information

Do you intend to live in the Parental Home during term-time? Yes or No

Nationality

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

Yes/No

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

Yes or No

Date of your first arrival in the United Kingdom

Reason for coming to the United Kingdom

Is your status in the United Kingdom

What is your immigration status? Please note that if your immigration status is "Asylum Seeker", "Student Visa", or "Granted limited leave" then you will not be eligible for an NHS bursary or tuition fees.

Date of Visa Expiry

Evidence required to be uploaded in this section as per below:

Council tax or Utility bill (named) - only needed if changes during year

- Council tax
- Utility bill

Birth Certificate

Photo ID (Select which you wish to upload)

- Passport
- Driving License

Home Office Letter/Visa and share code

- Home Office Letter
- Visa

5. Personal Information

Please select your Marital Status

Are both of your Parent Deceased?

Yes or No

Are you estranged from your parents?

Yes or No

Have you supported yourself from your own earnings for an aggregate total of 36 months prior to the start of the first academic year? Please note this must exclude period(s) of full-time education?

If you have supported yourself, you will be classed as an independent student.

If not, you would be classed as a Dependent student, and your application will be means tested on parental income.

Are you cohabiting?

Yes or No

Do you have care of a Child or Children under 19 Years of Age who will be wholly or mainly financially dependent on you during your training?

Yes or No

If you have care of a child or children, you will be classed as Independent.

Criteria for Independent status:

Welsh Government regulations outline the criteria to be classed as an Independent Student as follows: -

- You are married, in a civil partnership, separated, divorced or widowed
- You are over the age of 25 before the start of the course
- 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 prior to the start of the course.
- **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.**
- You are a member of a religious order and reside in the house of the order

Note: Based on the options that you have selected, you are classified as Dependant or Independent

Title *

First Name *

Middle Name(s)

Surname/Family name *

Previous Name / (Maiden)

Email Address

University Email address

Country

Landline Telephone Number

Mobile Telephone Number *

National Insurance Number

Ethnic Origin

Religion / Belief

Do you consider yourself to have a disability?

Yes or No

6. Dependents Allowance

Adult Dependants

If you have a spouse/civil partner/partner and wish to claim for the additional allowances of dependant's allowance and parent learning allowance for any dependants you have, you will need to answer YES to the following questions as they are means tested on household income and expenses.

Do you wish to claim Dependants allowance for your spouse/civil partner/partner?

Yes

Forename (Adult Dependant)

Surname (Adult Dependant)

Date of Birth (Adult Dependant)

Relationship to you (Adult Dependant)

Nationality

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

Yes or No

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

Yes or No

Please tick the boxes that apply to this person:

- Employed
- Self-employed
- Company Directorship
- Unemployed
- Retired
- Full-time student (Income Assessed Funding)
- Full-time student (Non-Income Assessed Funding)
- Incapacity Benefit

- Income Support
- Employment Support Allowance

Income / Expense Details

Please see some examples below.

P60s, final March Payslips, Work History Documents

- P60
- March Payslips
- Work History Documents
- Self-employment tax return 100% complete submitted
- Company director
- Pension

Expenses

- Tax
- NI
- Rent or Mortgage expense

Child Dependants

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

Yes or No

Number of financially dependent children

Are you a lone parent?

Yes or No

Do you have Shared Parental Responsibilities?

Yes or No

Birth Cert, passport or driving licence of spouse/partner

- Birth Certificate of spouse/partner
- Passport of spouse/partner
- Driving License of spouse/partner

7. Childcare Allowance

To claim for Childcare Allowance, you must have applied for Dependent Allowance

Childcare

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

Yes or No

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

Yes or No

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

Yes or No

Do you wish to claim Childcare Allowance?

Yes or No

If yes you need to enter the provider's details, average cost per week, the number of weeks care required to the maximum weeks of the course.

We then contact your provider for them to verify the costs, if they correspond with the details you have entered; we will be able to approve the allowance. If there is a discrepancy, we will either contact yourself or your provider depending on the query.

The CC1 form is no longer required, we are waiting for it to be removed. To proceed Please upload a blank page.

You just need to complete the section with details requested and upload a screenshot from Care Inspectorate Wales or Ofsted to show they are registered, links below.

[Home | Care Inspectorate Wales](#)

[Find an Ofsted inspection report](#)

If you are using an after/out of school/breakfast club and it runs for 2 hours or less per day, they may not be registered. We know this, please upload a letter from them to confirm their registration status.

8. Financial Information

If you are a Dependent Full-time student, your application will be means tested on the parental income declared and the supporting evidence uploaded to your account.

If you are an Independent Full-time student and part of a couple, you would need to enter and upload evidence of income for your partner/spouse.

Income for employment for a full-time student is not required, however, if you are undertaking a part-time course income from employment for a student will need to be declared as it is taken into account for the NHS bursary.

All students would be required to declare any unearned income/ details of any scholarship/sponsorship and provide evidence to support.

If a parent or spouse/partner are unemployed, we require evidence of any benefits received to be declared and evidence uploaded.

Do you wish to declare your income?

Yes or No

Please note that if you choose not to declare your income, the means tested bursary will be assessed as £0.00. The NHS will, however, pay the £1,000 non-means tested grant and the standard tuition fee contribution.

Title

Forename

Surname *

Relationship to student

Email Address

Please tick the boxes that apply to you *

- Employed
- Self-employed
- Company Directorship
- Unemployed
- Retired
- Full-time student (Income Assessed Funding)

- Full-time student (Non-Income Assessed Funding)
- Incapacity Benefit
- Income Support
- Employment Support Allowance
- Other

Income Details

Income from Employment (£) *£

Taxable Allowances (£) *£

Income from Self Employment or Company directorship (£) *£

Income from Land, Property or Furnished Lettings (£) *£

Income from Pensions (£) *£

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

Taxable Benefits (£) *£

Other unearned income (£) *£

Tax Code

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

Expense Details

Employee Pension Contributions (£) *£

Personal Pension / Retirement Annuity Payments (£) *£

Professional subscriptions and any other expenses attracting tax relief *£

Wages for Domestic Help *£

Upload evidence to support all income that has been entered/declared

10. Secondary Contact

This can be family or friend and is used for emergency contact, and should there be any problem contacting you if there is any debt outstanding when you finish the course.

Surname/Family name

First Name

Relationship to Student

Country

Find My Address

Address Line 1

Address Line 2

Town / City

Post Code

Email Address

Alternative email address

Landline Telephone Number

Mobile Telephone Number