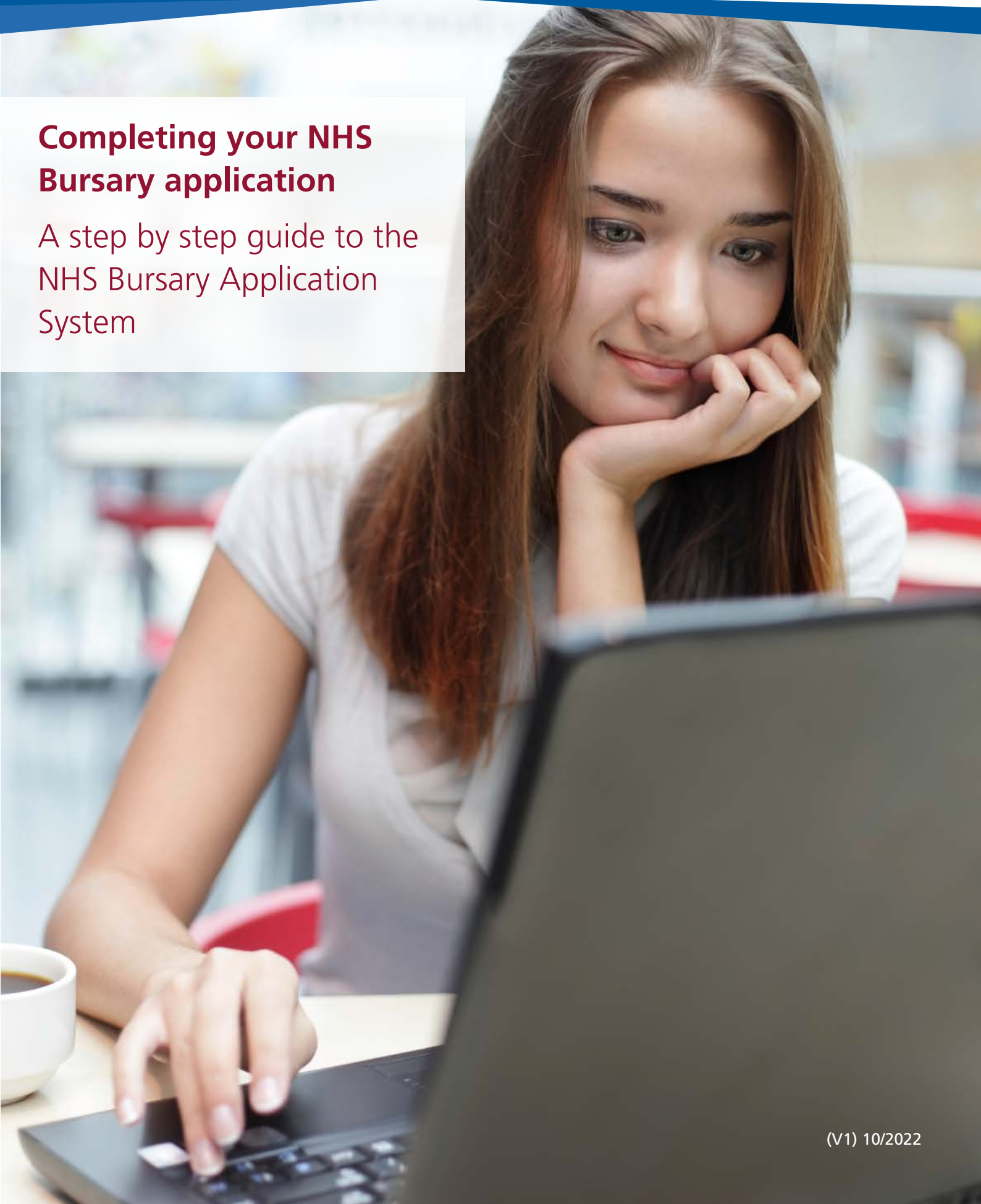


## Completing your NHS Bursary application

A step by step guide to the NHS Bursary Application System



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## Introduction

This guide is intended to help you to make an NHS Bursary application on the NHS Bursary Application System.

### Who can apply for NHS Bursary funding?

- Continuing NHS Bursary students who commenced their course before 1 August 2017.
- Medical and dental students who are eligible to receive NHS Bursary funding in the later stages of their course.

### For queries about the NHS Bursary:

<b>Ask Us</b>	<a href="#">Knowledge base</a>
<b>Facebook</b>	<a href="#">NHS Student Bursaries</a>
<b>Twitter</b>	<a href="#">@NHSBSA_Students</a>
<b>Telephone</b>	0300 330 1345
<b>Textphone</b>	18001 0300 330 1345

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 after each 'Check your answers' screen by selecting 'Save and continue'.

The NHS Bursary Application System is best viewed on Firefox 16+, Chrome 20+ or Safari 5+ with a minimum resolution of 1280 \* 800 pixels.

## Filling in the form

If, after reading this guide, you have further questions about your application, the answers can be found in this section of Ask Us.

In all cases, please ensure that your NHS Bursary application, including all your supporting evidence, is received by us within nine months of the first day of your academic year.

## Reapplying

Once you have created your account there is no need to create another if you need to re-apply in another academic year. You should always use your existing NHS Bursary account to do this.

## Creating an account

You can create an account by visiting Register for an [NHS Bursary account \(nhsbsa.nhs.uk\)](https://nhsbsa.nhs.uk) and selecting the 'Start now' button.

When creating an account, you will need the following information.

<b>Email</b>	Ensure this email address is correct as this is how we will primarily contact you.
<b>Phone Number</b>	We gather this in case we need to contact you to provide further information about your application.
<b>Name</b>	Ensure you enter your forename/s and surname the correct way round as they appear on your identity documents.
<b>Date of birth</b>	Ensure you enter your date of birth as it appears on your identity documents. We collect this information to check your identity.
<b>Address</b>	This is the address that you will be living at while you are at university. If you are living in temporary accommodation during your course, enter this address.
<b>Password</b>	<p>You must create a password to sign into your account.</p> <p>Your password must contain:</p> <ul style="list-style-type: none"><li>• at least 8 characters</li><li>• an uppercase letter</li><li>• a lowercase letter</li><li>• a number</li></ul>
<b>Student ID number</b>	<p>Some universities may call this a university ID number.</p> <p>Your student ID number can be found:</p> <ul style="list-style-type: none"><li>• on your student ID card</li><li>• in an email from your university</li><li>• on your enrolment letter</li></ul>

Before completing your account registration, you can check your answers and amend these if you wish to do so.

By selecting 'Accept and send' you are confirming that the details you have provided are correct. You will then be allocated a bursary reference number. You will need to tell us your bursary reference number if you contact us about your account. This number will not change, so make a note of this.

An activation email will then be sent to the email address you have registered with. Don't forget to check your junk/spam folder.

Once you receive this email, you must activate your account within 72 hours or it will expire and you will have to register again.

Once your account has been activated you can sign in to start your NHS Bursary application using the email address and password you have created.

## Apply for a bursary

Once you have signed into your account a link will be available on your account dashboard to 'Apply for a bursary'. Select this link to start your application.

Before you start you will need to know:

- your university and course name
- when your course starts
- the length of your course

If you are an undergraduate student, you can only apply from your fifth year of study. If you are a graduate entry course student, you can only apply from your second year of study. To start your application, select 'Start now'.

Within this section of the application, you will need to answer the following questions.

### Is an employer paying for your course and exam fees?

If your employer is paying your course and exam fees, you will not be eligible for NHS Bursary. If this is the case do not continue with the application.

### When does the academic year you are applying for start?

Ensure you select the correct start month and year for the academic year for which you are applying.

### Which university are you attending?

We need to know your home university. This is the university that you will graduate from.

### Which type of course are you studying?

- undergraduate course, you can apply from your fifth year of study
- graduate entry course, you can apply from your second year of study

### Are you studying full-time or part-time?

Ensure you select full time as there are currently no part time medical and dental courses available.

## Which course are you studying?

This is the course you will be studying during the academic year you are applying for. The available courses will be displayed for you to pick from.

### When did the first year of your course start?

If you are intercalating, this is the year you began your medical or dental course.

You will then be asked to declare what you were doing in each year leading up to the year of your bursary application. For example, if you are applying for the 2022/23 academic year and you started your 5-year course in 2018/19 your course history should show as follows.

Course start year	2018
Course history 2018/19	Course year 1
Course history 2019/20	Course year 2
Course history 2020/21	Course year 3
Course 2021/22	Course year 4
Course 2022/23	Course year 5

Each course year will be displayed on a separate screen to build your course history.

Before completing the course details section of your application, you can check your answers and amend these if you wish to do so.

By selecting 'Accept and continue' you are confirming the details you are providing are correct.

Next you will need to accept the student declaration. The declaration is to indicate all the information you have provided so far is correct to the best of your knowledge.

Please review all information you have provided before completing this declaration. Read this declaration carefully before accepting it. If you choose not to accept it, we will be unable to process your application for an NHS Bursary.

## Check your eligibility

To start this section of the application select the 'Eligibility' link.

### Before you start

**If you are getting a loan from Student Finance England (SFE), we will not need to ask you any questions about your residency status.**

Your loan must be from SFE. We will ask you to upload evidence of your SFE letter to prove this.

To qualify for an NHS Bursary, you must have:

- the right to live in the UK
- lived in the UK for more than 3 years before the first day of the academic year you are applying for

Depending on your circumstances we will ask you:

- about your residency status
- where you've lived in the last 3 years or 5 years
- to upload evidence of your right to live in the UK

### Evidence you will have to provide

If you are a UK national, you will need to upload a copy of your passport or birth certificate.

If you are not a UK National, you will need to upload a copy of your passport and one of the following:

- UK residency card or permit
- EU identity card

This section must be completed so that we can determine if you are eligible for an NHS Bursary.

To begin the eligibility section select 'Start now'.

Within this section of the application, you will need to answer the following questions.

### Have you applied for a student loan?

If the answer is 'yes' we will ask you to upload an image of your full student finance award letter, also known as the on-line full entitlement form. The letter must detail your name, address, customer reference number, course name, course year and university.

If the answer is 'no' we will need to know which of the following applies to you.

- **UK national**

You are a UK national if you have a UK passport or are eligible to apply for one.

- **EU national**

You are a national of a European Union member state or have been granted settled status under the EU Settlement Scheme.

- **EEA or Swiss national**

You are, or a family member is, a European Economic Area national or Swiss national. You are working, have worked, or are looking for work in the UK.

- **None of the above**

If you are not a UK, EU, EEA or Swiss national select this option.

Before completing the eligibility answers section of your application, you can check your answers and amend these if you wish to do so.

By selecting 'Accept and continue' you are confirming that the details you have provided are correct.

Depending on which option you select you will then be required to upload evidence to support your selection. Attachments must be in one of the following formats and no more than 5mb, jpg, bmp, png, tif, pdf.

Uploaded evidence must be:

- an original document
- full document displayed
- clear and in focus
- in colour
- unaltered by computer software

By selecting 'Accept and submit' you are confirming that you have uploaded all evidence required for this section of your application.



## Status assessment

To start this section of the application, select the 'Status assessment' link.

This section will determine if you are an independent or dependent student.

If you are an independent student, we will not consider your parents income when we assess how much financial support you can get.

### **You are an independent student if:**

.....  
SFE have confirmed you are financially independent of your parents, you can upload evidence to complete this section  
.....

.....  
you have no living parents  
.....

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

.....  
you care for a person under the age of 18  
.....

.....  
you are irreconcilably estranged from your parents for at least one year prior to the start of the academic year that you are applying for  
.....

.....  
you have supported yourself for at least three years before the start of your course  
.....

If none of these apply to you, we will assess you as a dependent student.

If you are a dependent student, we will assess your application based on your parents income and expenses for the last tax year. Your parents need to complete these details themselves.



## Evidence you will need

Depending on your circumstances, you might need to send proof of:

- your latest award letter from SFE
- your parents death certificates
- your marriage or civil partnership certificate
- your divorce decree or partners death certificate
- your payslips, P60s, P45s or tax return
- a letter from your employer(s) or HMRC
- a letter from your local council or care authority
- your child's birth certificate
- a letter from a 3rd party i.e., doctor, social worker, police etc

To begin the status assessment section, select 'Start now'.

Within this section of the application, you will need to answer the following questions.

### Do you want to apply for an income-assessed bursary?

By selecting 'Yes' you will be given access to apply for the additional elements listed below. All are income assessed.

- maintenance Grant, Extra Weeks Allowance
- dependants Allowance
- parent Learning Allowance
- childcare Allowance

Your status assessment will tell us if we need to get financial information from your partner or parents.

If your partner or parents then do not provide this information, your application will be processed for the non-income assessed award elements only.

Evidence will be required to support the information provided.

As well as your partner or parents' income, the following could also affect the amount of income-assessed bursary you could get:

- Where you live during term time
- The length of your academic year
- Any unearned income you get during the academic year

Depending on your partner or parents' income, you may get some or none of the income-assessed elements of the NHS Bursary.

If you select 'No', you will opt out of an assessment for the income-assessed elements of the NHS Bursary. You will be assessed for the non-means tested grant and course tuition fee contribution only. You will also be able to claim Disabled Student Allowances and Travel and Dual Accommodation Expenses, if applicable.

If you select 'Yes' you will be presented with the following questions.

## Have SFE confirmed you are an independent student?

Select 'Yes' if SFE have confirmed you are financially independent of your parent(s), you can upload evidence to support this.

If you have been assessed as independent because you are married, you will have to answer 'No'.

If SFE have not classed you as an independent student previously you will need to answer the following additional questions. If you answer 'Yes' to any of these the subsequent questions will not be asked.

## Do you have any dependent children?

A dependent child is a person aged:

- 0 to 15 in a household (whether they are in a family or not)
- 16 to 18 in full-time education and living in a family with family with their parent(s) and not undertaking an apprenticeship/receiving a full-time wage

It does not include any people aged 16 to 18 who have a spouse, partner or child living in the household.

If you select 'Yes' you will need to provide evidence of this. You will need to upload evidence of the child/childrens identity e.g., birth certificate or passport.

## What is your relationship status?

- Married or in a civil partnership
- Separated
- Divorced
- Widowed
- None of the above

If you select any of the options apart from 'None of the above' you will need to provide evidence of this.

## Have both of your parents died?

This only includes your biological or adoptive parents.

If both of your parents have died, you will need to upload a copy of their death certificates. You will not need to upload these again for future applications.

## Are you estranged from your parents?

This only includes your biological or adoptive parents.

To apply as an estranged student, we expect that you've had no contact with either of your parents in the 12 months before the first day of the academic year you are applying for.

If you select 'Yes' you will need to upload evidence of this. Evidence must be in the form of a letter or statement 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.

## **Have you supported yourself for a total of 36 months before your course starts?**

You have supported yourself if you have worked or received benefits to take care of yourself, with no support from other people.

These 36 months do not have to be consecutive. There can be gaps, but the number of months you have supported yourself must be 36 months in total.

If you select 'Yes' you will need to upload evidence of this. The evidence we would need to support this is P60s, payslips, proof of benefits, or any other evidence which confirms you have supported yourself financially?

## **Do you live in your parents' house?**

We need to know if you live at your parent's home while attending your course at university as this affects how much funding you can receive.

## **Are you married or in a civil partnership?**

If you are an independent student and are married or in a civil partnership, we will ask for the income and expense details of your partner.

## **Have you been assessed as independent because you are aged 25 and over?**

This question will only appear if you have indicated you have been classed as independent by SFE. Select either 'Yes' or 'No'.

Before completing your status assessment answers section of your application, you can check your answers and amend these if you wish to do so.

By selecting 'Save and continue' you are confirming the details you have provided are correct.

If you have indicated that you are an independent student, you will need to upload the relevant evidence. By selecting 'Accept and submit' you are confirming that you have uploaded all evidence required for this section of your application.

## Your income assessment

To start this section of the application, select the 'Student income details' link.

To assess your application on your personal income, we need to know how much income you expect to receive in the academic year you are applying for.

We will ask you about any taxable income you expect to receive from:

- a job or self-employment
- bank or building society interest
- sponsorship
- rent (full property or part of your home)
- a pension or taxable state benefits
- maintenance payments
- any other taxable income not gained through employment

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.

If you are not declaring any income in this section, do not declare any expenses such as your rent. This is because we do not consider your expenses when you have no income to offset against them.

Depending on your answers, you may need to upload copies of your:

- payslips
- P60, P45, or a letter from your employer
- tax return, self-assessment form, or a letter from your accountant
- bank statements or letters from an accountant
- HMRC or benefits letter
- most recent pension statement
- rent or mortgage statements
- child maintenance letter

To begin the income assessment section, select 'Start now'.

Within this section of the application, you will need to answer the following questions.

### Are you receiving sponsorship?

This is any scholarship, studentship, exhibition, award, grant, allowance or benefit however described, payable in connection with your attendance on the course.

If you select 'Yes' you will need to enter the amount you expect to receive during the academic year you are applying for and upload evidence of this.

### Did you receive income from a pension in the most recently completed financial year?

Declare any income from a state pension, private pension, or employee pension.

If you select 'Yes' you will need to enter the amount you expect to receive during the academic year you are applying for and upload evidence of this.

### Do you rent out any properties?

Select 'yes' if you rent out a property or part of your home, including holiday lets.

If you select 'Yes' you will need to enter the amount you expect to receive during the academic year you are applying for and upload evidence of this.

### **Do you get maintenance payments from an ex-partner?**

This includes any regular payments you receive from another person as agreed by:

- any court orders
- the Child Support Agency (CSA)
- a voluntary agreement

If you select 'Yes' you will need to enter the amount you expect to receive during the academic year you are applying for and upload evidence of this.

### **Do you get money from a trust fund?**

A trust fund is a long-term savings account that holds property or assets on behalf of another person. A trust fund can include money, property, stock, a business, or all these.

If you select 'Yes' you will need to enter the amount you expect to receive during the academic year you are applying for and upload evidence of this.

### **Do you get any other taxable income not gained through employment?**

This may include money you earn from:

- dividends
- share pay-outs
- capital gains
- compensation payments

Only taxable unearned income should be declared.

If you select 'Yes' you will need to enter the amount you expect to receive during the academic year you are applying for and upload evidence of this.

Before completing the income answers section of your application, you can check your answers and amend these if you wish to do so.

By selecting 'Accept and continue' you are confirming that the details you are providing are correct.

If you have indicated that you expect to receive income in the academic year you are applying for you will need to upload the relevant evidence. By selecting 'Accept and submit' you are confirming that you have uploaded all evidence required for this section of your application.

## Your expenses assessment

To start this section of the application, select the 'Student expense details' link.

To assess your application based on your personal income we need to know your expected outgoings for the academic year you are applying for.

All expenses that we do consider are requested in this section. We do not consider any other expenses such as household bills for council tax, utility bills, TV licence and car insurance etc.

We will ask you how much you expect to pay for:

- Income Tax
- National Insurance
- mortgages or rent
- pensions
- life assurance
- maintenance payments to an ex-partner

Depending on your answers, you may need to upload copies of your:

- payslips
- P60, P45, or a letter from your employer
- tax return, self-assessment form, or a letter from your accountant
- bank statements
- rent or mortgage statements
- HMRC or benefits letter
- most recent pension statement
- child maintenance letter

To begin the expenses assessment section, select 'Start now'.

Within this section of the application, you will need to answer the following questions.

### Do you pay into a pension?

This includes any money you pay into a state pension, private pension, or employee pension.

If you pay into more than one pension, enter the combined cost of your pensions.

If you select 'Yes' you will need to enter the amount you expect to pay during the academic year you are applying for and upload evidence of this.

### Do you pay for life assurance?

Life assurance is a type of life insurance that does not have a term limit. Life assurance is paid no matter what age the person is when they die.

If you select 'Yes' you will need to enter the amount you expect to pay during the academic year you are applying for and upload evidence of this.

### Do you pay a mortgage?

A mortgage is a loan from a mortgage lender or a bank so that someone can buy a property. If you have more than one mortgage, enter the total cost of your mortgages. If this is a joint cost, enter the total cost of your mortgage.

If you select 'Yes' you will need to enter the amount you expect to pay during the academic year you are applying for and upload evidence of this.

## **Do you pay rent?**

Select 'yes' if you pay to live in a property, you do not own. If this is a joint cost, enter the total cost of your rent.

If you select 'Yes' you will need to enter the amount you expect to pay during the academic year you are applying for and upload evidence of this.

## **Do you pay maintenance payments to an ex-partner?**

This includes any regular payments you pay to someone as agreed by:

- any court orders
- the Child Support Agency (CSA)
- a voluntary agreement

If you select 'Yes' you will need to enter the amount you expect to pay during the academic year you are applying for and upload evidence of this.

Before completing the expenses answers section of your application, you can check your answers and amend these if you wish to do so.

By selecting 'Accept and continue' you are confirming that the details you have provided are correct.

If you have indicated that you expect to pay expenses in the academic year you are applying for you will need to upload the relevant evidence. By selecting 'Accept and submit' you are confirming that you have uploaded all evidence required for this section of your application.

## **Relationship status**

If you have been classed as an independent student but have indicated that you are not married or in a civil partnership you will need to confirm if you are cohabiting.

Cohabiting is when you are living with a partner but are not married or in a civil partnership.

## **Parent or partner details**

To start this section of the application, select the 'Parent or partner details' link.

To assess your application we need to know the contact details for your parents, if you are a dependent student, or your partner, if you have one, if you are an independent student.

If you are a dependent student and have two parents you will need to provide both of their contact details. If your parents do not live together as they are divorced, legally separated, unmarried or widowed, you only need to provide the contact details of the parent you would ordinarily reside with. Step-parents do not need to disclose their income unless they have legally adopted you.

## **What is their name?**

Ensure you enter the forename/s and surname the correct way round.

## **What is their email address?**

Enter the email address you would like us to contact this person on.



We may contact them if we need more information to support your application.

Before completing the parents or partner section of your application, you can check your answers and amend these if you wish to do so.

By selecting 'Accept and continue' you are confirming that the details you have provided are correct.

Your parents or partner will be sent a link to provide their income and expenses details for the most recently completed financial year.

They will need to complete the sections outlined below.

## **Partner/parent(s) income and expenses**

To start this section of the application your partner/parent(s) will need to open the link which will be sent to the email address you have provided.

The first link in their dashboard will be 'Consent' and they will be asked the following question.

### **Do you want to give your financial details?**

Providing their financial information will mean we can calculate your entitlement to the income assessed award elements of NHS Bursary listed below for you:

- Maintenance Grant & Extra Weeks Allowance
- Dependants Allowance
- Parent Learning Allowance
- Childcare Allowance

If they want to provide this information, they must select 'Yes'.

If they don't want to provide this information, then they must select 'No'. This will mean that we will only be able to assess your entitlement to the non-income assessed award elements (non-means tested grant and course tuition fee contribution) of NHS Bursary for you and Disabled Student Allowances and Travel and Dual Accommodation Expenses, if applicable.

Before completing their consent section of the application, they can check their answers and amend these if they wish to do so.

By selecting 'Save and continue' they are confirming that the details they are providing are correct.

## Income assessment

To start this section of the application, they must select the 'Income assessment' link.

To assess your NHS Bursary application, we need to know how much they earned in the last tax year. We will ask them if they got money from:

- a job or self-employment
- bank or building society interest
- sponsorship
- rent (full property or part of your home)
- a pension or taxable state benefits
- maintenance payments

Depending on their answers, they may need to upload copies of their:

- payslips
- P60, P45, or a letter from your employer
- tax return, self-assessment form, or a letter from their accountant
- bank statements
- rent or mortgage statements
- most recent pension statement
- HMRC or benefits letter
- rent or mortgage statements
- child maintenance letter

To begin the income assessment section, they must select 'Start now'.

Within this section of the application, they will need to answer the following questions.

### **Did you get wages from a job in the most recently completed financial year?**

This is any income they were paid from an employer in the most recently completed financial year.

If they select 'Yes' they will need to enter the amount they received during the most recently completed financial year and upload evidence of this.

### **Did you receive taxable allowances in the most recently completed financial year?**

These are allowances paid by an employer and can include company car payments or travel expenses. Taxable allowances do not refer to their level of income before tax is deducted.

If they select 'Yes' they will need to enter the amount they received during the most recently completed financial year and upload evidence of this.

### **Were you self-employed in the most recently completed financial year?**

They are self-employed if they work for themselves or own their own business.

If they select 'Yes' they will need to enter the amount they received during the most recently completed financial year and upload evidence of this.

## **Did you get maintenance payments in the most recently completed financial year?**

This includes any regular payments they receive from another person as agreed by:

- a court order
- the Child Support Agency (CSA)
- a voluntary agreement

If they select 'Yes' they will need to enter the amount they received during the most recently completed financial year and upload evidence of this.

## **Did you get money from a pension in the most recently completed financial year?**

This includes any income they received from state, private, or employee pensions.

If they select 'Yes' they will need to enter the amount they received during the most recently completed financial year and upload evidence of this.

## **Did you get bank or building society interest in the most recently completed financial year?**

This excludes any tax-free interest, such as ISAs.

If they select 'Yes' they will need to enter the amount they received during the most recently completed financial year and upload evidence of this.

## **Did you get any taxable benefits in the most recently completed financial year?**

The most common taxable benefits are:

- Jobseeker's Allowance (JSA)
- Bereavement Allowance (previously Widow's pension)
- Carer's Allowance
- Employment and Support Allowance (ESA)
- Incapacity Benefit
- pensions paid by the Industrial Death Benefit scheme
- State Pension
- Widowed Parent's Allowance

If they select 'Yes' they will need to enter the amount they received during the most recently completed financial year and upload evidence of this.

## **Did you receive any other unearned income in the most recently completed financial year?**

This may include money they received from:

- trust funds
- dividends
- share pay-outs
- capital gains
- compensation payments

If they select 'Yes' they will need to enter the amount they received during the most recently completed financial year and upload evidence of this.

## **Did you rent out any properties in the most recently completed financial year?**

They must select 'yes' if they rent out a full property or part of their home, including for holidays.

If they select 'Yes' they will need to enter the amount they received during the most recently completed financial year and upload evidence of this.

Before completing the income answers section of the application, they can check their answers and amend these if they wish to do so.

By selecting 'Accept and continue' they are confirming the details they have provided are correct.

If they have indicated that they received income in the most recently completed financial year they will need to upload the relevant evidence. By selecting 'Accept and submit' they are confirming that they have uploaded all evidence required for this section of the application.

## Expenses assessment

To start this section of the application, they must select the 'Expense assessment' link.

To complete this section, they'll need to provide information about their expenses in the last tax year.

Depending on their expenses, they might need to send proof of:

- Pension statement or bank statements
- P60 or March (week 52 month 12) Payslip, P45, letter from employer, HMRC letter
- Tax return, self-assessment form, copy of relevant accounts, letter from accountant, HMRC letter

They will need to provide us with evidence supporting the amounts they declare.

To begin the expense assessment section, they must select 'Start now'.

Within this section of the application, they will need to answer the following questions.

### **Did you pay into a pension in the most recently completed financial year?**

This includes any money paid into a private pension or employee pension. This includes any money paid into a retirement annuity.

If they select 'Yes' they will need to enter the amount they paid during the most recently completed financial year and upload evidence of this.

### **Did you pay income tax in the most recently completed financial year?**

Income Tax is a tax they pay on their income. They do not have to pay tax on all types of income.

If they select 'Yes' they will need to enter the amount they paid during the most recently completed financial year and upload evidence of this.

### **Did you pay interest on a loan in the most recently completed financial year?**

If they select 'Yes' they will need to enter the amount they paid during the most recently completed financial year and upload evidence of this.

### **Did you pay National Insurance in the most recently completed financial year?**

They pay National Insurance to qualify for certain benefits and the State Pension if they are 16 or over and are either:

- an employee earning more than £184 a week
- self-employed and making a profit of £6,515 or more a year

If they select 'Yes' they will need to enter the amount they paid during the most recently completed financial year and upload evidence of this.

### **Were you a member of a professional body in the most recently completed financial year?**

A professional body is an organisation with individual members who work within a specific a profession or occupation.

If they select 'Yes' they will need to enter the amount they paid during the most recently completed financial year and upload evidence of this.

## **Did you pay into an employee pension in the most recently completed financial year?**

If they select 'Yes' they will need to enter the amount they paid during the most recently completed financial year and upload evidence of this.

## **Did you pay for a mortgage in the most recently completed financial year?**

A mortgage is a loan from a mortgage lender or a bank so that someone can buy a property.

If they select 'Yes' they will need to enter the amount they paid during the most recently completed financial year and upload evidence of this.

## **Did you pay rent in the most recently completed financial year?**

They should select 'yes' if they pay to live in a property that they do not own. If this is a joint cost, enter the total cost of their rent.

If they select 'Yes' they will need to enter the amount they paid during the most recently completed financial year and upload evidence of this.

## **Did you pay for life assurance in the most recently completed financial year?**

Life assurance is a type of life insurance that does not have a term limit. This is paid regardless of what age the person is when they die.

If they select 'Yes' they will need to enter the amount they paid during the most recently completed financial year and upload evidence of this.

## **Did you pay maintenance to an ex-partner in the most recently completed financial year?**

This includes any regular payments they pay to someone as agreed by:

- a court order
- the Child Support Agency (CSA)
- a voluntary agreement

If they select 'Yes' they will need to enter the amount they paid during the most recently completed financial year and upload evidence of this.

Before completing the expenses answers section of the application, they can check their answers and amend these if they wish to do so.

By selecting 'Accept and continue' they are confirming the details provided are correct.

If they have indicated that they paid expenses in the most recently completed financial year they will need to upload the relevant evidence. By selecting 'Accept and submit' they are confirming that they have uploaded all evidence required for this section of the application.

After they have completed their income and expenses assessment they can close the window. We will get in touch with them if we need anything else.

## Student's child/ren details

Please enter the details of all the children in your household that are financially dependent on you. If your child or children are or will be enrolled on a course in further or higher education, provide supporting documentary evidence which relates to the academic year you are applying for.

A dependent child is a person aged:

- 0 to 15 in a household (whether they are in a family or not)
- 16 to 18 in full-time education and living in a family with their parent(s) or grandparent(s) and not undertaking an apprenticeship/receiving a full-time wage

It does not include any people aged 16 to 18 who have a spouse, partner or child living in the household.

### Do you have any dependent children?

If you select 'Yes' you will need to enter their name, date of birth and confirm whether they are in higher education. You will repeat this for each dependent in your household.

Before completing the children details section of your application, you can check your answers and amend these if you wish to do so.

By selecting 'Accept and continue' you are confirming the details provided are correct. If you have indicated that you will have dependent(s) in the academic year you are applying for you will need to upload the relevant evidence.

We need you to upload the following types of evidence:

- adoption letter
- birth certificate
- evidence of full-time education
- foster carer letter

By selecting 'Accept and submit' you are confirming you have uploaded all evidence required for this section of your application.



## Submitting your application

Once all sections of your NHS Bursary application have been completed you will need to submit it for assessment.

You do this by clicking the button named 'Submit application' which will appear once all sections have been completed by you and your parents or partner, if applicable.

Once submitted you can check the progress of your application through your account.

## Bank Details

You will only be asked to provide your bank details once your application has been assessed and approved.

You must provide 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 can accept Bank Automated Credit Payments (BACS).

If you do not have details of the account into which you want your bursary to be paid when instructed to supply the details, you will need to log back into your account and complete this section once your details are known. Please ensure that the details you enter are valid and correct. Failure to provide valid and/or correct details will delay payment.

## Equality and diversity monitoring

The equality and diversity information is collected for monitoring purposes only and will not be used as part of the assessment process. All the questions provide you with the option to tell us you would prefer not to answer.

## Declarations

All declarations are there to indicate that all the information you have provided is correct to the best of your knowledge.

Please take these opportunities to review all information you have provided in the online section and carefully read the guidance contained on the declaration pages before accepting it.

If you, your parents, spouse, partner, or civil partner choose not to accept it, you will be unable to continue with your application for an NHS Bursary.

## Tuition fees

The NHS Bursary includes payment of a course tuition fee contribution per academic year.

The NHS tuition fee contribution is paid directly to your university on your behalf each academic year as long as:

- you have applied and are eligible for an NHS Bursary
- you are in attendance on 1 December in the relevant academic year

# Understanding your dashboard

At the top of your dashboard page, you will be presented with four tabs, these are explained below.

## Home

In this tab you can apply for your bursary and see any previous applications that are either completed or in progress. Also, in this section you can keep up to date on a real time basis with the progress of your application being processed by our NHS Bursary staff.

## Personal details

This tab allows you to check or amend any of your personal details such as your

- name
- date of birth
- phone number
- e-mail address
- password

## Payment details

In this tab you can view your award, this view will show you the amount and the date you will be paid. If your award has not been calculated no payment information will be available in this section.

## Log out

This tab enables you to securely log out of your account.

## Feedback

You can also leave any feedback regarding the NHS Bursary system by following the feedback link which is shown underneath each of the tabs.