

A Guide to NHS Bursary Forms for Universities



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Introduction

This guide has been produced to assist universities with the completion of the forms used by NHSBSA Student Services for processing, paying, suspending or reinstating bursary payments. The accurate completion of the forms is important as they ensure that NHS funded students receive their correct bursary entitlement and universities receive the latest NHS Bursary information and updates.

Completed forms should be returned to nhsbsa.heiforms@nhs.net.

Enquiries about forms and requests for form templates should be sent to nhsbsa.heienquiries@nhs.net.

Dates of Attendance Form (BUR100)

This form enables us to calculate the correct level of bursary payable to students in the relevant academic year, so we need to know the exact term dates and number of days students will be in training and attending practice placements.

Completing the form – important information

- It is important that the form is completed accurately as NHS Bursary entitlements are assessed on the exact number of weeks in attendance, so incorrect dates could result in incorrect payments being made to students on the course and cohort for which the BUR100 form is being submitted.
- Start and end dates entered should reflect all continuous periods of study and/or practice placements that fall within the academic year, excluding vacation periods.
- Each year of the course should have the same start month as the previous year, where applicable. This will enable students to receive continuous bursary payments. For example, if a year starts on 23 September, any consecutive years should also start on a date in September.
- You must complete a separate form for each of your health professional courses and email them to us by the following dates:

Forthcoming academic year - Courses commencing	Send by
June - October	31 March
January – May	1 October

- It is important that BUR100 forms are completed and returned on time. We cannot finalise your students' entitlement for the forthcoming academic year until we have this information.

Withdrawal Form (BUR101W)

A Withdrawal Form should be completed and returned whenever a student withdraws from or suspends training, either on a permanent or temporary basis. It is essential that you supply the correct last date of attendance, as the bursary is only payable up to that date.

It is extremely important that you notify us as soon as a student withdraws from or suspends training. Failure to do so may result in the release of inappropriate payments and any overpayment of bursary will have to be repaid by the student.

Please do not use this form to notify us about students taking authorised absence for reasons of maternity, adoption or maternity support - a [Maternity Withdrawal Form \(BUR101W MAT\)](#) should be used in these circumstances.

A Withdrawal Form should be completed for each student who has:

- left the course permanently from choice
- taken temporary absence from the course for personal reasons (**not** including authorised maternity, adoption or maternity support absence as a Maternity Withdrawal Form (BUR101W MAT) should be used in these cases)
- been withdrawn from the course at the discretion of the university due to academic failure
- been withdrawn from the course at the discretion of the university for any other reason

Please note that if a period of temporary withdrawal is later confirmed as permanent, a further Withdrawal Form is not required as bursary payments will have already ceased.

What should be entered for the 'last date of attendance'?

This should be the last date the student was **actually in attendance** on the course, either for any formally taught part of the course (lectures, tutorials, etc) or a practice placement.

What date should be entered if the student has been on authorised sick leave from their course?

Under [NHS Bursary Scheme Rules](#), students are permitted to take up to 60 consecutive days authorised sickness absence from their course without their bursary payments being affected. Where this is the case, any authorised period of sickness should be taken into account when providing their last date of attendance.

Example:

A student's last date of actual attendance at university/placement is 15 May, but they have provided sick notes from their GP to cover them up until 30 June (45 days). On 1 July, the student gives notice that they have decided to withdraw from the course, so the last date of attendance to give on the Withdrawal Form would be 1 July.

Resumer Form (BUR101R)

This form should be completed once a student has returned to training after a period of withdrawal. It is essential that you supply details of the cohort the student has joined so that we can accurately schedule future bursary payments.

Please be aware that we cannot accept Resumer Forms which have been completed in advance of the student's return date.

Please do not use this form to notify us about students returning from a period of authorised absence for reasons of maternity, adoption or maternity support - a [Maternity Resumer Form \(BUR101R MAT\)](#) should be used in these circumstances.

Health Education England – prior approval for continuing students resuming training with cohorts which commenced on or after 1 August 2017

Following the removal of NHS Bursaries for new healthcare students from August 2017, **separate written HEE confirmation of funding approval has to be provided alongside the relevant BUR form** for resuming students who fall under the above category, before we can consider their NHS Bursary award. This is **in addition** to each BUR101R form you send as we require written confirmation from your regional Health Education England (HEE) office that continued NHS Bursary funding has been authorised for the student in question.

Should a Resumer Form be completed in the case of a student who is restarting the course again from the beginning of Year 1?

No. Students starting courses from the beginning from August 2017 are not eligible for NHS Bursary funding and should apply to Student Finance England for student loan support, therefore a BUR101R form will not be required.

Maternity Withdrawal Form (BUR101W MAT)

This form should be completed whenever a student commences a period of authorised absence for reasons of maternity, adoption or maternity support.

This form should be completed and submitted on the day the student starts their maternity leave. We cannot accept Maternity Withdrawal Forms which have been submitted prior to the first day of a student's maternity leave.

Maternity leave cannot commence any later than the day after the date of birth of a child and must last for a minimum of 2 weeks. This is the statutory minimum amount of maternity leave that must be taken by any student who gives birth.

Maternity Resumer Form (BUR101R MAT)

This form should be completed whenever a student returns to training following a period of authorised absence for maternity, maternity support or adoption purposes.

We cannot accept Maternity Resumer Forms which have been completed in advance of the student's return date, so please ensure you submit the Maternity Resumer Form on the day student returns from maternity leave at the earliest.

If a student is resuming on a different cohort, a new academic year or towards the end of an academic year they must make a new bursary application in accordance with the invite schedule for continuing students. However, please be aware of the following:

Health Education England – prior approval for existing students returning to training and joining a cohort which commenced on or after 1 August 2017

Following the removal of NHS Bursaries for new healthcare students from August 2017, **separate written HEE confirmation of funding approval has to be provided alongside the relevant BUR form** for resuming students who fall under the above category, before we can consider their NHS Bursary award. This is **in addition** to each BUR101R form you send as we require written HEE confirmation that continued NHS Bursary funding has been authorised for the student in question. This includes students who are returning following authorised maternity, adoption, maternity support or adoption support leave.

All applications should be made by logging onto their current [Bursary Online Support System \(BOSS\) account](#).

We can only authorise any payment to a student once we have received their bursary application and approved it, and received and processed the Maternity Resumer Form.

Change Form (BUR102)

This form should be completed as soon as you are aware of any changes to a student's course such as full-time to part-time (and vice versa), or a change of cohort due to repeating part of the course; this type of change may affect a student's eligibility for continued NHS Bursary funding.

On receipt of the form we will apply any changes to the student's bursary entitlement. Where required, we will contact the student directly to advise them if they need to make a re-application for bursary funding or whether their eligibility for further funding has been affected.

Health Education England – prior approval for continuing students transferring to cohorts which commenced on or after 1 August 2017

Following the removal of NHS Bursaries for new healthcare students from August 2017, **separate written HEE confirmation of funding approval has to be provided alongside the relevant BUR form** for students who fall under the above category, before we can consider their NHS Bursary award. This is **in addition** to each BUR102 form you send as we require written confirmation from your regional Health Education England (HEE) office that continued NHS Bursary funding has been authorised for the student in question.

Extension form (BUR102)

This form should only be completed when a student requires a further period of time to complete training **after the official course end date**.

When can students receive an extension to their bursary payments?

Some students may need to extend their bursary payments beyond the standard course end date. For example, this could be because they are required to repeat part of the course due to failing a module or they need extra time to complete at the end of the course because they stepped off at an earlier point.

All extensions of bursary payments must be approved by the relevant Health Education England (HEE) regional office and should never be granted without prior approval.

Extension forms can be submitted in advance of the period being applied for, but we ask that this is limited to no more than six weeks beforehand.

Students are allowed up to a maximum period of 12 additional months over and above the standard course duration to complete the course, during which time they can continue to receive bursary payment. **No additional bursary can be granted above the 12 month maximum under any circumstances.**

If the extension period being requested is for more than six months in duration, the student will be expected to make a full bursary application online via their BOSS account. For extension requests of a lesser duration, a re-application will not be required and, where eligible, the student will automatically receive a one off lump sum payment once the BUR102 request is approved and processed.

For example, a healthcare student attending a three year full time course may receive a maximum of 48 months bursary payments in total (36 months plus an additional 12 months extra funding).

Health Education England – prior approval for continuing students requiring extensions to cohorts which commenced on or after 1 August 2017

Following the removal of NHS Bursaries for new healthcare students from August 2017, **separate written HEE confirmation of funding approval has to be provided alongside the relevant BUR form** for students who fall under the above category, before we can process their NHS Bursary award. This is **in addition** to each BUR102 form you send as we require written confirmation from your regional Health Education England (HEE) office that continued NHS Bursary funding has been authorised for the student in question.

Forms for students attending Medical and Dental courses

Medical and Dental Dates of Attendance Form (BUR100 MED)

This form enables us to calculate the correct level of bursary payable to Medical and Dental students in the relevant academic year. We need to know the exact term dates and number of days students will be in training and attending practice placements.

Completing the form – important information

- It is important that the form is completed accurately as NHS Bursary entitlements are assessed on the exact number of weeks in attendance. Incorrect dates could result in incorrect payments being made to students on the course and cohort for which the BUR100 form is being submitted.
- Start and end dates entered should reflect all continuous periods of study and/or practice placements that fall within the academic year, excluding vacation periods.
- Each year of the course should have the same start month as the previous year, where applicable. This will enable students to receive continuous bursary payments. For example, if a year starts on 23 September, any consecutive years should also start on a date in September.
- You must complete a separate form for each of your Medical or Dental courses and email them to us by the following dates:

Forthcoming academic year - Courses commencing	Send by
June - October	31 March
January – May	1 October

- It is important that BUR100 MED forms are completed and returned on time. We cannot finalise your students' entitlement for the forthcoming academic year until we have this information.

Confirmation of Medical and Dental Student Eligibility to Apply (BUR99)

This form enables you to register details of Medical and Dental students who are eligible to apply for NHS Bursary support in their later years of training.

It is essential that the student's personal email address and mobile phone number are included. This information will be used to help us communicate effectively and successfully with your students regarding any updates to their bursary or entitlement.

All students are advised to read the information on our website for up to date guidance and information about applying for a bursary.

When are medical or dental students eligible to apply for an NHS Bursary?

For guidance about when Medical and Dental students are eligible to apply for NHS funding, please read the Guide for Medical and Dental Students on [our website](#).

Notifying us of changes to a student's course attendance or study year after the BUR99 has been sent (BUR98 Form).

The BUR98 enables you to inform us of any changes to a student's study pattern in the upcoming academic year i.e. repeat years, intercalations etc, following submission of the original BUR99. It is essential that we are notified of any changes as soon as they are known as these may affect a student's entitlement to bursary funding.

Medical and Dental Change Form (BUR102 MED)

This form should be completed as soon as you are aware of any changes to a Medical or Dental student's course attendance such as transferring from full-time to part-time attendance (and vice versa), or where they require a period of repeat study; this type of change may affect a student's eligibility for continued NHS Bursary funding.

Medical and Dental Extension Form (BUR102 MED)

This form should only be completed when a Medical or Dental student requires a further period of time to complete training **after the official course end date**.

When can students receive an extension to their bursary payments?

Some students may need to extend their bursary payments beyond the standard course end date. For example, this could be because they are required to repeat part of the course due to failing a module or they need extra time to complete at the end of the course because they stepped off at an earlier point.

BUR102MED extension forms **can** be submitted in advance of the period being applied for, but we ask that this is limited to no more than six weeks beforehand.

Students are allowed up to a maximum period of 12 additional months over and above the standard course duration to complete the course, during which time they can continue to receive bursary payments. **No additional bursary can be granted above the 12 month maximum under any circumstances.**

If the extension period being requested is for more than six months in duration, the student will be expected to make a full bursary application online via their BOSS account. For extension requests of a lesser duration, a re-application will not be required and, where eligible, the student will automatically receive a one off lump sum payment once the BUR102 MED request is approved and processed.