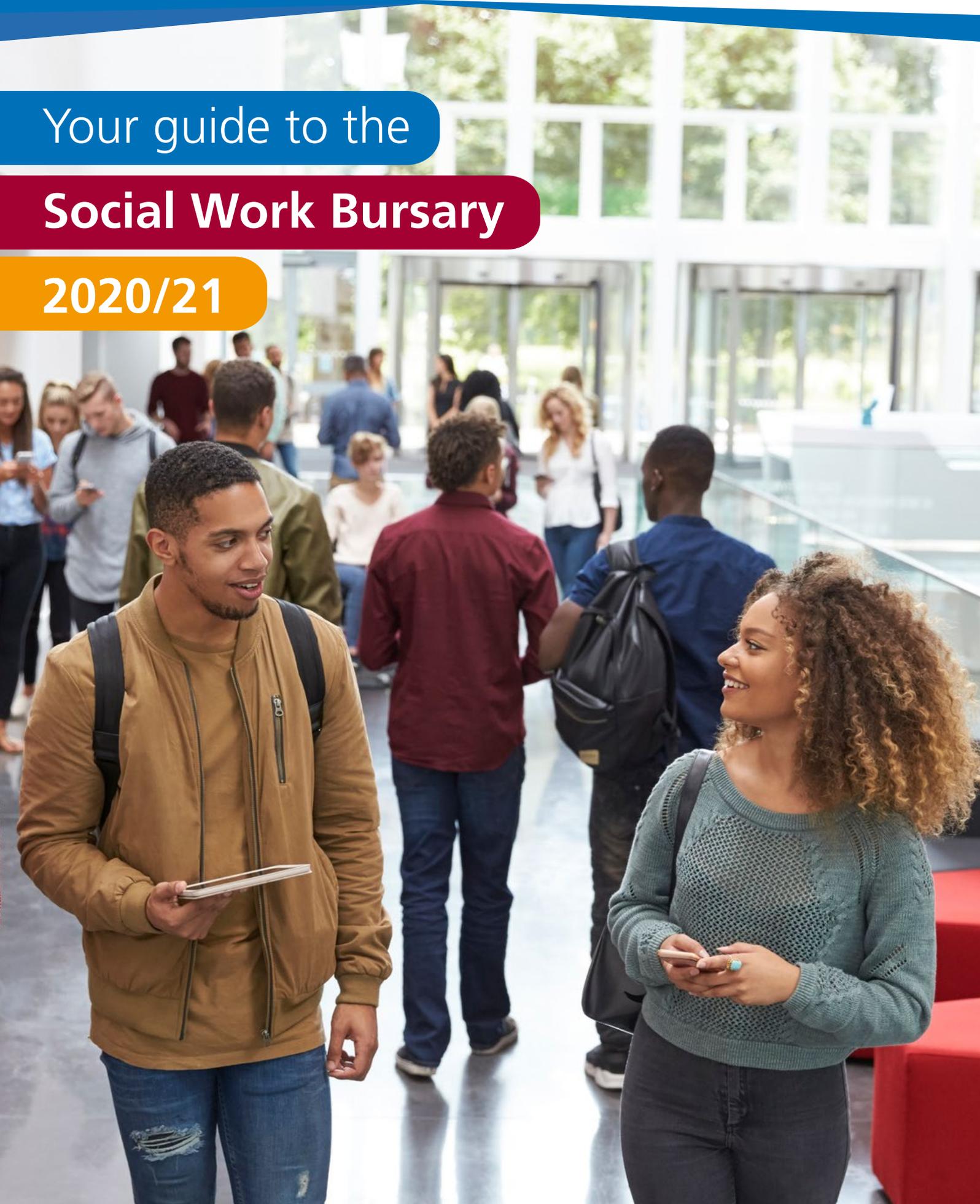


Your guide to the

**Social Work Bursary**

**2020/21**



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This booklet applies to students on approved undergraduate and postgraduate social work courses. However, some of the guidance is different for these students, so please look out for **undergraduate/postgraduate** explanations where the guidance differs.



# Welcome

## **Welcome to the Social Work Bursary (SWB) guidance booklet for students.**

Postgraduate students can apply for a bursary from their first year of study and undergraduates from their second year of study.

However, the number of bursary recipients for all eligible social work courses is limited (or 'capped') so there is no guarantee you will receive a social work bursary even if your application is accepted and you take up an offer of a place on an eligible course.

Further information about the capping process is set out on page 10.

All the information you need to apply for your bursary is included in this booklet.

The SWB is administered by Student Services, part of the NHS Business Services Authority (NHSBSA).

We assess, award and pay bursaries to eligible students on approved undergraduate and postgraduate social work courses on behalf of the Department of Health and Social Care (DHSC).

We currently pay bursaries worth approximately £58 million to more than 8,000 students each year.



# Eligibility

## Eligible courses

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You must be studying, or intending to study, on a university based social work course approved by one of the following:

- Social Work England (SWE)
- the Scottish Social Services Council (SSSC)
- Social Care Wales
- the Northern Ireland Social Care Council (NISCC)

You will **not** be eligible if a social care employer is giving you:

- any paid time off to allow you to attend your studies
- payment of all or part of your tuition fees
- payment from a practice learning provider for undertaking placement duties for them.

In addition, you will **not** be eligible if you are receiving:

- funds through the Department for Education (DfE), excluding student loans
- any other form of support to assist with your social work training
- funding from a public body, government benefit agencies and bursaries from your Higher Education Institution.

## Retainers

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If you are receiving a retainer from an employer or potential employer, it must:

- be offered as an incentive to engage in employment with the retainer provider once the recipient qualifies as a social worker, and not as support towards the recipient's social work training
- not be funded by the DfE.

## Residency criteria

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### Continuing SWB students

If you have received SWB funding (including just the Placement Travel Allowance) in a previous academic year(s) you will have already demonstrated your eligibility for funding and supplied evidence of your identity and residency status. As a continuing bursary student you will not be required to provide this information again unless your immigration status changes.

### New SWB applicants

If you will be:

- commencing a postgraduate level social work course in 2020/21; or
- entering the second year of an undergraduate social work course in 2020/21 and this is the first time you are applying to us

please refer to the information below before making an application for the first time.

## **i** Information

The SWB is only available to students who normally live in **England** and who are ordinarily resident there on the first day of the first academic year of their course<sup>1</sup>. If you normally live in Scotland, Wales or Northern Ireland when you are not attending your social work course, you should apply to your own national funding authority for support. Links to these organisations are available at the back of this booklet.

To be eligible for SWB, all applicants must satisfy the residency conditions in any **one** of the categories in the table below.

### **Category 1**

#### **Persons who are settled in the UK or who have acquired the right of permanent residence in the UK.**

This includes UK nationals who have always lived in the UK and EEA national or family member students who have acquired the right of permanent residence in the UK.

To be eligible under this category students must:

- be ordinarily resident in England on the first day of the first academic year of the course **and**;
- have been ordinarily resident on the UK (or the Channel Islands or Isle of Man) throughout the three years immediately before the first day of the first academic year of their course.

### **Category 2**

#### **Persons who have been granted refugee status in the UK.**

To be eligible under this category students must:

- have been ordinarily resident in the UK and Islands **and**;
- have not ceased to be so since they were recognised as a refugee **and**;
- have been ordinarily resident in the UK on the first day of the first academic year of their course.

### **Category 3**

#### **Persons who are the spouse or civil partner of a person with refugee status.**

To be eligible under this category students must:

- have been the spouse or civil partner of the refugee on the date on which the refugee applied for asylum **and**;
- be ordinarily resident in the UK and have not ceased to be so since being given leave to enter or remain in the UK as the family member of the refugee **and**;

<sup>1</sup> The first day of the academic year is:

**1 September** for Autumn start courses (courses starting from 1 September to 31 December) and **1 January** for Winter start courses (courses starting from 1 January to 31 March).

If you are ordinarily resident in England as a result of moving from another UK country for the purpose of undertaking your social work course (or one immediately before), you'll be considered ordinarily resident in the country from which you moved.

<sup>2</sup> The Channel Islands or the Isle of Man.

#### Category 4

##### Persons who are the child or step-child of a person with refugee status.

To be eligible under this category students must:

- have been the child of the refugee or the child of the refugee's spouse or civil partner on the date the refugee made the application for asylum **and;**
- have been under 18 when the refugee applied for asylum **and;**
- be ordinarily resident in the UK and Islands and have not ceased to be resident since being given leave to enter or remain in the UK **and;**
- be ordinarily resident in the UK on the first day of the first academic year of their course

#### Category 5

##### Persons who have been granted humanitarian protection in the UK.

To be eligible under this category students must:

- have been ordinarily resident in the UK on the first day of the first academic year of the course **and;**
- have been ordinarily resident in the UK and Islands throughout the three year period before the first day of the first academic year of the course.

#### Category 6.

##### Persons who are the spouse<sup>3</sup> or civil partner of a person granted humanitarian protection in the UK.

To be eligible under this category students must:

- have been the spouse or civil partner of the person granted humanitarian protection on the date on which that person applied for asylum in the UK **and;**
- They must have been ordinarily resident in the UK (not Islands) on the first day of the first academic year of the course **and;**
- They must have been ordinarily resident in the UK and Islands throughout the three year period before the first day of the first academic year of the course.

#### Category 7

##### Persons who are the child or step-child of a person granted humanitarian protection in the UK.

To be eligible under this category students must:

- have been the child of that person (or the child of a person who was the spouse or civil partner of the person granted humanitarian protection) **and;**
- have been under 18 on the parent or step-parent's asylum application date **and;**
- be ordinarily resident in the UK (but not the Islands) on the first day of the first academic year of the course **and;**
- have been be ordinarily resident in the UK and Islands throughout the three year period before the first day of the first academic year of the course.

<sup>3</sup> This does not include unmarried partners.

## Category 8

### Persons with Long Residence in the UK.

To be eligible under this category students must, on the first day of the first academic year of their course:

- be ordinarily resident in the UK **and**;
- have been ordinarily resident in the UK and Islands throughout the three year period immediately preceding the first day of the first academic year of their course **and**;
- their residence in the UK and Islands must not during any part of the three year period referred to above, been wholly or mainly for the purpose of receiving full-time education **and**;
- if aged under 18 years must have lived in the UK throughout the seven year period preceding the first day of the first academic year of the course **and**;
- if aged 18 years or above have lived in the UK throughout either:
  - half their life or
  - a period of twenty years<sup>4</sup>

## Category 9

### Persons who are EEA migrant workers, EEA self-employed persons, Swiss-employed persons, Swiss self-employed persons or a relevant family member<sup>5</sup>.

To be eligible under this category students must:

- be ordinarily resident in the UK on the first day of the first academic year of their course **and**;
- have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the three year period before the first day of the first academic year of their course.

## Category 10

### Persons who are EEA frontier workers, EEA frontier self-employed persons, Swiss frontier-employed persons, Swiss frontier self-employed persons or a relevant family member<sup>6</sup>.

To be eligible under this category students must:

- have been ordinarily resident in the territory comprising the EEA or Switzerland throughout the three year period before the first day of the first academic year of the course.

## Category 11

### Persons who are settled in the UK but who have exercised a right of residence elsewhere in the EEA.

To be eligible under this category students must:

- have been ordinarily resident in the UK and settled in the UK immediately before leaving the UK **and**;
- be ordinarily resident in the UK on the first day of the first academic year of the course **and**;
- have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of their course.

<sup>4</sup> The minimum residency period is capped at twenty years for those aged 40 and over.

<sup>5</sup> Means that person's spouse or civil partner, or direct descendants of the person or of the person's spouse or civil partner who are under the age of 21, or dependants of the person or the person's spouse or civil partner; or dependent direct relatives in the ascending line of that person or of the person's spouse or civil partner.

### Category 12

#### **Persons who are EU nationals or a relevant family member who have not been ordinarily resident in the UK for at least five years.**

To be eligible to receive a **EU tuition fees only award** under this category, postgraduate<sup>7</sup> social work students must:

- have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of their course.

### Category 13

#### **Persons who are EU Nationals (other than UK nationals).**

To be eligible for a bursary under this category students must:

- be ordinarily resident in the UK on the first day of the first academic year of the course **and**;
- ordinarily resident in the UK and Islands throughout the five-year period immediately before the first day of the first academic year of their course.

### Category 14

#### **Persons who are the child of a Swiss National entitled to support in the UK by article 3(6) of annex 1 of the Swiss Agreement.**

To be eligible under this category students must:

- be ordinarily resident in the UK on the first day of the first academic year of the course **and**;
- have been ordinarily resident in the EEA or Switzerland throughout the three year period before the first day of the first academic year of their course.

### Category 15

#### **Persons who are the child of a Turkish worker.**

To be eligible under this category students must:

- be ordinarily resident in the UK on the first day of the first academic year of the course **and**;
- have been ordinarily resident in the EEA, Switzerland or Turkey throughout the three year period before the first day of the first academic year of the course.

### Category 16

#### **Persons who have been granted Stateless Leave<sup>8</sup>.**

To be eligible under this category students must:

- be ordinarily resident in England on the first day of the first academic year of the course **and**;
- have been ordinarily resident in the United Kingdom and Islands throughout the three-year period preceding the first day of the first academic year of their course.

<sup>6</sup> Means that person's spouse or civil partner, or that person's child or the child of that person's spouse or civil partner.

<sup>7</sup> For students on undergraduate social work courses, a tuition fee contribution is not available.

<sup>8</sup> This means a person who has Leave to Remain as a stateless person under the immigration rules within the meaning given in section 33(1) of the Immigration Act 1971(a) and who has been ordinarily resident in the United Kingdom and Islands throughout the period since being granted such leave.

## Category 17

### Persons who are the spouse or civil partner of a person granted Stateless Leave.

To be eligible under this category students must:

- have been that person's spouse or civil partner on the leave application date **and**;
- have been ordinarily resident in England on the first day of the first academic year of the course **and**;
- have been ordinarily resident in the United Kingdom and Islands throughout the three-year period preceding the first day of the first academic year of the course.

## Category 18

### Persons who are the child or step-child of a person who has been granted Stateless Leave.

To be eligible under this category students must:

- have been the child or stepchild of the person granted stateless leave on the leave application date **and**;
- have been under 18 on that date **and**;
- have been ordinarily resident in England on the first day of the first academic year of the course **and**;
- have been ordinarily resident in the United Kingdom and Islands throughout the three-year period preceding the first day of the first academic year of the course.



# Capping process

Universities are allocated a certain number of SWB places by the Department of Health and Social Care each academic year. From this they will nominate some of their social work students for a bursary funded place. The NHSBSA has no input into this decision process, so we can't tell you if you'll be nominated. There is no right of appeal to us if you are not selected by your university.

Your university will notify us of the students they wish to allocate a capped place. This is normally done in the autumn, so you should not delay submitting an application as, even if you are not nominated, you may still be eligible for a Placement Travel Allowance if you satisfy the residency and other eligibility criteria.

If you are nominated for a capped place, you'll normally retain this until you complete your course.

However, if you withdraw from your course for any reason, other than for maternity, and return to it at a later date, your capped place will not be retained.

If you transfer to a different university part way through your course your capped place will not automatically transfer with you. You would have to be nominated for a capped place by your new university, if these are available.



# Social Work Bursary allowances

## Undergraduate students

If you meet the eligibility criteria and you are allocated a capped place by your university, we will pay you the appropriate standard rate of basic non-income assessed bursary, as shown in the table below. This will include a Placement Travel Allowance (PTA) of £862.50 for full time courses.

University location	Amount*
London	£5,262.50
Outside London	£4,862.50

\*includes the Placement Travel Allowance

**This is the only bursary element available to undergraduate students, apart from the Placement Travel Allowance detailed below. You cannot apply for any other support from the SWB.**

## Placement Travel Allowance (PTA)

Your course will normally include time spent at an agency that provides placements. The PTA is a fixed contribution towards these, payable at the rate of £862.50 per academic year. If you are allocated a capped place by your university and your application has been approved, the PTA will be included with your basic bursary and paid as a lump sum with your first termly instalment.

If you are not allocated a capped place, but meet the residency and course eligibility criteria the PTA of £862.50 will be paid to you in a lump sum at the beginning of your academic year once we receive enrollment information from your university.

If the agency offering your placement will also be contributing towards any travel costs you incur whilst carrying this out, this will not affect your entitlement to the PTA or bursary.

## Additional elements for students attending postgraduate courses

### Tuition fees

If you are studying on a **postgraduate** course, are eligible for a bursary and nominated for a capped place, we will pay a contribution towards the cost of your tuition fees. This will be paid directly to

your university. Students should be aware that the **maximum** tuition fee contribution the NHSBSA is permitted to pay towards course fees each academic year is **£4,052**. If your university charges a higher amount than this, you will be responsible for meeting the balance.

## Non-income assessed SWB

### Non-income assessed bursary rates 2020/21

University location	Amount*
London	£3,762.50
Outside London	£3,362.50

## Income assessed SWB

This is intended to provide additional help towards the cost of attending your course. It is means tested, so the amount you may be awarded is directly linked to your available income. See the 'Calculating your entitlement' section below.

### Income assessed bursary rates 2020/21

University location	Amount*
London	up to £4,201
Outside London	up to £2,721

\*part-time students receive pro rata of the full time rate

## Calculating your entitlement

When assessing your application for the income assessed SWB, we will look at:

- your net unearned taxable income during the current academic year (if any)
- your partner's residual taxable income from the 2018/19 tax year (if applicable).

We may also take other dependents in your family into consideration in the assessment, where applicable.

Calculating your entitlement can be complex, so you should not base your entitlement on your own calculations.

If you do not wish to apply for the income assessed bursary element, the postgraduate SWB application form allows you to opt out.

## Adult Dependants Allowance (ADA)

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This is payable if you have an adult who is wholly or mainly financially dependent on you. This may include your spouse, partner or civil partner but not your child or your spouse/civil partner/partner's child. This allowance is assessed using your adult dependant's income, if they have any, during the academic year.

The full assessment criteria for means tested allowances and bursaries are set out in The Social Work Bursary Scheme Rules 2020-21, which is published by the Department of Health and Social Care. The maximum ADA available in 2020/21 is £2,757.

## Parents' Learning Allowance (PLA) - postgraduate students only

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This is payable if you have a dependent child or children (aged under 19). We will automatically assess your entitlement based on your dependant's income (if they have any). The maximum PLA in 2020/21 academic year is £1,573.

## Childcare Allowance - postgraduate students only

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If you have dependent children aged under 15 (or aged under 17 for children with special educational needs) who are attending registered childcare, you can apply for Childcare Allowance. Your entitlement to this allowance is assessed using your dependants' income (if they have any).

We can contribute a maximum of 85% of your costs per week.

You will not be entitled to claim the SWB Childcare Allowance if:

- you are in receipt of the childcare elements of Working Tax or Universal Credit
- you receive Tax Free Childcare
- your provider is not registered by Ofsted or its equivalent, where applicable.

## Maximum Childcare Allowance rates 2020/21

Number of children	Amount per week
One	up to £155.25
Two or more	up to £266.15

## Reconciling your childcare costs

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When you first apply for the Childcare Allowance you will be asked to provide an estimate of your expected costs for the academic year ahead. At the end of each term, we will contact your childcare provider(s) to confirm your costs are correct.

Once we have received confirmation of your costs we will reassess your entitlement to Childcare Allowance three times per academic year.

## Disabled Students Allowances (DSAs) - postgraduate students only

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If you are eligible and you have been nominated for a capped place, you can apply for DSAs if you have a disability and need additional help to complete your course.

The amount of DSAs you could get is based on the recommendations in your Needs Assessment Report. The maximum possible rates for 2020/21 are:

Specialist Equipment	- Up to £5,212*
Non-Medical Helper's Allowance	- Up to £20,725
General Allowance	- Up to £1,741

\*All students who are recommended a specialist equipment allowance are required to contribute the first £200 towards the cost of a computer/laptop. DSAs will cover the rest up to the maximum amount

Visit our website for more information about DSAs for students on social work courses.

# Making a bursary application

To make your application you will need to create an account on the **MyFunding** system. Creating an account is simple and only takes a few minutes.

## What should I know before I apply?

Once you have created your MyFunding account, you will be able to access the appropriate social work bursary application form for the 2020/21 academic year.

Before you complete your application, please make sure you have read and understood the eligibility criteria in this guidance.

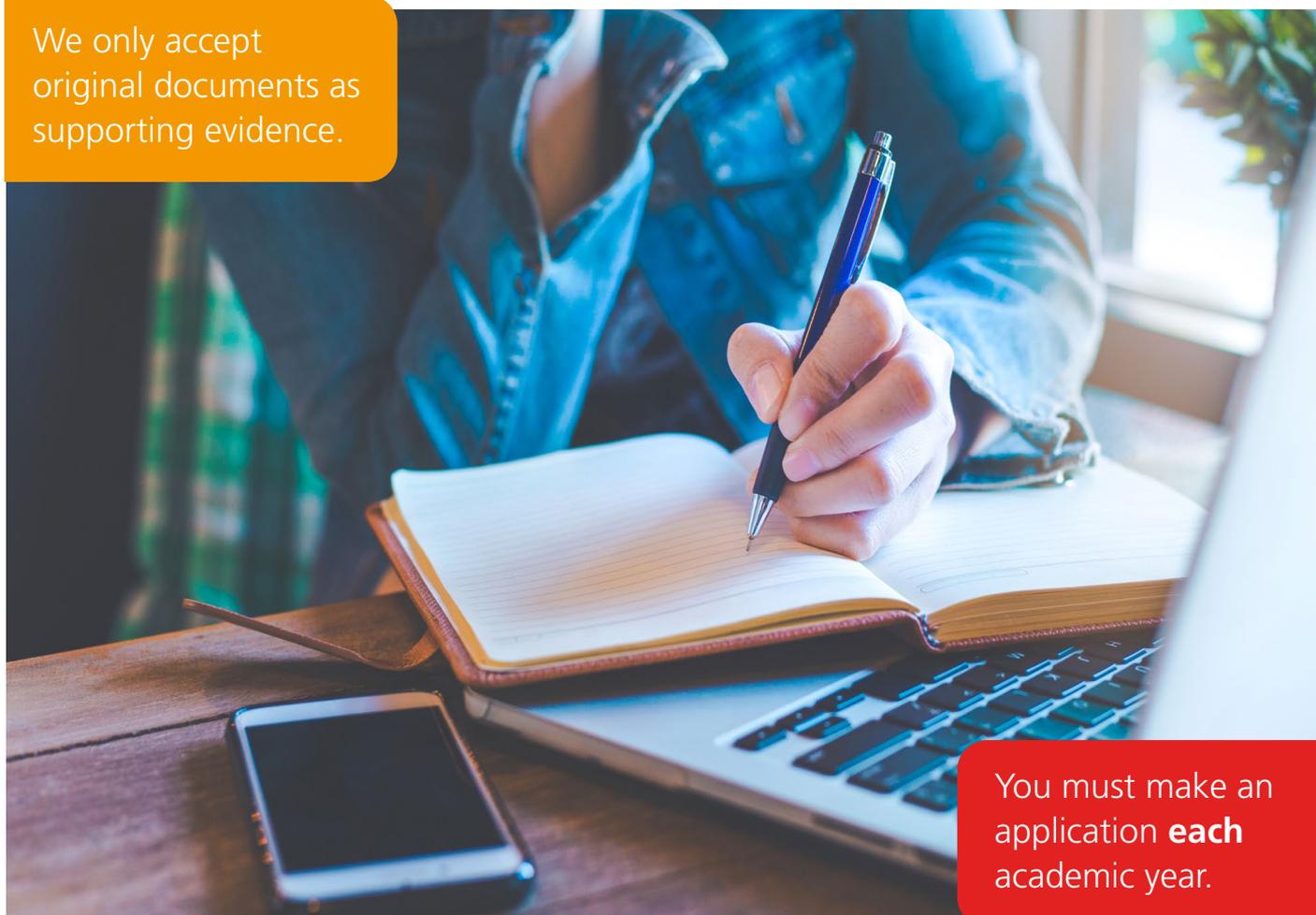
If you meet the eligibility criteria, your application form should be completed online before being printed off and posted to us, together with any original supporting documents.

If you are not sure whether your university has or will be allocating you a capped bursary place, you should still make an application as you may be entitled to the PTA.

If you are applying for the SWB for the first time, you must provide evidence to confirm your identity and residency. This is detailed on the application form. We will return all original documentation within 10 working days. We recommend you enclose a pre-paid self-addressed envelope or special delivery envelope so you can track your documents.



We only accept original documents as supporting evidence.



You must make an application **each** academic year.

## Timescales for assessment and payment

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### Documents

We aim to process and return your original documents within 10 working days.

### Bursary applications

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

### Childcare Allowance

We will assess these applications at the same time as your bursary application. If you apply for the Childcare Allowance separately at a later date, we aim to assess your application within 20 working days.

### Further information

If we request further information or evidence from you, we will process the information you send to us within 10 working days of receiving it.

### Change in circumstances

You must notify us immediately of any change to your circumstances. If the change results in a reassessment that affects your bursary entitlement, any overpayments that have been made to you must be repaid.

We aim to process these within 20 working days providing we have all the relevant information we need from you and your university.

### Disabled Students Allowances (DSAs)

We aim to process applications within 20 working days of receiving them.



## How often will I receive my bursary?

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Bursaries are paid in three termly instalments each academic year once we have received confirmation from your university that you are attending your course. You should log on to your MyFunding account for details of any bursary payments that are scheduled to be made to you.

If you are entitled to the PTA only, we will make a single payment of this once we have received confirmation that you are attending your course.

If you are a **postgraduate student** and you have applied for and been awarded a Childcare Allowance, the first instalment will be paid to you at the same time as your first terms bursary. However, further instalments will only be made once we have reconciled your previous terms childcare receipts.

## Reapplying for your bursary next year

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- All students must reapply for their bursary each academic year.
- It is your responsibility to ensure you submit an application for each year.
- If you do not reapply for your bursary each academic year, your bursary payments will not continue into the next one.

## Additional help and guidance

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Our website contains further information for all students. You can visit our website for further information:

[www.nhsbsa.nhs.uk/social-work-students](http://www.nhsbsa.nhs.uk/social-work-students)

From here you can also access our online knowledge base 'Ask Us' which provides answers to general questions 24 hours a day, 7 days a week.



# What to do if you have a change in circumstances during your course

It's important that you let us know straight away if your personal circumstances change at any point during the academic year so we can reassess your bursary, if applicable, and let you know if this results in a change to your entitlement.

If an overpayment occurs we will contact you to inform you how the repayment will be recovered. If you are due additional funds as a result of your changing circumstances, these will be added to your next bursary payment. This is especially important for postgraduate students, who may also receive the income assessed and additional allowances.

## How do I notify you?

You can tell us about most changes in your circumstances via your MyFunding account. Depending on the nature of the change, you may need to complete a separate form.

### Change of address or other contact details

You can amend your personal details yourself at any time by logging in to your MyFunding account.

### A change of bank account

You can update your bank account details in your MyFunding account. It's important we have the most up to date details as this is where we will pay your bursary.

### Change of living arrangements (postgraduate students)

If you marry, divorce, separate or move in with a partner, you will need to inform us as your bursary may be made up of elements that are income assessed.

You will need to make a new application if the change affects your bursary entitlement. If you aren't sure, please [contact us](#).

### A change to your, or your family's income (postgraduate students only)

If this has reduced by 15% or more you may be entitled to more help. You can apply for this by selecting the 'Current Income Assessment' form from your MyFunding account.

### A change to your residency status

If your residency or immigration status changes during an academic year, this may affect your social work bursary entitlement. Please [contact us](#) so we can advise you whether you need to take any further action.

### Additional dependants (postgraduate students only)

You may need to complete another application form, depending on the level of SWB you are currently receiving. Please [contact us](#) for advice first.

### Changes to your childcare arrangements (postgraduate students only)

If you have changed your childcare provider, or have started using an additional one, or your costs have changed, please complete a new childcare application form.

### If you stop attending your course (all students)

You must tell us as soon as possible if you are suspending training or leaving your course for any reason so we can hold any future bursary payments on your account to prevent an overpayment. You can do this directly via your MyFunding account.

If you have been allocated a capped place and you leave your course this cannot be reinstated if you return to training in a new academic year.

## Fraud

We are serious about tackling fraud and employ Fraud Specialists to reduce the risk of fraudulent activity and to investigate any potentially fraudulent claims.

Fraud can come to light before, during and after completion of training and may result in a person being unable to register or having their registration removed. All reported allegations of fraud are investigated fully with a range of sanctions available (criminal, civil and disciplinary).

The NHSBSA is responsible for protecting the public funds it administers. To do this, we may share the information we hold about you with other bodies that inspect and manage public funds. The NHSBSA participates in the National Fraud Initiative (NFI) which is an exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud. This includes police authorities, local probation boards, fire and rescue authorities as well as local councils and a number of private sector bodies.



All reported allegations of fraud are investigated fully.

# Contacting us

If you have general questions about the SWB, click on the  logo on our website at [www.nhsbsa.nhs.uk/social-work-students](http://www.nhsbsa.nhs.uk/social-work-students)

'Ask Us' enables you to get answers to your queries 24 hours a day, 7 days a week.

If you need specific information about your application, our contact details are:



[nhsbsa.swb1@nhsbsa.nhs.uk](mailto:nhsbsa.swb1@nhsbsa.nhs.uk)



[www.facebook.com/socialworkbursaries](http://www.facebook.com/socialworkbursaries)



[www.twitter.com/SWB\\_NHSBSA](http://www.twitter.com/SWB_NHSBSA)



**Text relay service: 0800 7311 888**



**0300 330 1342**

Our opening hours are: **8am - 6pm** Monday to Friday. **9am - 3pm** Saturday. **Closed** on Sunday.

## Useful contacts

### Department of Health and Social Care

Social work bursary information packs are published by the Department of Health and Social Care and can be viewed at:

[www.gov.uk/government/publications/reforming-social-work-bursary-information-packs](http://www.gov.uk/government/publications/reforming-social-work-bursary-information-packs)

### UCAS

[www.ucas.ac.uk](http://www.ucas.ac.uk)

### Student Loans Company

[www.slco.uk](http://www.slco.uk)

### Student Finance England

[www.gov.uk/student-finance](http://www.gov.uk/student-finance)

### National Union of Students

[www.nus.org.uk](http://www.nus.org.uk)

### NASMA

(National Association of Student Money Advisors)

[www.nasma.org.uk](http://www.nasma.org.uk)

### Social Work England

[www.socialworkengland.org.uk](http://www.socialworkengland.org.uk)

### Scottish Social Services Council (SSSC)

[www.sssc.uk.com](http://www.sssc.uk.com)

### Social Care Wales

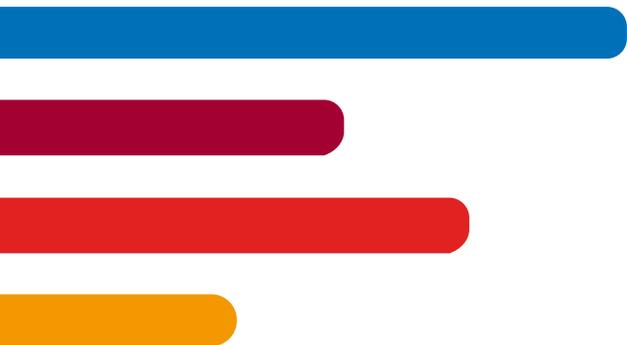
[socialcare.wales/careers/student-funding](http://socialcare.wales/careers/student-funding)

### Northern Ireland Social Care Council (NISCC)

[www.niscc.info](http://www.niscc.info)

### NHS Help with Health Costs

[www.nhsbsa.nhs.uk/nhs-help-health-costs](http://www.nhsbsa.nhs.uk/nhs-help-health-costs)



[www.nhsbsa.nhs.uk/student-services](http://www.nhsbsa.nhs.uk/student-services)



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We have taken great care to ensure that the information in this booklet is correct at the time of publication. However, it is subject to change in accordance with Department of Health and Social Care (DHSC) policy. The guide is not intended to override or replace any of the social work bursary arrangements as set out by DHSC. You can read the information [www.gov.uk/government/publications/reforming-social-work-bursary-information-packs](http://www.gov.uk/government/publications/reforming-social-work-bursary-information-packs)