

## NHS Bursary for medical and dental students NHS Hardship Grant application form

### Application guidance

#### General information

#### Eligibility

To be able to apply for the NHS Hardship Grant you must meet the following requirements:

- you are on a course leading to registration as a doctor or dentist
- you are in genuine hardship and unable to manage any shortfall between your income and expenditure through your own actions
- you have exhausted all other available sources of financial support, including the NHS Bursary (see below), any reduced rate student maintenance loan and university hardship funds. You will be asked to provide evidence of university hardship funds with this application form.
- you are eligible, and have applied for a full NHS Bursary (maximum tuition fee contribution, non-means tested grant, and the means-tested bursary)

You must have provided the relevant financial details in your NHS Bursary application to enable you to be assessed for the means-tested element of the NHS Bursary, even if the final outcome was £0.

If you or your parents, spouse or partner have chosen not to provide financial information for the means-tested part of the bursary, and you are only in receipt of the £1,000 non-means tested grant, you will not be eligible to make a claim for the NHS Hardship Grant.

#### Supporting evidence

A full checklist of the type of evidence we need to assess your claim is provided at Section 5 of this form to help you include the supporting evidence appropriate to your individual claim.

Your application will not be considered if you do not at least provide bank statements for all the accounts you hold, covering the last three months prior to the date of your hardship grant application. These **must** be annotated (with the relevant payments highlighted or circled) to show the income and expenses you have entered on your application.

You must ensure you provide all of the evidence relevant to your claim. If you do not, this may result in your application being delayed or even declined.

#### Assessing your claim

We aim to fully assess all applications within 20 working days from the date we receive your completed form and **all** the requested supporting evidence.

If we have a query about anything on your claim form we will contact you directly by telephone or email. You will be informed of the outcome of your application by email, so please ensure the email address you provide on your NHS Bursary online account is up to date and you can receive emails from the NHSBSA without these going into your junk mail folder.

If your application is successful, payment will be made in a lump sum, and we will notify you about when this is expected to be in your account.

If your application is not successful we will inform you by email.

## **Notes to help you complete the form.**

### **Section 1 – about you and your course**

#### **Personal details**

Complete this section in full. If any of your personal details have changed since you registered for your NHS Bursary account, please log in to your account and amend them online.

#### **NHS Bursary Reference Number**

The seven digit reference number beginning 'BRN' you are being asked to provide is the unique reference number allocated to you when you registered for your NHS Bursary online account.

#### **Student loan and university hardship funds**

You must have exhausted all available forms of financial assistance before you make a claim for the NHS Hardship Grant. If you are not able to demonstrate that you have at least approached your university for financial help from their hardship funds, where available, your claim will be declined.

If your university does not have such a fund or the fund has closed, we will still consider your NHS Hardship Grant application as long as your university has supported it and signed and dated the form on your behalf at Section 7. Any hardship funds you may have received from your university will not be counted as income in the assessment of your NHS Hardship Grant assessment.

#### **Your course**

If you are currently absent from your course, this may affect your entitlement to the NHS Hardship Grant and the NHS Bursary. You must be in actual attendance on your course as a condition of receiving any of the NHS Bursary allowances. We may need to contact your university for more information before your claim can be decided. If this is the case we will let you know what is happening by email.

If you are currently repeating part of your course, and we have not been notified of this by your university, this could affect your NHS Bursary entitlement. **NHS Hardship Grant claims can only be considered where bursary funding has been authorised for the period of repeat study.**

## Section 2 – your circumstances

You will need to provide a brief explanation about why you are applying for the NHS Hardship Grant. **This section must be completed.**

### Other members of your household

If you are living in a shared rented accommodation with other students, we will need to know how many live in your household and details of your share of the rent and bills each month or term.

## Section 3 – your bank and building society accounts.

As indicated, you must provide details of **all** of the accounts in your name that are currently open.. This can include current accounts, savings accounts, joint accounts, ISAs, and any accounts you have that are open but may not be in regular use.

If you have closed any previously active accounts during this academic year, you **must** also include details of these as requested on the form.

You will need to provide statements to cover the last three full months for each account you hold, and you must mark or highlight on your statement(s) all corresponding entries for the income and expenditure you have declared on this form, where applicable

## Section 4 – Your income and expenses

In this section we need you to provide information about the income currently available to you as well as your day to day expenses.

### Income

For your income, we will include the amount of means-tested NHS Bursary you have been awarded, the non-means tested grant, any parental or partner/spouse contribution to your bursary and any reduced rate maintenance loan you are in receipt of (if you have already provided a current student loan letter when you applied for you NHS Bursary).

You should also include details of any other income you are currently receiving and provide evidence, where applicable.

If you do not receive income from a particular source, please type or write 0.00 or N/A in the box.

You must include evidence that supports each of the sources of income for which you have given details.

The evidence checklist at Section 5 of the application form sets out the evidence you will need to enclose, depending on the type(s) of income you have declared.

## Expenses

You should enter any applicable costs for the expenses listed in this section and tick whether you pay this yearly, termly, monthly, or weekly.

For travel, do not include your costs to placement as most students can claim reimbursement towards these via [Travel and Dual Accommodation Expenses](#).

The checklist at Section 5 of this form explains the evidence you will need to provide, depending on the type(s) of expense you have declared.

### 5. Your supporting evidence

It is extremely important that you include documentary evidence for all the income and expenditure you have listed on your form. The checklist is to assist you in sending the correct documents and it also provides a useful summary for our claim assessors.

If you are emailing your form and supporting evidence, please ensure that the total file size for all attachments does not exceed 8 MB. The file type can either be .doc, .pdf, .xls, xlsx, jpg, jpeg, bmp, png, or tif,.

Do not provide your files by way of an external upload link or embed them in the email, you must attach the documents to your email.

### 6. Student declaration

Please read the declaration carefully before signing and dating it.

### 7. Authorisation

This section must be signed and dated by a hardship fund administrator or student money advisor from your university. We are unable to accept any claims received where this section has not been completed.

If your university does not have such a fund or the fund has closed, we will still consider your application as long as your university has supported it and signed and dated the form on your behalf at Section 7. Any hardship funds you may have received from your university will not be counted as income in your hardship grant assessment.

# 1. About you and your course

You must complete this section in full.

NHS Bursary reference number

Forename(s)

Surname

Marital status      single      married      cohabiting      divorced      widowed

Date of birth   /   /

Contact telephone number

Email address

## Student loans and university hardship funds

To be considered for the NHS Hardship Grant, you must have exhausted all available forms of student financial support.

Are you currently receiving a reduced rate, non-income assessed maintenance loan from Student Finance England?

Yes - provide your most recent student loan award notification for the current academic year

No - give the reason why you are not receiving or have not applied for any loan support

Have you applied to your university for assistance from their hardship funds?

Yes - your university must complete Section 7 of this form to support your claim for the NHS Hardship Grant.  
**Claims received without university authorisation will not be accepted.**

No - **do not submit this form.**

You must apply to your university for hardship funds before making a claim for the NHS Hardship Grant.

**Your course**

Name of university

Name of course

Course length  years

Current course year Year 2 Other (please state the year)

Year 3

Year 4

Year 5

Year 6

Are you in your final year? Yes No

If yes, please give the last date of your course  /  /

Are you currently in attendance on your course? Yes No

**If no**, give the first date of your absence  /  /

When do you expect to return to your course?  
(provide the approximate month and year or write 'not known')

Reason for your absence

Are you currently on or are you due to start a period of repeat study? Yes No

If yes, give the start and end dates of your current or expected repeat period

From  /  /  to  /  /

We may need to contact you or your university about this.

## 2. Your circumstances

Reason for applying for the NHS Hardship Grant.

Give a brief summary of your circumstances, including why you are experiencing financial difficulty.

If you need to provide further information about your circumstances, you can include a separate covering statement with your form should you wish to do so.

Please indicate which of the following matches your living situation during term time:

Rented accommodation (including halls of residence and student accommodation).

If you live in a shared house with other students, please indicate the number of other students in your household, not including yourself.

Own property/mortgage.

Living with parents.

Other (please specify).

### Children who are financially dependent on you

Please include details of any children who are financially dependent on you in the table below. You must include birth certificates for all persons entered above.

Full Name	Child's relationship to you	Child's date of birth								
				/			/			
				/			/			
				/			/			
				/			/			
				/			/			
				/			/			

### If you live in a shared student household

If you are sharing a house with other students, and you split expenses such as rent and bills, please complete the questions below:

How many others are in your household?  What is your share of the rent? £

What is your share of the household bills (if applicable)? £

### 3. Bank and/or building society accounts

You should include all accounts you hold in this section, including any joint, savings or ISA accounts.

#### Applicant's main bank account

Name of bank or building society

Account name(s)   
(As displayed on the account statement or bank card)

Sort Code  -  -

Account No.

Building society roll number (if applicable)

**You must provide the last three full months bank statements for this account.**

#### Additional accounts

(include savings, ISAs or joint accounts)

Name of bank or building society

Account name(s)   
(As displayed on the account statement or bank card)

Sort Code  -  -

Account No.

Building society roll number (if applicable)

**You must provide the last three full months bank statements for this account.**

Name of bank or building society

Account name(s)   
(As displayed on the account statement or bank card)

Sort Code  -  -

Account No.

Building society roll number (if applicable)

**You must provide the last three full months bank statements for this account.**

Name of bank or building society

Account name(s)   
(As displayed on the account statement or bank card)

Sort Code  -  -

Account No.

Building society roll number (if applicable)

**You must provide the last three full months bank statements for this account.**



## 4. Your income and expenses

### Income

You do not need to tell us about your NHS Bursary award as we already have this information.

Income this academic year	Amounts	Frequency of payment (Please tick where applicable)			
		You	Yearly	Termly	Monthly
<b>Maintenance loan</b> (Do not include any tuition fee loan)	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any other income not included on your main NHS Bursary application</b>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Expenses

Expenses this academic year	Amounts (Give total costs for you, your partner and any dependents, where applicable)	How often do you pay this amount? (Please tick where applicable)			
		Yearly	Termly	Monthly	Weekly
<b>Rent</b>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mortgage</b>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Utilities: Gas</b> If not included in any rent you pay		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Utilities: Electricity</b> If not included in any rent you pay		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Utilities: Water</b> If not included in any rent you pay		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Buildings insurance</b> (If you have a mortgage)	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contents insurance</b>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Council tax</b>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Regular medication/prescription costs.</b> If not exempt (include any prescription prepayment certificates).	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Travel</b> (Include all regular travel costs apart from placement travel)	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Car insurance</b>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Car finance</b>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Car tax</b>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Broadband/Landline</b>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mobile phone</b>	£	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 5. Your supporting evidence

Please tick the relevant boxes to indicate the evidence you are sending in support of your claim.

This should be as follows, depending on the information you have included on your form:

	What type of evidence should I provide?	Tick if you are including this with your claim
<b>Section 1 – your details</b>		
<b>Student loan</b> Maintenance loan/Adult Dependents Grant/ Parent Learning	Your most recent Student Finance England/ funding award letter for <b>this</b> academic year.	
<b>Section 2 - Your circumstances</b>		
<b>Where you live</b>	<p>If you pay rent or a mortgage these must be shown on your bank statements. You should also provide your current tenancy agreement if renting, or your most recent mortgage statement, if you own your own home.</p> <p>You do not need to provide evidence if you are living with your parents.</p> <p>If you are living in shared accommodation with other students, the number of occupiers must be shown on your tenancy agreement</p>	
<b>Section 3 - Your accounts</b>		
<b>Your Bank/ Building society accounts</b>	<p>Your last <b>three</b> months continuous statements from ALL of the accounts you have listed at Section 2 of this form.</p> <p>You <b>must circle/highlight all of</b> the relevant income and expenses on your statements entered on this form.</p> <p><b>If you do not do this and we are unable to identify a particular source of income or expenditure, it will not be included and this could affect the outcome of your claim.</b></p> <p><b>Statements not highlighted/annotated at all may result in the rejection of your claim.</b></p>	

<b>Section 4 - Your income and expenses</b>		
<b>Income</b>		
<b>Any other income</b>	Highlight/circle any payments on your bank statements and briefly indicate what this is/ where it is from.	
<b>Expenses</b>		
<b>Rent</b>	Highlight/circle any payments on your bank statements as rent and include a copy of your tenancy agreement.	
<b>Mortgage</b>	Highlight/circle on the relevant bank statement; and provide your most recent annual mortgage statement.	
<b>Utilities: Gas/Electricity/Water</b>	Highlight/circle your payments on your bank statement and provide a copy of your latest bill.  If you live in a shared house with other students and the cost of utilities is not included in the overall rent and is split between all tenants, highlight your personal contribution on your bank statement and provide a brief covering note explaining how the cost is shared (e.g. equally or via some other arrangement).	
<b>Buildings insurance</b> (if you have a mortgage)	Highlight/circle on your bank statements, where applicable.  If you pay annually rather than monthly, provide your most recent insurance letter showing the annual premium.	
<b>Contents insurance</b>	Highlight/circle all relevant payments on your bank statement(s) and provide a copy of your most recent contents insurance schedule.	
<b>Council tax</b> (if not exempt)	Highlight/circle on your bank statement as 'C Tax' and provide a copy of your most recent council tax demand notice for the current financial year.	
<b>Regular medication/prescription costs</b> (These should only be included if you, or a family member named on your form as part of your household have an on-going condition requiring regular medical treatment/ medication)	Highlight/circle on your bank statement. You must also provide recent receipts for prescriptions <b>or</b> official evidence that you have purchased a Prescription Prepayment Certificate, if applicable.	
<b>Travel</b>	If any travel costs are shown on your bank statements please ensure these are highlighted/circled and marked as 'travel costs'. This can include public transport costs or fuel payments if you have a car.	

<b>Car insurance</b>	Highlight/circle payments on your bank statements as 'car finance' showing the amounts you are expected to pay and the dates.	
<b>Car finance</b>	Highlight/circle any payments on your bank statements and provide the relevant car finance agreement.	
<b>Car tax</b>	Highlight any payments on your bank statements. If you do not pay your car tax on a monthly basis, and payments are not showing on the bank statements you include, you should provide alternative evidence such as correspondence from the DVLA.	
<b>Broadband/landline phone</b>	Highlight on your bank statement and provide a copy of your most recent bill, where applicable.  If you pay a contribution to the overall bill, please indicate this.	
<b>Mobile phone</b>	Highlight on your bank statement and provide a copy of your most recent bill.	

## 6. Student declaration

### To be completed by the applicant.

1. In making a claim, I understand that the NHS Hardship Grant is not payable if any of the following circumstances apply:

- a. making good a default in contribution by a parent, spouse, civil partner or partner
- b. meeting travel and dual accommodation expenses originally assessed as able to be met from the student's own income
- c. meeting a temporary shortfall in income, such as where I am awaiting payment of a maintenance award or reimbursement of travel and dual accommodation expenses or where I require a loan.

2. I confirm that:

- a. I am currently attending a recognised course leading to registration as a doctor or dentist.
- b. I am eligible for, and in receipt of, an NHS Bursary.
- c. I am in genuine financial hardship.
- d. I am unable to manage the shortfall in my income by my own actions.
- e. I have exhausted all other available sources of funding, including any reduced rate maintenance loans from Student Finance England and hardship funds available from my university.
- f. None of the circumstances in 1 (a) to (c) above apply to me and I wish to apply for financial assistance from the NHS Bursary Hardship Grant.

3. I understand that:

- a. the administration of the NHS Hardship Grant and responsibility for the counter fraud and security arrangement in the NHS are both responsibilities of the NHS Business Services Authority (NHSBSA).
- b. NHSBSA Student Services may share the information on this form with the NHS Counter Fraud Authority (NHS CFA) for the purposes of the prevention, detection, investigation and prosecution of fraud any other unlawful activity affecting the NHS.

4. I understand and accept that the terms and conditions (including rates) of the NHS Hardship Grant may change at any time without notice, and the scheme is subject to continued government funding, which may cease at any time without notice.

**Please note:** NHSCFA collects data appropriate for preventing and detecting crime within the NHS. Data is provided to NHS Counter Fraud Authority in the course of investigations undertaken by the NHSBSA and Department of Health and Social Care, intelligence gathering and other proactive anti-crime programmes.

By signing this declaration I am also aware of the main NHS Bursary terms and conditions, including the Privacy Notice and Consent to share information clauses, as set out in the declaration I signed when I registered for my NHS Bursary account.

Signature

Date

			/				/				
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Name (please print)

**Now hand your completed form to your university for them to counter-sign section 8.**

We cannot accept your claim if this has not been completed.

## Information

If possible, please email your claim form and supporting evidence to us at:  
[nhshardshipgrant@nhsbsa.nhs.uk](mailto:nhshardshipgrant@nhsbsa.nhs.uk)

If you are unable to use email to send your claim, you can post your form and supporting documents to:

NHS Hardship Grant  
NHSBSA Student Services  
Hesketh House  
200-220 Broadway  
FLEETWOOD  
FY7 8SS

### **Processing your application:**

We aim to fully assess all NHS Hardship Grant applications within 20 working days from the date of receipt, providing that:

- your form has been completed in full and all supporting documents have been sent
- your university has completed Section 7

If we have a query about anything in your application we will contact you by telephone or email.

You will be informed of the outcome of your application by email, so please ensure the email address you provided when registering your NHS Bursary account is up to date and enabled to accept messages to your inbox from NHSBSA Student Services.

## 7. University authorisation

To be completed by a university hardship fund administrator or money adviser.

Date student applied to you for hardship funding   /   /

Was an award made? (Please tick)  Yes  No

If yes, was any of the award repayable?  Yes  No

If yes, how much will the student have to repay?

### Additional information (optional)

This section can be used to provide any additional information that you feel is relevant in support of the student's claim. If you require more space, please continue on a separate sheet or provide a covering letter.

By signing this declaration I confirm that the student named on this application form has been assessed for hardship funding by this university, as described in the academic authority's Office for Fair Access (OFFA) agreements. I confirm that the student is currently attending this university.

Signature

Name (please print clearly)

Position/job title

Email address (please print clearly)

Date   /   /

University official stamp