INTRODUCTION

This document has been produced as a guide to your bursary and provides other information which you will need during your course. This information is updated as and when required.

If you have any queries concerning the contents of this booklet you should contact the Student Bursary Manager at:

Bursary Administration Unit
Business Services Organisation
2 Franklin Street
Belfast
BT2 8DQ

Tel: 02895 363988
02895 363818
02895 363817

Email: studentnurse.bursaries@hscni.net

PLEASE NOTE

Bursary Staff are only available to accept telephone queries between the hours of:

10.00 – 12.00AM

2.00 - 4.00PM

ADMINISTRATION AND CALCULATION OF BURSARIES

With the exception of those students who are seconded employees, or funded separately, all full time pre-registration nursing and direct entry midwifery students taking up a commissioned DHSSPS place on a course leading to entry on the Nursing and Midwifery Council Register will be entitled to receive a bursary while undertaking the course.

The level of the bursary is determined annually by the Department of Health, Social Services and Public Safety and the specific rates are shown in this booklet. **The rates for academic year 2014-2015 are currently subject to change (See Appendix 1)**

Arrangements for payment of bursaries shall be negotiated between the Bursary Administration Unit and the Education Provider (currently QUB and UU). Student-Staff organisations will be consulted as necessary.

DEDUCTIONS FROM BURSARIES

Income Tax and National Insurance are not deducted from bursary payments. In general Bursaries are not superannuable.

Seconded HSC staff should clarify the position regarding superannuation with their employer.

PAYMENT OF BURSARIES

On commencement of the course, students will receive approximately six weeks' bursary. Thereafter bursaries will be paid monthly in arrears. (See Appendix 2)

Students will normally receive their bursary on the third last banking day of each month except for Christmas; the date of December's payment will be printed in the November bursary slip.

Students will be required to complete a bursary application form provided by the Bursary Unit before receiving any payments.

The Bursary Administration Unit maintains close working relationships with the Education Providers to ensure the smooth administration of bursaries.

For security and administrative purposes the Bursary Administration Unit will transfer a student's bursary into his/her Bank or Building Society Account directly, using the Banks Automated Clearing System (BACS).

Students will be required to complete a bank details form on commencement of the course.

All bank or building society accounts must be within the United Kingdom.

In order that students receive the bursary advice slips in a timely manner they will be posted by second class postage to the address specified by the student.

DISABLED STUDENTS

In certain circumstances some students may be eligible to receive a disabled student's allowance. The Disability Services Units at both Universities will liaise with the Bursary Unit regarding assessment of student needs.

For further information contact the Bursary Administration Unit. (Rates are shown in Appendix 1).

LODGING CHARGES

A charge for lodgings may be deducted from the bursary, if appropriate, i.e. if the accommodation is within a facility run or owned by a HSC Trust, who maintain an arrangement with the Bursary Administration Unit to make deductions on their behalf.

The HSC Trusts will notify the Bursary Administration Unit of the student's name and the appropriate current charges for the accommodation. Bursary staff will then deduct the lodging charges, where appropriate, from the student's bursary.

It should be noted that these charges may be subject to alteration each year and variance may

occur depending on where the accommodation is situated.

Whilst the Bursary Administration Unit will carry out the above, any **queries** which a student may have regarding accommodation charges or refunds should be forwarded to the relevant Trust.

CLINICAL PLACEMENTS

Students are reminded of their primary obligation to attend clinical placement as arranged by the University. Students should also be mindful of the effect of part time work on their studies.

EXCESS TRAVEL/ EXPENSES

Students will be required to complete an expenses claim form for reimbursements of the appropriate expenses. Students may not claim for normal daily travel costs to and from their Educational Institution.

Only costs incurred when travelling to and from Clinical Placements in Northern Ireland, which are in **excess** of normal daily costs to and from their Educational Institution, may be reimbursed to students.

In addition to the above, final year direct entry midwifery students can also be reimbursed excess expenses whilst undertaking their clinical caseload module between May – August.

Furthermore final year adult, children, mental health & learning disability students can be reimbursed excess expenses whilst undertaking clinical caseloads.

Students will be reimbursed in accordance with one of the following options:

1. Cost of Public Transport, receipts must be provided.

2. Cost of Health Service Accommodation, when in excess of normal daily costs (as above), receipts must be provided.

3. Cost of Private Transport at Public Transport Rate, currently 24.3p per mile, if no suitable Public Transport or Health Service Accommodation available.

4. **If none of the previous options are available**, a student may use a private taxi however they should contact the Bursary Unit in advance to ensure that they will be reimbursed. Receipts must be provided. Where receipts are not attached, reimbursement will be made at public transport rate.

5. If in exceptional cases it is necessary for a student to reside in Northern Ireland Tourist Board accommodation, the Education Provider or student must notify the Bursary Administration Unit *in advance* to confirm payment will be made.

Total travel costs/expenses will be reimbursed on production of valid receipts up to a maximum amount of £25.00 per day.

As in all cases, the level of financial assistance payable will be limited to the lowest cost option available in relation to each Practical Placement. It is therefore the responsibility of the student to ensure they use the cheapest method available.

Expenses claim forms can be obtained from the Placement/Allocation Office of your Education Provider. Where appropriate tickets/receipts must be attached to the completed form.

The fully completed expenses claim form must then be submitted to the Placement/Allocation Office of your Education Provider for verification.

To ensure prompt reimbursement, the Bursary Administration Unit would like you to note the following:

- The expenses claim forms must be signed by the authorised officer of your Education Provider, normally the Placement/Allocations Officer, who will then forward them to the Bursary Administration Unit.

- Expenses must be submitted within 6 months of commencement of the placement in order to be reimbursed.
- Incomplete expense claim forms, missing receipts or failure to obtain the signature of the designated officer will result in a delay in payment.

DEPENDENCY ADDITIONS

In certain circumstances some students may be eligible to receive additional means-tested allowances in respect of their dependants.

Students who qualify for the dependency allowance will automatically receive the parents learning allowance if they have children.

(Rates are shown in Appendix 1)

For further information contact the Bursary Administration Unit.

CONTRIBUTION TOWARDS CHILDCARE COSTS

Students who make an application for child care costs must meet the following criteria:
(Rate shown in Appendix 1)

- In receipt of the dependency element of the bursary.
- The childcare provider must be registered or approved. In addition your child or children must be aged 15 or under on the first day of the academic year or 17 or under on this day if they have special educational needs.
- You or your spouse/partner are not in receipt of the childcare element of the working tax credit or receiving funding from any other source.
- Your 3 or 4 year old child must not be in receipt of a free place from the early year's service within your Education & Library Board.

The contribution towards childcare will be credited on production of a verified claim form CCC/F1 that can be obtained from the Bursary Administration Unit. The contribution may be paid as a monthly amount if the student offers proof of a monthly payment schedule with their childcare provider.

For further information please contact the Bursary Administration Unit.

ABSENCE FROM COURSE

Each Education Provider has its own curriculum regulations regarding attendance on a Higher Education Nursing programme. Students are therefore reminded to check their course regulations and ensure they fully understand them. Payment of the bursary may be withheld during any period in which a student is excluded by the Education Provider from attendance on the course, or during which a student is absent without leave from the course.

If the absence is as a result of ***certified illness***, payment of the bursary may continue for up to 60 days and then may cease until the student returns to the course. If a student is required to take a leave of absence from their course due to ***pregnancy***, their bursary payments may continue for up to 45 weeks. Students should contact their University for further information.

If a student requires an extension to complete the course, the bursary may be extended if it is likely that he/she will complete their studies within a reasonable period. This is at the discretion of the relevant Education Provider in consultation with the Bursary Administration Unit. (For more details on eligibility to a bursary extension see Appendix 3).

STUDENT SUPPORT FUND

Pre-registration nursing and direct entry midwifery students may be entitled to discretionary financial help from their particular University. For further information please contact the appropriate person below:

- Queen's University students please email Connie.Craig@qub.ac.uk
- University of Ulster students please email Linda Martin at L.martin@ulster.ac.uk

TRANSFERS

Students will only be permitted to transfer between Universities in exceptional circumstances, and permission should be sought from the Department. In the event of a student requesting a transfer during their training, they should contact their University in the first instance.

ELIGIBILITY

The Education Provider should ensure that a pre-registration commissioned place with access to a bursary is not offered to any overseas student who is not a national of an EC or EEA state.

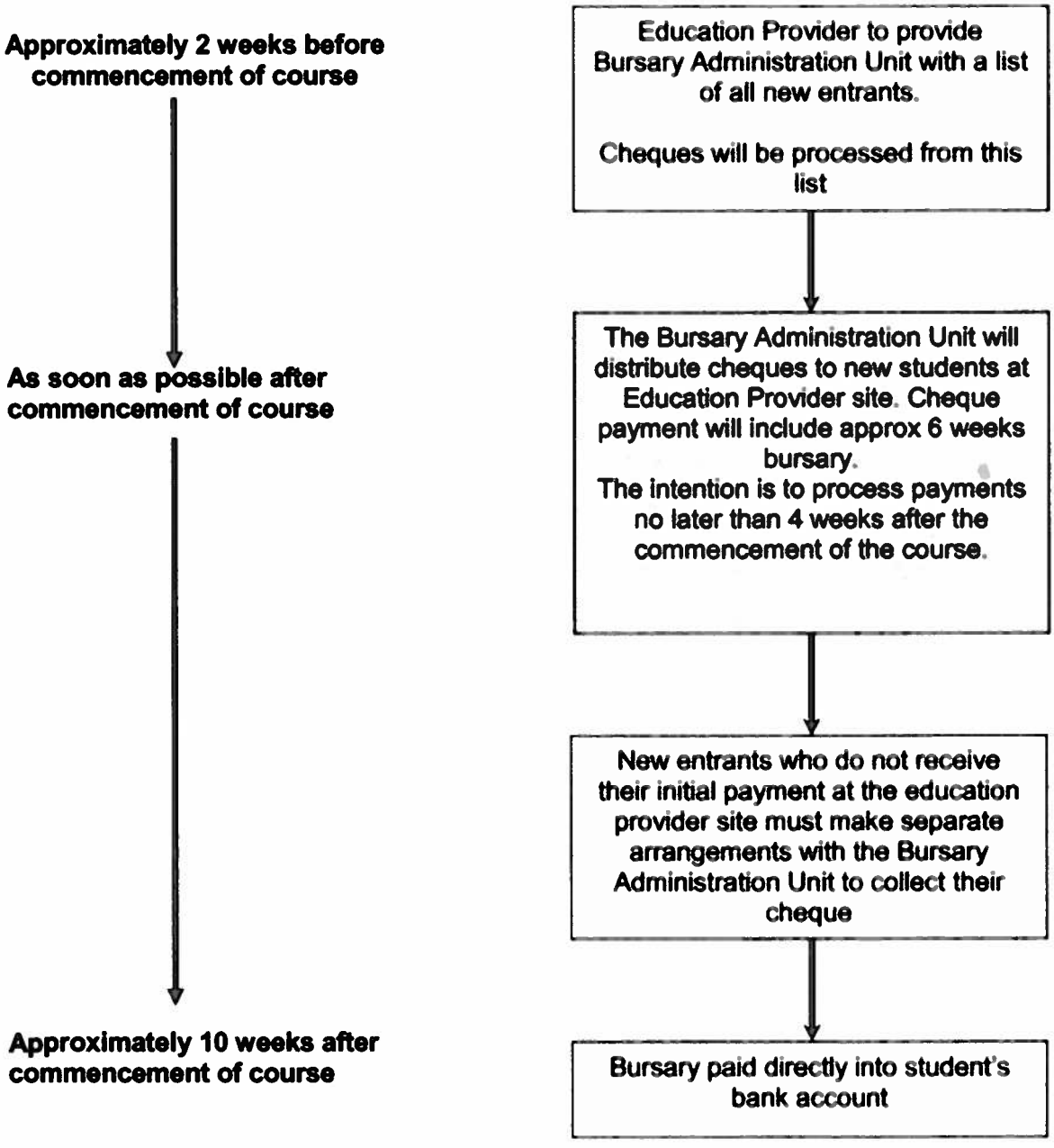
APPENDIX 1

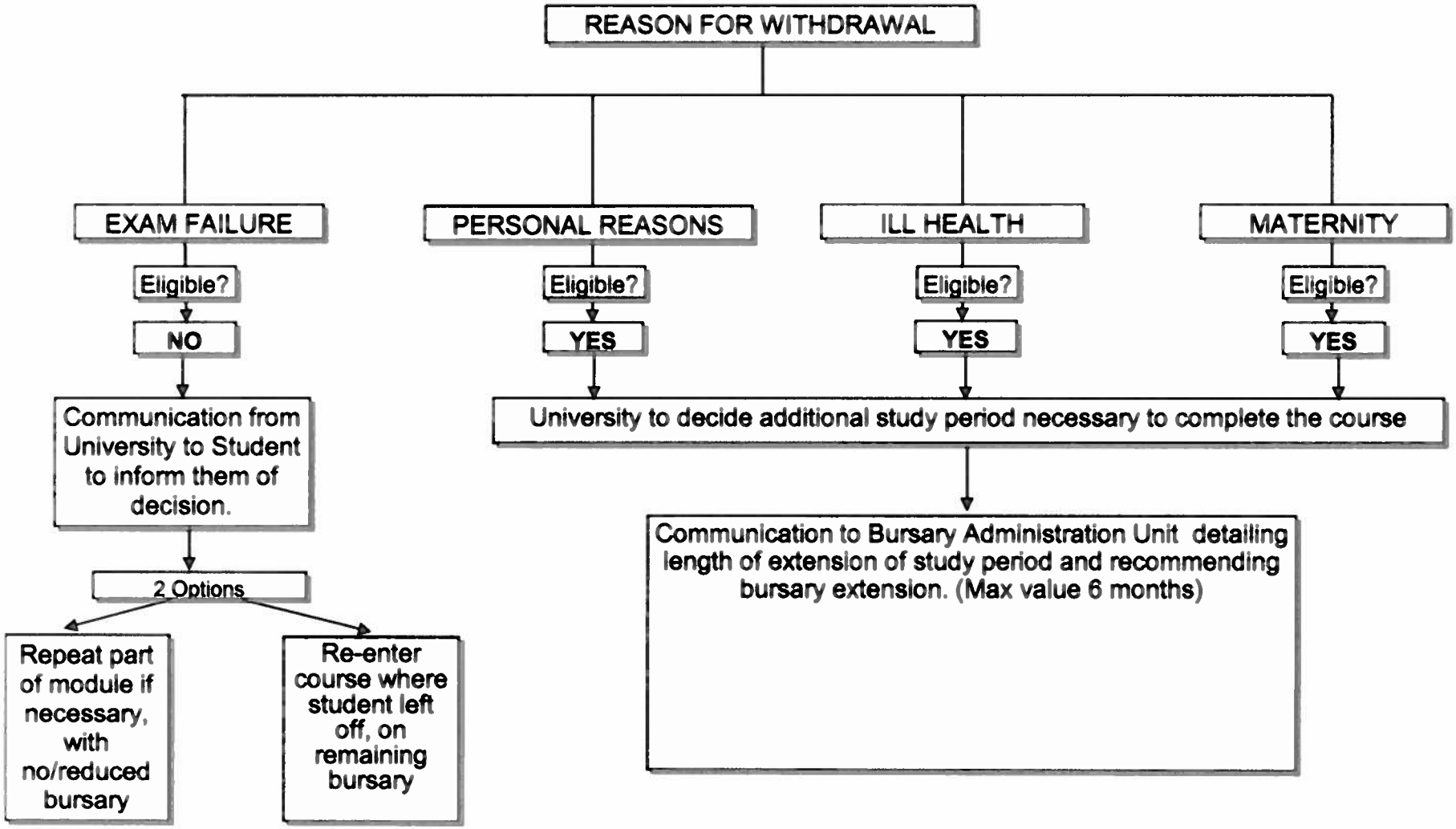
BURSARY RATES FOR STUDENTS COMMENCING FROM ACADEMIC YEAR 2014 (Subject to Change)

Basic Award (non means-tested)	
Per academic year	£5165
Per month	£430.42
Dependants Allowances (means-tested)	
Spouse or first child	£2389
Each subsequent child	£567
Parents Learning Allowance (non-means tested)	£1125 p.a.
Contribution towards Childcare Costs per academic year	£1245(max)
Disabled Student Allowances	
Specialist Equipment Allowance	£ 5,266 (whole course)
Non-Medical Help	£20,938 (per annum)
General Allowance	£ 1,759 (per annum)

APPENDIX 2

PAYMENT ARRANGEMENTS – NEW ENTRANTS



N.B. Payment of dependency additions will be included in bursary payments as soon as possible after the necessary documentation has been received.

BURSARY EXTENSIONS