NHS

Student Bursaries

What should I do if my circumstances change?

BOSS Students

Please note, before you inform us of your change of circumstances on your BOSS (Bursary Online Support System) account you must check that you have selected the correct academic year's application that the change relates to via the drop down menu titled 'Enrolment Period' in the top right corner.

Changes that you notify us about by completing a change of circumstances form through your BOSS account are:

- Change of address.
- Change of relationship status.
- Change of estimated income relating to additional allowances e.g. Dependants' Allowance.
- Additional children.
- Change of contact details.
- Change of childcare arrangements (see question below for more details).

Changes that you must notify our helpline about on 0300 330 1345 are:

- Interrupting your training or leaving your course (your University need to know about this too, so they can submit the withdrawal form to us).

Changes that you must complete a paper form for:

- Reduction of 15% or more to the previous tax years income (please complete a Current Income Reassessment form which is available from the "Student Forms" page of our website).
- Change of childcare costs (see question below for more details).

Do I have to go through the full application to change my circumstances?

No. At the top of the page in your BOSS account you will be able to see boxes showing different parts of the form, and you can click these to jump to different sections.

I applied for childcare when I made my original bursary application but I have since had a change in my childcare arrangements. What should I do?

Same provider/s

If you are using the same provider/s as on your original application and only the costs have changed then you should complete a revised paper childcare application form to inform us of this (you do not need to complete an online change of circumstances). This form is available to download from our website.

Change of/additional provider/s

If you have changed or are using an additional provider not declared on your original application then you should complete both a revised paper childcare application form to inform us of this (and any change in costs) and an online change of circumstances in BOSS (where you will enter the new provider). The paper form is available to download from our website.

I have changed my bank details, what should I do?

There is a separate link in your BOSS account which allows you to change your bank details.

I have been assessed as a "fees only" student due to one or both parents not having declared their income and I now want apply for the full bursary and declare the income. How do I do this?

If your original BOSS application is showing as 'pending' or 'active' your application will need to be rejected in order for you to be able to complete a new application and declare the income. Please call our helpline on 0300 330 1345 to arrange for this to happen.

If your original application has been approved then you will need to complete a new application (declaring the income this time) and submit any additional evidence requested that has not already been sent.

I am transferring from a Diploma to a Degree course. What is the correct application procedure?

Your University or College must submit a BUR102 form to confirm the transfer of programme.

You must apply online through BOSS selecting the correct degree course, start date and duration and supply all requested information.

Any deviation from the above may result in an incorrect bursary assessment being carried out and could potentially result in either a significant overpayment or a nil payment until you supply the correct information.

If you are unsure about how to apply then please contact us to discuss. You can contact us by calling the Student Bursaries helpline on 0300 330 1345.

Non-BOSS Students

Please see the "Student Forms" page of our website for more information on how to inform us of a change to your circumstances.