



## MSc Social Work 2016/17 Advice, Information & Funding Service (AIFS)

This information sheet supplements the information you should also obtain from the NHS Business Services Authority (NHSBSA), which is the body administering Social Work bursaries on behalf of the Department of Health: [www.nhsbsa.nhs.uk/swb](http://www.nhsbsa.nhs.uk/swb)

From the beginning of the academic year 2016 the number of bursaries available will be restricted – postgraduate bursaries will be limited to 1,500 nationally for the 2016 academic year.

The University will decide who receives a Social Work Bursary. The Department of Health has issued the criteria to each University explaining how the capping system will work. If you require further information regarding the figures and methodology that your HEI has used, please contact the Faculty directly on 020 7133 5107 or [socialscience@londonmet.ac.uk](mailto:socialscience@londonmet.ac.uk)

London Metropolitan University will agree a shortlist of students within their allocated number of places and then notify Social Work Bursaries of this list of students. Only if you are on the list from your HEI and providing you satisfy the residency and other eligibility criteria will you be assessed for a Social Work Bursary.

If you have not been allocated one of London Met's bursary places then you will not be eligible to receive the Social Work Bursary. In such a case, the only funding you may be eligible to receive from the NHSBSA will be the fixed contribution towards your placement travel expenses through the Placement Training Allowance (PTA). If you satisfy the residency and other eligibility criteria, the PTA will be available to you.

### **Funding sources and eligibility for funding**

You must meet both residency and other eligibility criteria in order to receive a bursary. You should check that you meet the criteria by referring to the NHSBSA website: [www.nhsbsa.nhs.uk/swb](http://www.nhsbsa.nhs.uk/swb)

(Please note that the NHSBSA does not have responsibility for the funding of students from Scotland, Wales or Northern Ireland. Contact details for the social care organisations for Scotland, Wales and Northern Ireland can be obtained from the NHSBSA website).

The bursary package for postgraduate students consists of both **income-assessed** and **non-income-assessed** elements.

### **Non-income-assessed support**

If you meet the eligibility criteria for a bursary you are automatically entitled to the non-income-assessed elements (a basic grant, tuition fee assistance and allowances for those with a disability):

## **Basic grant**

Full-time students are eligible for a basic grant of up to £3,762.50 for a 52 week period. This includes a fixed contribution of £862.50 for placement travel. However, as this contribution is not paid separately from the basic grant, you are free to use the money in a manner that best suits your circumstances.

## **Tuition fee assistance**

The NHSBSA can pay a maximum of £4,052 for tuition fees for full-time students and £2,026 for part-time students. Students are liable for the remainder of the fee, and you will normally be expected to pay at least 20% of that fee at or prior to enrolment. The total full-time fee for Home students is £7,280.

The NHSBSA will pay the tuition fees directly to London Metropolitan after 1 December 2016. If you withdraw from your course before this time, the NHSBSA will not accept responsibility for your fees.

## **Disabled Students' Allowance**

Students with a disability can also apply for a Disabled Students' Allowance (DSA) from the NHSBSA.

## **Income-assessed assistance**

The income-assessed element of the bursary consists of a Maintenance Grant and allowances for dependants:

### **Maintenance Grant**

Full-time students may be entitled to a Maintenance Grant of up to £4,201 for a 52 week period. To calculate how much you are entitled to, the NHSBSA will look at your net unearned income (income that you have not earned by working, e.g. dividends from shares, interest on savings and income from land or property) during the current academic year and, if applicable, your partner's residual income (the gross income from all sources less specific allowances such as pension contributions) from the previous tax year 2015/16. When calculating your entitlement, they may also take into consideration other dependants in your family.

### **Allowances for dependants**

These consist of a Childcare Allowance, Adult Dependants Allowance and Parents' Learning Allowance. As all three allowances are income-assessed, you do not automatically qualify for them just because you have dependants.

### **Childcare Allowance**

If you are eligible, the NHSBSA will pay up to 85% of your registered or approved childcare costs – up to a certain limit. If you have one child in childcare, they will pay up to £155.24 per week for a 52 week period (or until the end of the course). If you have two or more children in childcare, they will pay up to £266.15 per week.

### **Adult Dependants Allowance**

If you have an adult who is wholly or mainly financially dependent on you, you may be eligible for up to £2,757 for a 52 week period. You may only claim for one adult dependant.

### **Parents' Learning Allowance**

If you have a child / children, you may be entitled to up to £1,573 for a 52 week period. This normally includes children up to the age of 18 in full-time education but does not include children in Higher Education.

## **How to apply**

To apply for the bursary, download the application pack from the NHSBSA website:

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

You must submit a new application each year.

Completed applications must be sent to the NHSBSA before the closing date of 1 November 2016. You should endeavour to get your application in early to avoid delays in payment.

It is advisable to keep a copy of your application form and any documentation you send for your own records.

The NHSBSA will send you a letter telling you if you are entitled to a bursary and the amount you are entitled to. They will normally deal with your application within 20 working days of receiving your application form.

The bursary is paid in three instalments, usually in September, January and April. All payments will be made by BACS (Banks Automated Clearing System).

If you wish to apply for the Disabled Students' Allowance and / or the Childcare Allowance you should download a separate application pack from [www.nhsbsa.nhs.uk/swb](http://www.nhsbsa.nhs.uk/swb)

## **Change of circumstances**

Please note that if your circumstances change at any time after you have submitted your application, you must immediately inform the NHSBSA in writing. Changes include withdrawal, suspension, deferral or interruption from your course, regardless of whether you intend to return, and being unable to attend your course for any reason where your absence exceeds 15 calendar days. It is your responsibility – not the University's – to inform the NHSBSA of any changes to your circumstances. Failure to do so could result in overpayments of funding being recovered and you may be required to pay additional fees and charges.

## **Repeat study**

Repeat funding will not generally be available to you for any period during which you are retaking a portion of your course. However, in exceptional circumstances, if you can demonstrate that you have failed to pass as a result of compelling personal reasons, such as serious illness or bereavement in the close family, you may be eligible for continued funding despite a failure to complete or pass a year. Academic failure will not be considered for repeat funding.

If you are only eligible to receive the Placement Travel Allowance (PTA) then the repeat funding is not available regardless of your circumstances.

If you stop your studies at any time, you will be entitled to a payment only for the days you were in attendance on the course.

## **Postgraduate Loan**

Postgraduate Masters Social Work students beginning their course in 2016/17 who are not awarded a Social Work Bursary may be entitled to apply for a Postgraduate Masters Loan available from the Student Loans Company of up to £10,000. Please do not apply for the Postgraduate Loan if you have been awarded the Social Work Bursary as this will invalidate your eligibility for the bursary.

## **Benefits**

The Social Work bursary may affect your entitlement to other benefits and allowances. If you are awarded the bursary, you must inform any organisations from which you are receiving benefits or allowances.

## **Useful contacts**

### **NHS Business Services Authority**

Social Work Bursaries

PO Box 141

Hesketh House

200-220 Broadway

Fleetwood

FY7 9AS

Tel: 0300 330 1342

Email: [nhsbsa.swb@nhs.net](mailto:nhsbsa.swb@nhs.net)

Web: [www.nhsbsa.nhs.uk/swb](http://www.nhsbsa.nhs.uk/swb)

This is a brief guide and as such cannot cover all eventualities. For this reason we recommend that you contact an adviser in the Advice, Information and Funding Service if you have any specific queries.

### **How to contact the Advice, Information & Funding Service**

Telephone Student Services reception and ask to speak to a student adviser:

Aldgate campus – 020 7320 2094 Holloway campus – 020 7133 2094

Email: [advice.studentservices@londonmet.ac.uk](mailto:advice.studentservices@londonmet.ac.uk)

Website: [www.londonmet.ac.uk/advice](http://www.londonmet.ac.uk/advice)

Additional information on student support and budgeting can be found at [www.londonmet.ac.uk/advice](http://www.londonmet.ac.uk/advice)

Note: Attendance at classes and completion of all assessments is a vital part of being a student. The University does monitor student attendance and, where there are no good reasons for a student not being in classes or submitting work, then students will not be able to continue on their course. This is likely to have an effect on current and future course funding.

Disclaimer: The content of this information sheet has been compiled using information from external sources, as well as University data. The content has been carefully checked and is given in good faith. However, the University cannot accept responsibility for the consequences of any inaccuracy.

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