



Student Bursaries

Head Office

Bridge House
152 Pilgrim Street
Newcastle upon Tyne
NE1 6SN

Student Email:

Student Name:

Student Reference Number:

Telephone: 0845 610 1144

Email: sbaccount@PPA.NHS.UK

Website: www.nhsbsa.nhs.uk/Students

[Date]

Dear [Name]

Re: NHS Bursary – Disabled Students Allowance (DSA)

I can confirm that we have received a copy of your Assessment of Study Needs and will be authorising payment from the Disabled Students Allowance for the following:

<u>Items Recommended</u>	<u>Amount (£)</u>	<u>Maximum Hours</u>
Equipment and Software	2000.00	
I.T Training	1500.00	8x ½ days
Non-Medical Help/Support		
Study Skills	5000.00	80
Amanuensis/Exam Scribe	600.00	24
General Allowance/Items		
Non-Core Books	500.00	
Consumables		
Photocopying/ Printing		
Internet		

Equipment

A payment of £2000.00 will be forwarded directly to your account on [Date] for the recommended specialist equipment.

You must provide your purchase receipts **no later than two months** from the date of this letter, showing the total amount you have paid for your specialist equipment (please do not send the delivery note or order confirmation as we cannot accept these).



INVESTOR IN PEOPLE

Supporting the NHS, supplying the NHS, protecting the NHS

Chief Executive - Nick Scholte Chair - Paul Rich

Please contact the supplier, Amano Technologies Ltd, to arrange payment and a suitable time for delivery and installation.

You may use the DSA to cover the cost of insuring any equipment recommended and purchased through the DSA. **Insurance is essential**, as DSA cannot be used to meet the cost of replacement in the event of theft or loss.

Non-Medical Support

- We will cover the cost of any recommended non-medical support that you have been recommended.
- You must not exceed the amount of hours recommended by your needs assessor.
- Invoices **must** be forwarded to the address below for payment via BACS:

*NHS Student Bursaries
NHS Corporate Finance
Bridge House
152 Pilgrim Street
Newcastle-upon-Tyne
NE1 6SN*

- Your provider must ensure that their sort code and account number is stated on every invoice. A timesheet must also be attached and signed by both the student and the tutor.
- You may wish to give your provider a copy of this letter as proof that we will cover the cost of any recommended support and make payment on your behalf.
- You must not exceed the recommended hours of support.

General Items Reimbursement

Your needs assessor has recommended a reimbursement for general items. We ask that you submit photocopies of any receipts/statements along with a covering letter detailing your claim.

You will receive an initial payment of £100 towards the cost of your consumables (e.g. photocopying, internet, printing supplies, etc). In order to be reimbursed for further consumable expenses please send us your total receipts for the initial £100. Further payments will then be made in respect of additional receipts sent by you.

If you wish to purchase books through the DSA you must ask your tutor to countersign the receipts before you submit them for reimbursement. Please note that any books you purchase through your DSA must not be core texts that all students are expected to purchase in any case.

If you wish to submit a claim for any consumable items you may do so. Consumables are items needed to run your recommended equipment such as paper, ink cartridges and batteries. You must submit photocopies of any receipts/statements along with a covering letter detailing your claim.



If you are making a claim for internet we ask that you provide statements from your broadband provider which clearly show the amount you are paying and for which month/period. The statement must also show your name and address.

No direct payments will be made to you (such as consumables, internet, books etc) until the equipment receipts are received and checked.

You will be informed in writing of any payments we make to you through the DSA. Normally, all payments are made in arrears.

If you have any further queries please do not hesitate to contact me.

Yours sincerely,

[Name]
NHS Student Bursaries

cc. [Disability support services, university/college]

