



1. Apply as early as you can.
2. Make sure you read the guidance notes where indicated; if you make a mistake your application could be delayed for a long time.
3. Be careful to supply evidence where requested (Student Finance England indicate where they need this with an “e”).
4. Be especially careful to read the guidance notes if you need to prove, for example, that you are single, are estranged from parents or are financially independent from parents, eg. If you supply evidence from someone like a teacher to say that you are estranged, the letter should contain the words “.... I have known X for X years and she/he is irreconcilably estranged from her/his parents and is likely to be so for the foreseeable future” (if accurate).

5. Check that the evidence you supply is for the period of time requested; it’s not always the period you assume.
6. When you send evidence or information separately, make sure you put your name and Student Finance England or NHS Grants customer reference number on, and use Recorded Delivery. Make sure you keep a copy. Some evidence can be uploaded to your online account.
7. Three weeks after sending your application, telephone or email your student finance provider and make sure your application and evidence is OK. Don’t be afraid to keep checking. (Student Finance England phone number is 0300 100 0607 and NHS Student Bursaries is 0300 330 1345).
8. Don’t assume that if there’s a problem with your application you’ll be contacted quickly. If you haven’t heard anything that doesn’t mean everything’s OK.
9. Make sure you complete the income sections where appropriate. If you don’t give income details for yourself and/or your parents or partner where needed, then the assessors won’t be able to calculate your full financial entitlement.

10. If you’ve studied at university level before, your student finance may be affected and you should check with your student finance provider if you think this may apply. If you left because of compelling and compassionate reasons and can provide evidence of this, the time may be disregarded. Collect evidence eg. a letter from a doctor if appropriate. The letter should include dates of illness or incident and the words “this meant that X could not reasonably be expected to complete his/her course” (if accurate).

