NHS

Business Services Authority

NHS Learning Support Fund

Student guide to applying for NHS Learning Support Fund

Before you start to register for an account, you can do some preparation by:

- Reading the *NHS LSF guidance booklet which you can find on our website*.
- Do you intend to apply for a student loan? If you do, we will need to see your **student finance award letter**. If you don't intend to apply for a loan, we will need **proof of identity (e.g. passport)** and your residency status.
- If you think you qualify for Parental Support, we will need to see your c**hild's birth certificate**. If you have more than one child, we recommend using your youngest child's birth certificate.

Getting these documents together now will make your application journey more efficient when you come to register and apply.

Below is a brief overview of the account creation and application journey to assist you.

1 Account Creation



Account creation will only take a couple of minutes. An activation link will be sent to the email address you provided when you registered and you'll need to click this within 72 hours. Please check your spam/junk inbox as some email providers may filter our email into there. Once your account is activated, you'll be able to login. This will take you to the home screen of your account. From here you will be able to edit your personal information and later in your journey, change your bank account and monitor payment information.

When applying for the Training Grant, the first step is to create an academic year and provide your university and course information. This information is managed by you and it's extremely important this is correct as this is the information that will be used by your university to confirm attendance later in the year. If your university is unable to match your information then payments will not be released to you.

Your university/course information will remain editable until your university is able to match you, so you are in control. If you change university or the course you're doing you must make sure you update your details.

2 Survey

Once you have created an academic year, there's is a short survey for you to complete about the funding. Once this is completed, you'll have access to apply for NHS LSF.

3 Application

You will now have the option to apply for the Training Grant and this is the first time we will ask for evidence. You'll need to upload images of the documents requested; this can be done from your mobile device. The system will let you know when document upload is successful . You'll have the opportunity to delete and re-upload (if you picked the incorrect image) and as long the image submitted is the correct document and meets the criteria for image type/quality, we can complete an assessment. This will be your application for the Training Grant complete and the system will intelligently award the additional uplift for specialist subject payment based on the course you have chosen.

At this stage, you'll now also be able to apply for Parental Support. Again you'll need to provide evidence that meets the criteria for image type/quality in order for us to complete an assessment.

4 Complete

This would be your application journey complete and you can log out of your account.

For more information please visit www.nhsbsa.nhs.uk/LSF