Guidance notes for the David Godson Disability Award
Academic year 2017-2018

Important: Please read before filling in your application form for a David Godson Disability Award

Objective
The David Godson Disability Award is designed to support certain disabled students with the cost of their first undergraduate degree by providing funding towards the cost of module fees. (Excluding Access modules and modules of less than 30 credits).

Background
David Godson left school without any qualifications and started an engineering apprenticeship. Within months, at the age of 16, David lost his left arm in an industrial accident. Despite this, he completed his apprenticeship and went on to work in the automotive industry. David completed a degree with The Open University at the age of 31, and changed career path to join the Probation Service as a graduate trainee. He obtained a master’s degree in social administration and went on to work in a range of senior positions in the Probation Service, playing a role in developing national probation research and information strategies, including the publication of a number of articles in probation journals. In his early 50s, set up his own conference management business, providing a range of services to the Home Office and other criminal justice agencies. He is now retired and concentrates on writing and spending time with his family.

“Studying for an Open University degree transformed my life and I took on challenges I was previously led to believe were beyond me,” says David. “The term ‘disability’ can have an unintentional impact on people with physical disabilities and can adversely affect their self-esteem. If the David Godson Disability Award can make a small contribution toward people setting out on a voyage of discovery and believing in themselves, its aims will have been achieved.”

Eligibility criteria
1. Financial support will be limited to new students, or students in their second or third academic year (ignoring completion of Access modules), who are disabled (as defined in paragraph 2 below) and studying a 30/60 credit Level one or Level two module for their first degree.
2. Disabilities will be limited to:
   a. Loss, or permanent paralysis, of one or more limbs, and/or
   b. Severe permanent mobility impairment that affects the person’s physical coordination and ability to walk, lift, carry and perform day to day tasks. This usually means that the person will use a wheelchair.
c. Those exhibiting clear physical disabilities as a result of, for example (and this is not an exhaustive list):
   
   i. Acquired brain injury (where exhibiting clear physical symptoms)
   ii. Muscular dystrophy
   iii. Cerebral palsy
   iv. Parkinson’s disease (where exhibiting clear symptoms)
   v. Multiple sclerosis (where exhibiting clear symptoms)

3. Verification of disability must be provided by a General Practitioner or appropriate medical specialist (whose field of expertise must be relevant to the disability).

4. Applicants will be responsible for the cost of obtaining medical evidence.

5. Each student must satisfy the University’s criteria for financial support.

6. Initially the awards will only cover Level one or Level two modules (excluding modules of less than 30 credits) up to 40% of the cost. The maximum award will be £1,000.

7. Recipients will be selected by the university with awards being granted on a first come, first served basis for qualifying applicants.

8. The Award will be managed in line with the University’s existing financial regulations.

9. All awards will be given under the designation “David Godson Disability Award”.

Enquiries

If you require the application form or guidance notes in an alternative format, or have any queries about the completion of the form please contact Student Fees.

Telephone 01908 653411 (08:30-17:30 Monday to Thursday; 08:30-17:00 Friday)

Email: OU-DavidGodson-award@open.ac.uk

Where to send my application:

Please post your completed application form and evidence to:

David Godson Award

 c/o Student Fees

 The Open University

 PO Box 6055

 Milton Keynes

 MK10 1NH
Help with the form – explanatory notes

Please use the explanatory notes on the following pages to help you answer the questions on the application form correctly and supply all the required evidence. If there’s anything on the form that you’re not sure about, contact Student Fees who will be able to help you (contact details on the front page of the application form).

All applicants must provide supporting documentation for their application as detailed in the notes below. Please be aware that if all the required supporting documentation is not received it will not be possible to process your application and your form will be returned to you.

Evidence of disability

Verification of your disability must be provided by a General Practitioner or appropriate medical specialist (whose field of expertise must be relevant to the disability). Applicants will be responsible for the cost of obtaining medical evidence.

Personal details

As well as providing details of your nationality in the personal details section you must also provide proof of your residency in the UK as detailed in section 2.

The following documentation must be provided to prove your residency in the UK. Copies of the following residency documentation should be provided. The copies are required to be certified as a true copy in the format described and by someone listed on page 4.

Section 1: Previous study & financial support

Previous study

If you hold or have studied towards any higher education qualification such as an undergraduate ordinary, foundation or honours degree, HND or HNC you do not qualify for a David Godson Disability Award. If you hold or have studied towards an undergraduate level certificate, diploma or degree or hold a postgraduate qualification that was obtained without you having achieved a prior undergraduate degree this also means you may not qualify for the Award. If you are unsure what type of qualification you hold, please contact us for advice.

Section 2: Residency

If you are resident in Northern Ireland or have not used a Part-time Tuition Fee Loan to pay your module fees, you must provide evidence of your residency as detailed below.

<table>
<thead>
<tr>
<th>Evidence of:</th>
<th>Evidence item required:</th>
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<tbody>
<tr>
<td>UK nationality</td>
<td>Certified copy of your UK passport or UK birth certificate.</td>
</tr>
<tr>
<td>EU nationality</td>
<td>Certified copy of your passport or national identity card.</td>
</tr>
<tr>
<td>Evidence of:</td>
<td>Evidence item required:</td>
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<tr>
<td>Parent’s Swiss nationality and your relationship to them</td>
<td>Certified copy of your parent’s passport or national identity card (if these show proof of their Swiss nationality and your relationship to them).</td>
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<tr>
<td>Turkish parent’s worker status in the UK – your relationship to them</td>
<td>Certified copy of your parent’s passport.</td>
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<td></td>
<td>Certified copy of your parent’s P60 or a letter from their employer.</td>
</tr>
<tr>
<td>European Economic Area (EEA) or Swiss nationality</td>
<td>Certified copy of passport or national identity card</td>
</tr>
<tr>
<td>Employment of the EEA or Swiss national who is working or has worked in the UK</td>
<td>Send a copy of one of the following:</td>
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<tr>
<td></td>
<td>A P60 or a letter from employer if currently working.</td>
</tr>
<tr>
<td></td>
<td>Audited accounts, tax returns or details of income if self-employed.</td>
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<tr>
<td></td>
<td>A letter from employer confirming the intention to continue working while studying.</td>
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<tr>
<td></td>
<td>P45, P60 or letter from previous employer if previously worked in the UK.</td>
</tr>
<tr>
<td>Settled status</td>
<td>Certified copy of UK passport or a letter from the Home Office which confirms immigration status.</td>
</tr>
<tr>
<td>Refugee status</td>
<td>Certified copy of a Home Office letter and an immigration status document, normally a passport.</td>
</tr>
<tr>
<td>Relationship to person holding refugee status if it is not you</td>
<td>Certified copy of evidence to confirm your relationship to the person who has been granted refugee status.</td>
</tr>
<tr>
<td>Humanitarian Protection (previously ‘leave to enter or remain’)</td>
<td>Certified copy of a Home Office letter and an immigration status document, normally a passport.</td>
</tr>
<tr>
<td>Relationship to person holding Humanitarian Protection status if it is not you</td>
<td>Copy of evidence to confirm your relationship to the person who has been granted Humanitarian Protection.</td>
</tr>
</tbody>
</table>

**Certifying your documents**

Whatever residency document(s) you are supplying, they must be copies. **Do not** send us the originals as we cannot accept responsibility for loss or damage to them. The copies must be certified by a person who falls into one of the categories below:

- consular official
- local government official
- minister of religion
- social worker
- medical doctor
- prison officer
- lawyer
- probation officer
- permanent civil servant
• justice of the peace
• teacher (active or retired)
• commissioned officer of the armed forces (active or retired)
• police officer (active or retired)

You do not need to know or be known by the person who is certifying your document. You are simply asking them to verify that they have seen your original documents and that they fall into one of the categories listed.

The following wording should be written by the person certifying your document on a copy of your original document (preferably on the same side as your document copy, or if space is insufficient, on the reverse):

1. “Verified as a true copy of the original document”
2. Signature and name
3. Category of person (from above list)
4. Date
5. Contact phone number and address (or company stamp)

**Section 3: Financial eligibility - benefits**

Please provide a full copy of an award letter dated within three months of this application proving that you or your husband, wife, civil partner or partner are currently in receipt of one of the following benefits:

**Students in England, Northern Ireland and Wales**

Universal Credit, Income Support, Housing Benefit (including Local Housing Allowance), Income-Related Employment and Support Allowance, Income-based Jobseeker’s Allowance or New Deal Allowance.

**Students in Wales can also provide evidence of the following benefits:**

Council Tax benefit or a reduction under a Council Tax benefit scheme

Please note Tax Credits Awards are not a qualifying benefit and you will need to apply under the income criteria if you or your partner are not currently in receipt of one of the qualifying benefits listed above.

**Section 4: Financial eligibility - income**

If you are not in receipt of a qualifying benefit (see section 3) you can apply on the basis of your income. To qualify for an award your gross household income (your income and if applicable any income earned by your husband, wife, civil partner or partner) in the tax year 6\(^{1}\) April 2016 to 5 April 2017 would need to be below £30,000.

If you live with your parents you do not need to declare their income.

You will need to complete the income declaration in section 3 and provide evidence, as detailed below.

When completing the income declaration please use exact gross figures and do not round up or down. The income declared must match the evidence you provide.
Wages or salary from paid employment

Your employment income is based on the income you received in the last complete financial year (i.e. to the year ending 5 April 2017). If your income is over the threshold in the last complete tax year but is likely to be substantially less in the current financial year, please contact Student Fees who will be able to advise you of any support available.

Income from self employment

You should give the details shown on your self-assessment form for your trading year which ends during the period from 6 April 2016 to 5 April 2017.

If you cannot give us the amounts, you should give an estimate and write ‘E’ beside the amount on the form. In this case you should provide evidence of your income in the period 6 April 2015 to 5 April 2016 to support your estimate. For additional guidance on the correct evidence to provide visit www2.open.ac.uk/students/_data/documents/helpcentre/funding-your-studies/self-employed-income-help-document.pdf

Income from benefits and tax credits

If you receive a benefit to help you with specific costs, do not include it as income. If your benefit is paid as income for living costs, you should include it as income. We will not accept tax credit awards notices as evidence.

Benefits to include as income (you must provide evidence)

- Contribution-based JSA
- Incapacity Benefit
- Maternity Allowance
- Statutory Sick Pay
- Carers Allowance
- Retirement Pension

Benefits NOT to include as income

- Disability Living Allowance
- Attendance Allowance
- Industrial Injuries Benefit
- Child Benefit
- Guardian’s Allowance
- Working or Child Tax Credits
- Higher Education Bursary paid to care leavers
- Personal Independence Payments
- Armed Forces Independence Payments

Other income

Income from any property lettings, such as rent, should be included and if any income is received through the ‘rent a room scheme’ this should also be noted as a separate entry.

If the total income you declare is ‘nil’ you will need to use the box on page 3 to explain how you support yourself or your application will be returned to you. In addition, if you have been
supported financially by someone during the 6 April 2016 to 5 April 2017 tax year you will need to provide a signed letter from that person which confirms this.

Evidence to be provided
You must provide evidence for the last complete tax year (which runs from 6 April 2016 to 5 April 2017)

• **Your and/or your partner’s employment income**
  Photocopy of your and/or your partner’s P60 and/or P45(s)
  or
  Photocopy of your and/or your partner’s payslips for tax month 12 or tax week 53 showing ‘Total paid to date’ for earnings in the period 6 April 2016 to 5 April 2017.

• **Your and/or your partner’s self employment income**
  Photocopy of a letter from your and/or your partner’s accountant confirming your income from self employment or a photocopy of HM Revenue & Custom’s tax calculation
  or
  If you are a company director, a photocopy of your P60, P11D or independent confirmation of your earnings and director’s fees from a chartered or certified accountant.

• **Your and/or your partner’s retirement or disability pension**
  Photocopy of proof of amount and how often it is paid (for the period stated above).

• **Your and/or your partner’s benefits**
  Photocopy of letter from Jobcentre Plus confirming which benefit(s) you received, when you received them and how much you received.

• **Your and/or your partner’s unearned investment income (e.g. interest from bank or building society account or shares).**
  Photocopy of statement (for the last tax year)
  or
  Photocopy of a letter from bank, building society or investment companies stating amount and frequency of investment income or interest (for the last tax year)

• **Your and/or your partner’s unearned income from property rental or lodgers**
  Rental income: photocopy of tax calculation showing total property rental income
  or
  Lodgers: photocopy of a signed letter from lodger confirming total amount of rent paid.

• **Other income**
  Photocopy of proof of income and amount received (to include student loans, bursaries, redundancy payments etc.)
IMPORTANT: Your evidence of income must match, and add up to, the income you have declared.