



Study Support Fund in England Support Funds in Northern Ireland

Application for study-related costs 2016–2017

Section 1: Personal details

Open University personal identifier (you will find this on letters you have received from The Open University)

Postcode

Title

Surname or family name

Forename(s)

I am applying for help with:

☐

Study-related costs.

☐

Paying for diagnostic assessment for specific learning difficulties. **If your application is for reimbursement of costs for a diagnostic assessment only, you may contact Student Fees for an abbreviated application form.**

☐

DSA PC/Laptop Contribution.



1.1 Mandatory supporting statement – you must complete this section

Please state why you are in financial difficulty and why you believe your situation merits additional support. Attach additional sheets if necessary.

Section 2: Financial eligibility

2.1 Did you receive a fee or course grant in the current academic year?

Tick **No** if you paid your module fees by:

Sponsorship

OUSBA

Tuition Fee Loan

Any other method, including funding for an Access module (module codes Y031, Y032 or Y033.)

☐ **Yes** go to Section 4.

☐ **No** go to 2.2 if you are resident in England
go to 2.3 if you are resident in Northern Ireland.

2.2 Have you used a Tuition Fee Loan to pay your module fees or received a Postgraduate Loan (students resident in England only)?

☐ **Yes** provide your most recent Student Finance England Customer Reference Number below and go to 2.3.

Student Finance England Customer Reference Number (CRN)

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☐ **No** go to 2.3.

2.3 Have you been granted a full award towards the cost of a diagnostic assessment in the academic year 2016/17?

☐ **Yes** go to Section 3.

☐ **No** go to 2.4.



2.4 Are you or your partner in receipt of one of the following benefits?

Income Support

Housing Benefit (including Local Housing Allowance)

Income-related Employment and Support Allowance

Income-based Jobseekers Allowance

Universal Credit.

☐ **Yes** (Note: you must provide a full copy of your award letter dated within 3 months of this application) go to Section 3.

☐ **No** go to 2.5.

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2.5 Household Income

Please give details of your gross (before deductions of tax and National Insurance) household income during the last financial year. You must fill in all the boxes in this section. If you have no income in a category, please write 'NIL' in the box.

Type of income	Amount received	
	You (Gross)	Your husband, wife, civil partner or partner (Gross)
Gross income from paid employment or pension	£	£
Income from self-employment	£	£
Interest from bank, building society accounts and ISAs	£	£
Income from any investments (e.g. trusts, shares)	£	£
Income from benefits (see guidance notes)	£	£
Other income (see guidance notes)	£	£
Total income for the last financial year	£	£

The income evidence you provide must match the income you declare.



If you are declaring a 'Nil' income, please state in the box below how you are supporting yourself.

Other details about income or family circumstances relevant to your application. Continue on an additional sheet if necessary.

Section 3: Residency criteria

If you answered 'Yes' to question 2.1 or 2.2 (you received a fee grant and/or course grant, Tuition Fee Loan or Postgraduate Loan) you do not need to complete this section – please go to Section 4.

- 3.1 Did you have 'settled status' in the UK and were you 'ordinarily and lawfully resident' in the UK on the first day of your course? (Please read pages 5 & 6 of the guidance notes carefully before you answer this question)

☐

Yes

☐

No



- 3.2 In the three years before the start of the first academic year of your course, did you live outside the UK and Islands at any time?

☐

Yes

go to 3.3.

☐

No

go to Section 4.

- 3.3 If you answered 'Yes' to 3.2 give details of your residence for the three years before the start of the first academic year of your course.

Full address(es)

From and to dates

Why were you there?

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Section 4: Household

4.1 Are there any other adults in your household?

☐ **Yes** please give full details below.

☐ **No** go to 4.2.

Please list all adults aged 18 and over other than yourself who live in your household, and state each person's relationship to you (e.g. husband, wife, civil partner, partner, adult son or daughter, parent, lodger, co-tenant).

Name	Age	Sex M/F	Relationship to you

4.2 Do you, your spouse or partner have any children aged under 18 for whom you are totally or mainly financially responsible?



☐ **Yes** please give full details below.

☐ **No** go to Section 5.

Child's full name	Date of birth	Normally living with you?		
	.. / .. /	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	.. / .. /	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	.. / .. /	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	.. / .. /	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	.. / .. /	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	.. / .. /	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	.. / .. /	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
	.. / .. /	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

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Section 5: Study information

5.1 Please give the name and code of the qualification you are studying towards.

Qualification name

Code

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5.2 Please give details of all modules that you are currently studying.

Module date code	Presentation	Module Title	Credits*	Have all TMAs due been submitted?			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

* The Study Support Fund and Support Funds do not provide support for modules of less than 30 credits.

5.3 I confirm that I am registered and actively participating on the module(s) I have detailed in Section 5.2.

Please tick

☐

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Section 6: Disabled Students' Allowance (DSA)

6.1 Are you registered as a disabled student or do you have a disability?

☐ **Yes** go to 6.2.

☐ **No** go to Section 7.

6.2 Have you applied for a Disabled Students' Allowance (DSA)?

☐ **Yes** go to 6.3.

☐ **No** go to Section 7. (If you have timed out of DSA funding go to question 6.4)

6.3 Are you resident in England and wish to apply for financial assistance for PC/Laptop contribution costs?



☐ **Yes** Please give the name of your DSA-QAG accredited supplier

You must supply a copy of the equipment quote and a copy of your Student Finance England DSA entitlement letter.

☐ No go to question 6.4.

6.4 Do you wish to apply for any financial assistance towards any special costs recommended in your needs assessment, not covered by DSA, or any costs that are in excess of the DSA maximum allowances e.g. non-medical helper?

☐ **Yes** please give details in the box below.



☐ **No** go to Section 7.

Item

Amount £

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Section 7: Study-related expenditure

7.1 Please give details of the additional study costs for which you require support.



Type of support – you must provide copies of receipts for all items shown.

**Amount
£**

**Evidence/receipts
supplied – please
tick**

Residential school accommodation and subsistence fee		N/A
Travel		
Childcare You must complete a separate Childcare costs form available from Student Fees (see the back page of this form for contact details).		
Internet access		
Set books		
Personal computer		
Other study equipment		
Study materials		
Other (e.g. ink or printer)		

You must provide evidence and/or copies of receipts of all items shown above with the exception of residential school fees. If you are requesting an upfront payment you must supply quotes from recognised suppliers which detail the items you wish to purchase and how much they will cost. We cannot make a payment without this information.

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Section 8: Payment

We will pay by cheque unless you have previously received a course grant for a module studied with The Open University. Payments awarded for DSA PC/Laptop contribution costs will be made directly to the DSA-QAG accredited supplier.

8.1 Change of bank details (for students who have previously received a course grant for an Open University module)

We will automatically make payment to the same account used for payment of your last course grant. If you would like us to make payment to a different account, you should provide details of the new account below.

I have previously received a course grant and wish the payment to be to a different bank account.

Please tick and enter new details below.

☐

N.B If you provide details below they will replace any existing information that we hold and we will pay any future grant payments to this account.

Please enter details below of the account you want your money paid into. Please note that a Post Office benefits card account is not acceptable.

Account number

Sort code - -

If this is a building society account, please enter the roll number below if applicable.

8.2 Grants to third parties

I agree that support offered to me may be given in the form of a grant to a third party.

Please tick

☐

Section 9: Diagnostic assessment for a specific learning difficulty

Claim for reimbursement of the cost of a diagnostic assessment (for example Dyslexia)

Please read the guidance notes before you submit your claim form. **If you are not applying for support with the cost of a diagnostic assessment, please go straight to Section 10.**

9.1 You must provide an invoice or receipt (from the assessor) showing all the details below:

Name of assessor	
Qualification status of assessor	
Qualifications and awarding institution(s)	
Practising certificate number	
Issuing body	

Address of assessor:

Telephone

Email

Date of assessment

Type of assessment undertaken

☐ I agree that the assessor may disclose details of my assessment directly to the Open University.

Cost of assessment

£

☐ I am enclosing an invoice for payment from my assessor.

or

☐ I have paid for the diagnostic assessment myself and require reimbursement.

and

☐ I am enclosing the receipt for my payment to my assessor.



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Section 10: Declaration

10.1 Your declaration

Please read the declarations below carefully. You (and your husband, wife or partner if applicable) must sign and date the declaration so that we can process your application.

- ▶ The information I have given on this form is complete and accurate to the best of my knowledge and belief.
- ▶ I understand that if I give The Open University false information, this will automatically disqualify my application and may lead to disciplinary procedures resulting in possible expulsion from the University. I further undertake to repay any grants obtained by me as a result of expulsion, if I am found to be ineligible or if I withdraw before my Module start date.
- ▶ I understand that The Open University may ask for further evidence in support of claims made in this application.
- ▶ If applicable, I agree to provide The Open University with a copy of my specific learning difficulty assessment report or to allow the University to obtain a copy from the assessor. I also agree that The Open University can use information recorded in the assessment report to update my disability profile.

Your signature

Name (please print)

Date

Husband's, wife's or partner's signature

Name (please print)

Date

Data Protection Act 1998

The Open University is a data controller in terms of the 1998 legislation. Student Fees follows University policy in matters of data protection. The data requested on this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping.

The Higher Education Funding Council for England (HEFCE) for students in England and Northern Ireland, the Higher Education Statistics Agency (HESA) or the Department for Employment and Learning (DEL) Northern Ireland may use the information provided on this form. This information, together with other information supplied by institutions, will be analysed. The HEFCE and HESA will not identify individuals in any published results.

The data will not be passed to any other third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Coordinator.

Checklist

Important - please read

Please read this list and tick the boxes to check that you have completed the form correctly and provided the appropriate evidence.

You MUST supply all the evidence requested, and where applicable it MUST be certified. If you fail to do so we will be unable to process your application and there may be a delay in you receiving support.

All applicants:

- ☐ Have you written your Open University personal identifier on page 1 of the application?
- ☐ Have you completed the supporting statement question 1.1 of the application?

If you have not received financial support from the University previously:

- ☐ Have you completed all of Section 2 of the application (Financial eligibility)?
- ☐ Have you provided evidence, as detailed on page 3 of the guidance notes, of the benefits you are in receipt of or of your household income as shown on page 4 of the guidance notes?

If you have not received financial support from the University before and have not paid your module fees using a Tuition Fee Loan or received a Postgraduate Loan:

- ☐ Have you completed all of Section 3 of the application (Residence)?
- ☐ Have you enclosed certified evidence as detailed on page 5 of the guidance notes? Please remember not to send us original documents.

All applicants

- ☐ Have you attached receipts or evidence for all items and services you have asked for support for in Sections 6 and 7 of the application?
- ☐ Have you (and if applicable your partner) read and signed the declaration on page 11 of the application?

Send photocopies of evidence, certified where necessary. We cannot return any original documents to you. Please return your completed application form by post to the address on the back cover of the application form.

We cannot accept applications by fax or email.



Student Fees

The Open University
PO Box 6055
Milton Keynes
MK10 1NH

Phone: 01908 653411 (Monday to Thursday
8:30 to 17:30, Friday 8:30 to 17:00)

Email studentfees@open.ac.uk

Website www.open.ac.uk/financialsupport