A. The Open Futures Bursary for Students from a Black, Asian or Minority Ethnic Background 2020/21

1. The Open Futures Bursary for Students from a Black, Asian or Minority Ethnic Background will generously provide a fund for new, UK-resident students from black, Asian and minority ethnic (BAME) low income families, where the household income is not more than £25,000, or if the applicant is in receipt of a qualifying benefit.

2. There are 50 bursaries available for students for the first two academic years of their Open University study. Each bursary is for the value of £1,000 and is designed to help with study costs or other living expenses.

3. The bursary is intended as a contribution towards costs and is not a tuition fee payment method.

B. Terms & Conditions

4. These conditions contain the terms of the Open Futures Bursary for Students from a Black, Asian or Minority Ethnic Background. They set out the rights and responsibilities of each party which will apply in relation to your application for the scheme and, for successful applicants only, whilst you are a registered student.

5. Please read these conditions carefully before you apply and make sure that you understand them.

C. Eligibility

6. In order to qualify for a bursary, you must meet all the following criteria:

   • Identify as being from a black, Asian or minority ethnic background
   
   • Have a household income of not more than £25,000 or be in receipt of a qualifying benefit (see Appendix 1 for a list of qualifying benefits)
   
   • Be ordinarily resident in the UK and eligible for a UK fee
   
   • Be a new student to The Open University in 2020/21 – you will not be eligible if you have taken any credit-bearing modules, including Access modules
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- Hold no existing higher education qualification
- Be studying a first Open University module which begins no later than 31st October 2020
- Be studying towards an eligible undergraduate Open University qualification (see Appendix 3 for a list of eligible qualifications)
- Be studying at a minimum intensity of 25% (30 credits) per academic year

D. Bursary Payments

7. Successful applicants will receive their bursary by BACS directly into their bank account.

8. £500 will be payable in each of the two eligible academic years. The first payment will be made in January of your first academic year. The second payment will be made in January of your second academic year, unless your module starts later in the academic year, e.g. February/April, in this instance you will receive your second payment in May of your second academic year.

9. All payments will be subject to the University verifying that you are actively participating in study.

10. Bursaries do not normally have to be paid back, as they are a grant not a loan.

11. Study breaks may be permitted up to a total of 12 months in aggregate. Study breaks of longer than 12 months will terminate your eligibility for the bursary funding, after which a request for exceptional reinstatement will be required. Requests for reinstatement should be submitted directly to studentfees@open.ac.uk.

12. Any bursary payment made by The Open University in error or paid as a result of false information submitted will be recovered from the applicant.
E. Applications

13. Applications can be submitted by email to studentfees@open.ac.uk or by post to:

   Student Fees
   The Open University
   PO Box 6055
   Milton Keynes
   MK10 1NH

14. The deadline for applications is midnight on 18th September 2020. No further applications will be accepted after this date.

15. It is your responsibility to provide any supporting evidence required for your application.
   Any application form received which is incomplete cannot be considered.

16. Applications on behalf of another person will not be accepted.

17. The Open University accepts no responsibility for applications that are lost, delayed, misdirected, incomplete or cannot be delivered.

18. For you to be certain your application has been received you should send it using a signed for delivery service such as special or recorded delivery. Proof of postage using an unrecorded delivery service cannot be considered proof of delivery to The Open University. Applications must be received by midnight on 18th September 2020. Applications received after this deadline will not be considered.

19. In the instance that more eligible applications are received than bursaries available, a randomised draw will take place to allocate the 50 bursaries. The draw will be open to all eligible applications received. Only one application per person.

20. The applications drawn will each receive the bursary award of £1,000 payable as detailed in these terms and conditions.
21. Successful applicants will be notified by email and letter on or before 31st October 2020. If the applicant rejects the bursary or the application is in breach of these terms and conditions, the award will be forfeited and The Open University shall be entitled to select another recipient.

22. The successful applicants may be offered the opportunity to take part in promotional activity related to the Open Futures Bursary for Students from a Black, Asian or Minority Ethnic Background such as attending fundraising events or taking part in forums.

23. The Open University shall use and take care of any personal information supplied to it as described in its Privacy Notice, a copy of which is available on request, in accordance with data protection legislation.

24. By submitting your application, you agree to the collection, retention, usage and distribution of your personal information in order to process your application and contact you.

25. The Open University accepts no responsibility for any disappointment incurred by the applicant as a result of entering the application process. The bursary is discretionary, and the outcome of the draw is final.

26. The Open University will take all reasonable steps to continue the services offered as part of this scheme. There may be circumstances outside of our control where we are unable to provide those services in full or in part for reasons such as fire, flood, pandemic, terrorist acts or industrial disputes. Where those, or similar, circumstances arise we will minimise disruption so far as we are reasonably able to.

27. Promoter: The Open University, Walton Hall, Kents Hill, Milton Keynes, MK7 6AA.
F. Frequently Asked Questions

How were the eligibility criteria decided?

The aim of the bursary is to improve the representation of BAME communities at The Open University, by providing support for students to fulfil their potential and succeed. The eligibility criteria were designed to encourage individuals from specific target groups to embark on study with The Open University.

Why do the entry criteria positively discriminate when The Open University claims to be "open to all"?

We value all our students and we want to do our best to ensure that the OU reflects the whole of our society. Our analysis indicates that currently we have a shortfall in the numbers of students we would like to attract from some groups of UK society. Widening access to and success in higher education is at the heart of the OU's mission. We aim to support students whatever their backgrounds, to reach their potential and fulfil their ambitions.

Why isn’t the bursary open to all students?

Bursary funds are limited, it is therefore not possible to open the scheme up to all students. This limit on funds was considered when determining who the bursary would be available to. The eligibility criteria are in place to maximise the benefits of the scheme and ensure it reaches those who will benefit from it most.

What happens if I withdraw from my qualification?

Bursaries do not normally have to be paid back, as they are a grant not a loan. However, if you withdraw from your module or qualification, or take a leave of absence, you will not receive further instalments until you return to study.

What can the bursary money be spent on?

There are no restrictions on what you can spend the money on, however the bursary is intended to support you with costs related to your study.
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G. Appendix 1 – Qualifying benefits

Qualifying Benefits

- Income Support
- Housing Benefit (including Local Housing Allowance)
- Income-related Employment and Support Allowance (ESA)
- Income-based Jobseeker’s Allowance (JSA)
- Universal Credit
- A reduction under the Council Tax Scheme (students in Wales only)

H. Appendix 2 – Household Income

Household Income Evidence Requirements

<table>
<thead>
<tr>
<th>Type of income</th>
<th>Supporting evidence required for you and/or your partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment income</td>
<td>One of:</td>
</tr>
<tr>
<td></td>
<td>• Copy of P60 or P45.</td>
</tr>
<tr>
<td></td>
<td>• Copy of pay slip from tax month 12 or tax week 52</td>
</tr>
<tr>
<td></td>
<td>showing ‘total paid to date’.</td>
</tr>
<tr>
<td>Self-employment income (estimate for 2019/20 if you are not sure; you must provide evidence of 2018/19 income)</td>
<td>One of:</td>
</tr>
<tr>
<td></td>
<td>• Copy of letter from accountant confirming income from self-employment.</td>
</tr>
<tr>
<td></td>
<td>• Copy of HMRC tax calculation.</td>
</tr>
<tr>
<td></td>
<td>• Copy of your P60, P11D or confirmation of earnings from chartered or certified accountant.</td>
</tr>
<tr>
<td>Retirement or disability pension</td>
<td>Copy of proof of amount and how often it is paid.</td>
</tr>
<tr>
<td>Type of income</td>
<td>Supporting evidence required for you and/or your partner</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Benefits income</td>
<td>Copy of letter from Jobcentre Plus confirming amount and type of benefit (see Table A below for which benefits to include as income).</td>
</tr>
<tr>
<td>Unearned investment income (e.g. interest from bank or building society accounts, ISAs, shares)</td>
<td>Copy of letter or statement from bank, building society or investment company.</td>
</tr>
</tbody>
</table>
| Unearned income from property rental or lodgers     | • Rental income: Copy of tax calculation showing total property rental income.  
                                                        • Lodger income: Copy of signed letter from lodger confirming total amount of rent paid. |
| Other income (e.g. loans, bursaries, maintenance payments, redundancy payments) | Copy of proof of other income including amount and date received. |
Table A: Benefits to include as part of household income

<table>
<thead>
<tr>
<th>Benefits to include as income</th>
<th>Benefits NOT to include as income</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contribution-based JSA/ESA</td>
<td>• Disability Living Allowance</td>
</tr>
<tr>
<td>• Incapacity Benefit</td>
<td>• Attendance Allowance</td>
</tr>
<tr>
<td>• Maternity Allowance</td>
<td>• Industrial Injuries Benefit</td>
</tr>
<tr>
<td>• Statutory Sick Pay</td>
<td>• Child Benefit</td>
</tr>
<tr>
<td>• Carer’s Allowance</td>
<td>• Guardian’s Allowance</td>
</tr>
<tr>
<td>• Retirement Pension</td>
<td>• Working or Child Tax Credits</td>
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<tr>
<td></td>
<td>• Higher Education Bursary paid to care leavers</td>
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<tr>
<td></td>
<td>• Personal Independence Payments</td>
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<tr>
<td></td>
<td>• Armed Forces Independence Payments</td>
</tr>
</tbody>
</table>

I. Appendix 3 – Eligible qualifications

- Honours Degree
- Foundation Degree
- Diploma of Higher Education
- Certificate of Higher Education