Open University Undergraduate on Study Bursary 2018/19

- Eligible applicants may apply for a Bursary of £1,000 for each 60 credits of Open University study (£500 for 30 credits), up to a maximum value of £3,000 for up to 180 credits.
- Before making an application please ensure you have read the full Terms and Conditions available at www.open.ac.uk/courses/choose/bursary.
- Applicants who do not fulfill all of the specified criteria should not apply, no discretion can be applied to the scheme’s eligibility criteria.
- Applications for the 2018/19 academic year will close at midnight on 20th September 2018.
- Please note: Bursary funds are limited. There are a maximum of 50 awards available for 2018/19. Fulfilling the eligibility criteria does not guarantee you success. To ensure fairness eligible applicants will be selected at random up to the maximum number of Bursaries available.
- Successful applicants will be contacted on or before 31st October 2018. There is no right to appeal for unsuccessful applicants.

Completing the application
To be included in the selection process you must complete this application form correctly and in full, providing supporting evidence where required.

Section 1: Your details Please complete this section in BLOCK CAPITALS

1.1

Open University personal identifier

Date of birth

Title

Forename(s)

Surname

Address

Postcode

Email address

In which UK country are you resident?

England [ ] Wales [ ] Scotland [ ] Northern Ireland [ ]
Section 2: Terms and Conditions

Eligibility Criteria
To be eligible to apply for a Bursary you must meet **ALL** of the criteria under point A and **AT LEAST TWO** criteria under point B.

A You must meet **ALL** of the criteria in this section:
- Your annual household income is not more than £25,000 or you are in receipt of a qualifying benefit
- You are eligible to pay a UK nation fee
- You are new to Open University study and have not previously studied any credit bearing modules, including Access modules
- You do not already hold a higher education qualification
- You must be registered on an Open University undergraduate qualification which begins in October 2018 (a full list of eligible qualifications is available within the Terms and Conditions)
- You intend to study at a minimum of 25% intensity (at least 30 credits per academic year)

B You must **ALSO** meet **AT LEAST TWO** criteria in this section:
- You have a disability
- You are from an ethnic minority
- You have been a care leaver within the last five years
- You are female and intend to study a qualification in a STEM subject (science, technology, engineering or mathematics)
- You are male and intend to study a qualification in Nursing or a subject allied to Medicine, Arts, Social Sciences, Law, Education or Languages

2.1 I confirm that I have read, understand and accept the Terms and Conditions (available at [www.open.ac.uk/courses/choose/bursary](http://www.open.ac.uk/courses/choose/bursary)) for applying for an Open University Undergraduate on Study Bursary.

Section 3: Your previous qualifications

3.1 You are only eligible to apply for a Bursary if you have no previous higher education qualifications. By previous higher education qualifications, we mean any of the following:
- Undergraduate Honours Degree – BA (Hons), BSc (Hons) or BEd (Hons) attained in the UK or anywhere else in the world.
- Undergraduate Ordinary or Foundation Degree – BA, BSc, BEd, or Foundation Degree (FD) attained in the UK or anywhere else in the world.
- Any postgraduate qualification.

Do you already hold any of the above qualifications?

☐ Yes  ☐ No
# Section 4: About your Open University course

4.1 Please give the name and or code of the qualification and module(s) you intend to study with The Open University.

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<thead>
<tr>
<th>Qualification name or code</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Module title(s) or code(s)</th>
<th></th>
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</thead>
<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module start date(s)</th>
<th></th>
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</thead>
<tbody>
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</tbody>
</table>

# Section 5: Your household

5.1 Please list all adults (aged 18 or over on the first day of the academic year of your module) other than yourself who live in your household and state each person’s relationship to you (e.g. spouse, partner, civil partner, adult child, parent, lodger, co-tenant).

<table>
<thead>
<tr>
<th>Name</th>
<th>Sex (M/F)</th>
<th>Relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
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# Section 6: Qualifying benefits

Qualifying benefits for the 2018/19 academic year are listed below. If you, your spouse, partner or civil partner are in receipt of a qualifying benefit, you must provide evidence dated within three months of this application. Please supply a photocopy of an award letter for you or your partner (dated within three months) from the Jobcentre Plus or local authority housing office. Alternatively, you can take this form to your local Jobcentre Plus or local authority housing office and ask them to certify the form in 6.2 to confirm receipt of a qualifying benefit. If you or your partner are not in receipt of a qualifying benefit, go to Section 7.

6.1 Please indicate which qualifying benefit you or your spouse/partner/civil partner receive.

- Income Support
- Housing Benefit (including Local Housing Allowance)
- Income-related Employment and Support Allowance (ESA)
- Income-based Jobseeker’s Allowance (JSA)
- Universal Credit
- For students in Wales only - A reduction under the Council Tax Scheme
Section 6: Qualifying benefits (continued)

6.2 If you are not sending us a copy of a benefits award letter, a member of staff from the Jobcentre Plus or local authority housing office must sign this part of the form. If you are not basing your application on a qualifying benefit, go to Section 7.

I certify to the best of my knowledge and belief that at the date of receipt of this form the claimant named below is receiving the benefit(s) and/or credits indicated above (please tick list in 6.1 as appropriate).

<table>
<thead>
<tr>
<th>Full name of recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of certifying officer</td>
</tr>
<tr>
<td>Official stamp (stating authority's address)</td>
</tr>
<tr>
<td>Name (print)</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Bursary payments could affect your entitlement to claim benefits. It is your responsibility to check this with a Citizens Advice Bureau or The Department of Work and Pensions.

If you have completed Section 6, you can now go to Section 8.

Section 7: Your household income

If you, your spouse, partner or civil partner are not in receipt of a qualifying benefit, please provide evidence of your household income in this section. Your household, for income purposes, consists of you and your spouse, civil partner or partner. It does not include parents or dependants.

Please use the table on the next page to give details of your gross (before deductions of tax and National Insurance) household income during the last financial year (6 April 2017 to 5 April 2018).

Please fill in all the boxes. If you have no income in a category, please write 'NIL' in the box. If your total income is NIL, provide an explanation of how you are supporting yourself and include a letter from any persons supporting you to confirm this.

You must submit supporting evidence relating to the last complete tax year (6 April 2017 to 5 April 2018). If you do not submit the necessary supporting evidence, we will be unable to consider your application.
## Section 7: Your household income (continued)

7.2 Complete all boxes and use exact figures.
All evidence must relate to the tax year 6 April 2017 to 5 April 2018.

<table>
<thead>
<tr>
<th>Type of income</th>
<th>Supporting evidence required</th>
<th>Gross amount received: You</th>
<th>Gross amount received: Spouse/Partner/Civil Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross income from paid employment, pension or redundancy payment.</td>
<td>One of:</td>
<td>£</td>
<td>£</td>
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<tr>
<td></td>
<td>• Photocopy of P60 or P45.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Pay slip from tax month 12 or tax week 52 showing ‘total paid to date’.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from self-employment (estimate for 2017/18 if you are not sure). You must provide evidence of 2016/17 income.</td>
<td>One of:</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td></td>
<td>• Photocopy of letter from accountant confirming income from self-employment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Photocopy of HMRC tax calculation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Photocopy of your P60, P11D or confirmation of earnings from chartered or certified accountant.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest from investments (e.g. trusts, shares).</td>
<td>Photocopy of letter or statement from bank, building society or investment company.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Income from benefits.</td>
<td>Photocopy of letter from Jobcentre Plus confirming amount and type of benefit.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Other income (e.g. rental income, loans, bursaries, maintenance payments, redundancy payments received for yourself/your partner).</td>
<td>Photocopy of proof of other income including amount and date received.</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Total income April 2017 to April 2018</strong></td>
<td></td>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

Please send photocopies of supporting evidence, we cannot return originals to you.
Section 8: Your eligibility for an Open University Bursary

How do you meet the eligibility criteria? Tick the criteria that apply to you and provide further information where required. We are unable to accept incomplete applications.

8.1Disabled

8.2Ethnic Minority

If you have ticked 8.2 please confirm your ethnicity:

8.3Care leaver who has left care within the last 5 years

8.4You are female and are registered to study a STEM (science, technology, engineering or mathematics) qualification

8.5You are male and are registered to study a qualification in Nursing, Arts, Social Sciences, Law, Education or Languages

Section 9: Bank or building society details

9.1Your bank or building society

Please enter your UK bank or building society account for payment of the Bursary funding should your application be successful. If you do not enter your full details here, we will be unable to make your payment and you will forfeit the right to a Bursary.

Account number or building society account roll number

Sort code
Section 10: Declarations

Read the declaration in 10.1 carefully before signing it. If you have included details of benefits or income received by your spouse, partner or civil partner, that person should sign and date the declaration in 10.2. If you (and your partner if applicable) do not sign the declaration, we will be unable to accept your application.

10.1 Your declaration

- The information provided in this form is complete and accurate to the best of my knowledge and belief.
- I have read the Terms and Conditions and I understand the conditions of receiving an Open University Undergraduate on Study Bursary.
- I will inform The Open University immediately of any change in my circumstances that might affect my entitlement to an Open University Undergraduate on Study Bursary.
- I understand that if I give The Open University false information, or fail to give complete information, I may be prosecuted and my Bursary funding withdrawn.
- I understand that The Open University will award Bursaries by random selection and that there is no right of appeal should my application be unsuccessful.

Your signature
Name (please print)  Date

10.2 Declaration by your spouse, partner or civil partner

- The information I have given on this form is complete and accurate to the best of my knowledge and belief.
- I will inform The Open University immediately of any change in my circumstances that might affect the student’s entitlement to an Open University Undergraduate on Study Bursary.
- I understand that if I give The Open University false information, or fail to give complete information, I may be prosecuted and the funding for this student withdrawn.

Signature (spouse, partner or civil partner)  Name (please print)  Date

Section 11: Checklist

Use the checklist to make sure that your application is complete. Remember to send copies of the evidence you supply, we cannot return originals to you.

11.1 Have you?

☐ read the Terms and Conditions available at [www.open.ac.uk/courses/choose/bursary](http://www.open.ac.uk/courses/choose/bursary)?
☐ completed all relevant sections of this application form?
☐ If you are basing your application on qualifying benefits, have you attached supporting evidence dated within three months?
☐ If you are basing your application on household income, have you attached supporting evidence of the income you declare for the tax year April 2017 to April 2018?
☐ included your bank details in Section 9?
☐ signed and dated the declaration(s) in Section 10?
Section 12: Consent to contact

The Open University Undergraduate on Study Bursary is funded by philanthropic donations. If your application is successful, we may wish to contact you inviting you to attend events with donors and other recipients or to share your story for the purposes of promoting the scheme for the benefit of other students. We will not use personal data of any persons in any materials without prior consent. (Your answer to this question will not affect your eligibility for a Bursary or your prospects of selection.)

12.1 If my application is successful, I consent to the Open University contacting me regarding promotional events and material.

☐ Yes ☐ No

Data Protection Legislation

The following statement describes who will use the information provided on this form and what they will use it for.

We will use the information you give on this form to process your Open University Undergraduate on Study Bursary application.

The Open University needs the information you give on this form to work out whether you are eligible for support, and is the data controller for that information. The Open University will keep personal information about you so that we can audit the assessment of The Open University Undergraduate on Study Bursary.

The data provided on this form will be retained by The Open University for a period of time based on the duration of your qualification.

As a data subject, you have a number of rights. If you wish to see the information the University holds about you, or if you wish for any information to be corrected, deleted or blocked (“restricted”), please contact us using the details below.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted on the details below.

If you are not satisfied with our response or believe we are processing your personal data in a way that is not in accordance with the law you can complain to the UK Information Commissioner’s Office (ICO). See www.ico.org.uk.

Open University Data Protection Officer
Academic Policy and Governance
The Open University
Walton Hall
Milton Keynes
MK7 6AA
Email: data-protection@open.ac.uk
Telephone: +44 (0)1908 653994

Please post a hard copy of your completed application with supporting evidence to:

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

Or you can scan and email your completed application and supporting evidence to:

studentfees@open.ac.uk