**Completed applications should be sent via ZendTo to** scotland@open.ac.uk
Further instructions on how to send your completed application by ZendTo are provided
in section 7.

Application form for

**Digital Inclusion Fund 2023/2024**

The Scottish Funding Council has made funding available to support digital inclusion for students. We are using this funding to support Scottish-domiciled students who are care experienced, carers, or estranged from family, to access ICT (information and communication technology) equipment to support them in their OU studies.

**What can the fund cover?**

* Laptop (with 3 year warranty)
* Tablet (with 2 year warranty)
* Headset
* Keyboard
* Mouse
* Printer
* Monitor

Equipment through this fund will be supplied to students directly by a third party supplier and will be of a standard specification to support your OU studies.

This fund does not cover connectivity equipment or costs for internet bills. All OU students have access to Microsoft 365 through StudentHome so this will not be covered. We are unable to support items which are not listed above.

**To qualify for the funding, you must:**

* Be in receipt of the Part-Time Fee Grant or Access Module Funding, so have a personal income of less than £25,000 per year (see guidance notes in section 8)
* Be a Scottish-domiciled student (see guidance notes in section 8)
* Have declared in your student profile that you are Care Experienced, a Carer or Estranged from family (see guidance notes in section 8)
* Have not received funding to purchase the same or similar digital equipment through other funds such as Digital Inclusion Fund, Disabled Students’ Allowance (DSA), or Discretionary Fund (see guidance notes in section 8)
* Be registered on a module with The Open University in the academic year 2023-2024

As these funds are limited, we would encourage you to apply as early as possible.

**Care experience definition**

The Open University defines a care experienced student as anyone of any age, who at any stage in their life has been in care. This can be for any length of time and includes a variety of settings, such as in residential children’s home, kinship care, foster care, or through living at home under a supervision order. It also includes adopted children who were previously looked after.

**Carer definition**

We use the Carers Trust definition of a carer; anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.

**Estranged from family definition**We use the current Scottish Funding Council definition of an estranged student; someone who no longer has contact with their parents or legal guardians, due to a permanent breakdown in their relationship (isolated instances of contact will be considered on a case by case basis). Estranged students have no experience of being in care and do not have a corporate parent responsible for them.

1. **Your details**

Full name

Personal Identifier

Full address

Postcode

Contact number

Current module
code(s)

1. **Digital Equipment**

*Please select* ***ONE*** *package from the following options by ticking the box:*

 Package 1: Laptop

 Package 2: Tablet

 Package 3: Individual items (Headset, printer, monitor, mouse and keyboard).

*If you have selected package 3, please select* ***ONE*** *option from the following:*

 Headset Monitor Headset, mouse and keyboard

 Printer Mouse and keyboard Printer, mouse and keyboard

1. **About you**

*Please confirm the following by ticking* ***all*** *the boxes that apply to you:*

 **I am care experienced**

 **I am a student carer**

 **I am an estranged student**

**I have been awarded the Part-Time Fee Grant or Access Module Funding in the academic year 2023-2024**

**I have not received funding to purchase the same or similar digital equipment through other funds such as Digital Inclusion Fund, Disabled Students’ Allowance (DSA), or Discretionary Fund**

**My circumstances have changed (see guidance notes in section 8). If your circumstances have changed, please provide further information in your supporting statement in section 4**

1. **Supporting Statement**

|  |
| --- |
| *Tell us how this equipment could support you in your studies (max. 200 words):*  |

**5. Consent**

If your application is approved, we will be required to share your contact details with an OU approved supplier and the third party courier who will be delivering your ICT equipment. Please ensure the address and contact number you have provided in section 1 is accurate to allow delivery.

**If my application is approved, I agree that The Open University can pass my contact details to the supplier and third party courier.**

 **Yes**

Once your application has been assessed, you will receive an email within 21 days with the outcome of your application. If your application is approved, ICT equipment will be delivered to you by the supplier via a third party courier.

**6. Declarations**

Please read the declaration below carefully. You must sign and date the declaration so that your application can be processed.

* The information I have given on this form is complete and accurate to the best of my knowledge.
* I understand that if I withdraw prior to my module start I will be required to return the item(s) or repay the value of the item(s).

An electronic or typed signature is accepted.

Your signature Name (please print) Date

**7. ZendTo Instructions**

Once you have fully completed this form, please return to us securely using the following link and step-by-step process below:

1. Access the secure online portal **ZendTo** via the link; <https://filetransfer.open.ac.uk/>
2. Do not log in. Please select the ‘drop-off’ option.
3. Type in your name and email address, leave ‘your organisation’ blank and click the ‘send confirmation’ button.
4. You will be sent an email – please check your junk folder if you do not receive it. Click on the link in the email sent to you.
5. In the ‘To’ field, type scotland@open.ac.uk in the email field (you do not need to write a name).
6. In the ‘Short Note to Recipients’ box please enter **Digital Inclusion Fund** followed by your **Personal Identifier**.
7. Click ‘Add files’ and attach your fully completed application.
8. Once sent, you will receive a ‘drop-off summary report’ on screen.
9. You will receive an automated email from us once your application has been downloaded by our team.

**8. Guidance notes**

**Financial information**

We will consider applications from people who didn’t apply for the [Part-Time Fee Grant](https://www.saas.gov.uk/part-time/undergraduate-funding) or [Access Module Funding](https://help.open.ac.uk/financial-support-access-modules) at the start of their studies but whose financial circumstances have recently changed to align with the financial eligibility criteria in the funds mentioned.

**Residency eligibility**

You must be ordinarily **resident** **in Scotland** and meet one of conditions below:

* A British citizen or,
* A national of the European Economic Area, who has utilised their right of residency, or,
* Settled in the UK within the meaning of the Immigration Act 1971, with leave to remain in the UK.

**Updating care experience status**

If you have not already told us you are care experienced, you can update your profile in StudentHome. To do this, go to StudentHome:

* On the left hand side go to profile and select ‘update personal details’
* Select ‘previous education and background’ in the ‘about you section’
* Scroll up to the question headed ‘care leaver’ and select ‘edit details’
* Select one option from the following: I have never been in care/I was in care in Scotland for a time (up to the age of 18)/I have been in care in the rest of the UK/I have been in care 3 months or more outside the UK/I do not wish to declare
* Click submit at the bottom of the screen to update your record

**Updating carer status**

If you have not already told us you are a carer, you can update your profile in StudentHome. To do this, go to StudentHome:

* On the left hand side go to profile and select ‘update personal details’
* Select ‘identity, needs and circumstances’ in the ‘about you section’
* To update carer status, scroll up to question headed ‘caring responsibilities’ and select ‘edit details’
* Select one option from the following: Yes/No/I do not wish to declare
* Click submit at the bottom of the screen to update your record

**Updating estranged from family status**

If you have not already told us you are estranged, you can update your profile in StudentHome. To do this, go to StudentHome:

* On the left hand side go to profile and select ‘update personal details’
* Select ‘identity, needs and circumstances’ in the ‘about you section’
* To update estranged status, scroll up to question headed ‘estranged from family’ and select ‘edit details’
* Select one option from the following: Yes/No/Information refused
* Click submit at the bottom of the screen to update your record

**Re-applying for funding for digital equipment**

If you have received funding to buy the same or similar digital equipment in a previous module and are unable to use it for your future module, please provide details in your supporting statement. We will review each application on an individual basis.

**Information about packages**

This fund is only able to provide a basic computing package. There may be alternative funding available to help with study-related costs if you’ve told us you have a disability and you need support towards the purchase of laptop. If you select to purchase a laptop or tablet, you may be contacted by our team to confirm if you would like to proceed with your application.

If you apply for a tablet, you can access some module materials. However, as you may be asked to install additional software or use certain applications, you'll also require a desktop or laptop with an up-to-date operating system.

**Application timescales**

Your application will be reviewed within 21 days and if successful we will share your contact details with the OU approved supplier who will arrange delivery with a third party courier.

**If you have any questions, please contact us by email at** **OUScotland-cares@open.ac.uk**

**9. Privacy Statement**

**Data Protection Legislation**

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

Please see The Open University student [Privacy Notice](https://help.open.ac.uk/documents/policies/privacy-notice) for information on how we use your personal data.

We will use the information you give on this form to process your Digital Inclusion Fund 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 Digital Inclusion Fund scheme.

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.

The Scottish Funding Council may use or analyse the information provided in this form. Any published results will not identify individuals.

As a student applying for the Digital Inclusion Fund, we will share your contact details with an OU approved supplier who need your information to arrange delivery of your item(s). If you don’t want us to share your information with an OU approved supplier, you must let us know. If you opt out, The Open University will not be able to approve your application.

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 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](http://www.ico.org.uk).

The Open University Open University Data Protection Officer

PO Box 497 Milton Keynes MK7 6AT

Email: data-protection@open.ac.uk

Telephone: +44 (0)1908 653994