Research Degrees

Research Student Dependants’ Fund Application Form

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| C:\Users\james.austin\Desktop\OU_Logo_Dark_Blue.jpg**PLease Refer to the guidelines on pages 5 to 7 before completing this form**.  Incomplete forms cannot be actioned. | |
| **1. Applicants details** | |
| Name of student |  |
| Personal Identifier |  |
| Faculty/Institute |  |
| Discipline |  |
| Registration date |  |
| Are you applying for an extension of an existing Dependants Fund award because you have been given a grant extension? | Yes  No |
| Programme of study | PhD  MPhil  PD (EdD/DHSC) |
| Mode of study | Full time  Part time |
| Status (check all boxes that apply) | Single  Married  In a cohabiting partnership  Divorced or separated and living apart from former spouse or partner  Lone parent |
| How many children under 18 live with you? | Please give their names and dates of birth:   |  |  |  | | --- | --- | --- | | First name | Surname | Date of birth | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **2. Annual income (you must provide evidence of income and outgoings with your application)** | |
| Full-time grant and allowance rate for the current academic year | £ |
| Your net annual salary, wages or earnings from paid employment | £ |
| Net annual income of spouse or partner  (50% of which to be taken into account for assessment purposes) | £ |
| Maintenance payments received per month for child(ren) | £ |
| Child benefit payments received per month for child(ren) | £ |
| Other state benefits received per month  Type of benefit | £ |
| Any other income, including financial support from relatives, grants from charities or trusts, income and/or interest from savings and/or investments etc | £ |
| **3. Declaration of circumstances (please tick one box)** | |
| 1. My annual household income is less than £25,000 and I wish to make a claim from the dependants’ fund for my spouse or partner who is: 2. caring for our pre-school child(ren) or child(ren) in full-time compulsory  education in the UK, and not earning or receiving any other income 🞎 3. is not a European Union citizen and is not able to work 🞎 | Attach original copies of evidence of your financial situation, such as a recent bank statement, and details of your income (e.g. grants, state benefits, earnings) and outgoings (e.g. rent demand, mortgage statement, childcare invoice, utility bill).  *Attach a photocopy of your marriage certificate. If you have a cohabiting partnership, please attach evidence to confirm this (e.g. details of joint bank account, shared mortgage or other shared financial commitment) and a statement signed by both you and your partner confirming your relationship and her/his financial status. If applicable, you must provide confirmation of state incapacity benefit or state pension. Financial dependants must be resident in the UK to qualify for dependants’ fund payments.* |
| 1. I have shared financial responsibility for my child(ren) who are under the age of  18 years (or 19 if s/he is completing A-level or equivalent level study), who live in the UK, and for whom I wish to apply to the Dependants fund because my household income is below £25,000 per annum. | *Attach a photocopy of the birth certificate of each child.* |
| 1. I am a single parent and wish to claim an additional allowance from the dependants’ fund. | *Attach a photocopy of your divorce papers or some other form of evidence to confirm your status* |
| **4. Declaration** | |
| By submitting this form to the Research Degrees Team, you confirm that:  - You have read the Research Student Dependants’ Fund guidance notes in full.  - You, and any dependants for whom you are applying to the Dependants’ fund, are resident in the UK  - All information provided in this form is correct and complete to the best of your knowledge  - You understand you could be asked to provide additional information and/or documentary evidence to support your application  - You will inform the Research Degrees Team if your circumstances change.  - You are aware that you will need to re-apply annually for the award, usually in September, for payments to continue in the next Academic Year. | |
| Date you are sending this form  Attachments included? | /     /  Yes  No |
| **5. Payment details**  If your application is successful we will pay the award into the bank account detailed here | |
| Bank name  Bank address  Bank account number  Building society roll number  Sort code |  |
| **This request will be considered by the Graduate School Director or delegated authority.** | |

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| FOR RESEARCH DEGREES TEAM USE  RDO Advisor notes | |
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| I confirm the form is complete and all required information has been supplied  I confirm that there is an issue with this form and I have provided details above  Name       Date | |
|  | |
| FOR RESEARCH DEGREES OFFICE USE  **Approval by Graduate School Director** | |
| Student Name: |  |
| Faculty: |  |
| Student PI number: |  |
| Authorised: amount £  Not authorised because | |
| Name  Signed  Date |  |

**GUIDANCE**

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| **What this form is for**  To apply for an award from the Research Student Dependants fund. |
| **Who should complete it**  Any eligible applicant wishing to apply for financial support under the scheme. Please read these guidance notes in full before you complete the Research Student Dependants fund application form. |
| **How it should be submitted**  The form must be submitted by email to the Research Degrees Team, using the appropriate mailbox for your faculty from the list below, together with evidence of your financial situation, such as a recent bank statement, and details of your income (e.g. grants, state benefits, earnings) and outgoings (e.g. rent demand, mortgage statement, childcare invoice, utility bill). **If you do not provide this evidence your application will not be assessed.**  Research-Degrees-DHSC@open.ac.uk  [Research-Degrees-EdD@open.co.uk](mailto:Research-Degrees-EdD@open.co.uk)  [Research-Degrees-FASS@open.ac.uk](mailto:Research-Degrees-FASS@open.ac.uk)  [Research-Degrees-FBL@open.ac.uk](mailto:Research-Degrees-FBL@open.ac.uk)  [Research-Degrees-STEM@open.ac.uk](mailto:Research-Degrees-STEM@open.ac.uk)  [Research-Degrees-WELS@open.ac.uk](mailto:Research-Degrees-WELS@open.ac.uk)  You will normally be notified of the outcome of your application within 10 working days. We will let you know if it will take longer.  If further information is required before your application can be assessed, we will contact you.  Payments will be made by direct bank transfer into your bank account. A form is provided at the end for you to provide your bank details.  **Who to contact**  The Research Degrees Team:   * email [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk) * telephone 01908 653806 |
| **Policy**  ***What is the Research Student Dependants fund?***  The Research Enterprise and Scholarship Unit has made a sum available to provide financial support for postgraduate research students.  ***Who administers the fund?***  The Graduate School Director is responsible for administering the fund. |
| **Eligibility**  ***Who is eligible to apply to the*** ***fund?***   1. Full-time research students who are resident in the UK, with dependants who are also resident in the UK, and who have a household income of below £25,000 per annum 2. Entitlement to apply for the Dependants’ fund is irrespective of the funding source of your studentship or your citizenship. Payments cannot be made for financial dependants who are not resident in the UK. 3. The scheme operates on the basis of self-certification. You are required to provide documentary evidence (e.g. copies of your children’s birth certificates, marriage certificates, divorce papers, confirmation of your spouse or partner’s income, etc) with your application. Payment is made on the explicit understanding that you are responsible for notifying the Research Degrees Team of any changes in your circumstances. 4. Payments are normally made monthly in advance by bank transfer. The first payment will be made after you formally register as a full-time research student at The Open University. 5. Pro-rata payments will be made if you are not registered for a full-academic year. |
| **Scope**  ***What can I apply for?***   1. You may apply for £1,350 per annum if you have a financially dependant spouse or partner *and* a pre-school aged child or a child in full-time compulsory education. 2. You may apply for £1,350 per annum if you are a student from outside the UK and the other European Union countries, and your spouse or partner is resident in the UK with you whilst you are studying and unable to work.   (c) If you have children up to the age of 18 years in full-time education (or a child up to the age of 19 years who is completing A-level or equivalent study) you may apply for the following:   1. if you are married or are part of a cohabiting partnership (irrespective of whether your spouse or partner is the other parent) you are entitled to apply for Dependants’ fund payments for your child(ren) if your grant rate plus any other income, including child benefit, is less than £25,000 per annum. 2. if you are a single parent you are entitled to apply for Dependants’ fund payments for your child(ren) if your grant rate plus any other income, including child benefit and maintenance payments, is less than £25,000 per annum.   Payment rates are £1,275 per annum for one child and £2,025 per annum for two or more children - the maximum payable is £2,025 per annum.  (d) Single parent students who live alone with their child(ren) and who qualify for Dependants’ fund payments may claim an additional £750 per annum, irrespective of their annual household income. |
| ***Will I qualify for an award, and if so, how much will I get?***  The fund is cash-limited so once the fund is exhausted, no further applications can be considered in that financial year. You should apply as early as possible once your degree registration is confirmed.  If you are in receipt of an award from the Dependants Fund, you will need to re-apply for the Dependants’ Fund each year and there is no automatic extension of an award. |
| ***What happens to my award if I receive a grant extension?***  If you are then awarded a grant extension by your Faculty, you will need to re-apply to the Dependants’ Fund using this form, for the additional period of your grant extension. Your Dependants’ Fund payments will not automatically continue into your grant extension period. If you have any queries, please contact the Research Degrees Team. |
| **Terms and Conditions**  Fraudulent applications or misrepresentation of information in applications will be treated as a serious disciplinary matter in accordance with the University’s code of practice for student discipline.  Students are responsible for ensuring that the information provided in their application is accurate.  Students may be asked to provide additional information and/or documentary evidence in support of their application.  The Research Student Dependants’ Fund provides discretionary support to research students with dependants. Individual students do not have any automatic right to receive an award, irrespective of their circumstances. |
| **Resources**  For advice and support before submitting a case please contact the Research Degrees Team on:   * +44 (0)1908 653806, or email [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk) (directly supported students)   This form can be downloaded from the Forms and Guidance notes page of the Graduate School Network (GSN) at <http://www.open.ac.uk/students/research/forms-and-guidance>  For more information refer to the Research Degrees Handbook at:  <https://help.open.ac.uk/documents/policies/research-degrees-handbook> for directly supported students |