

Section 2: Financial eligibility

2.1 Did you receive statutory financial support in the form of a fee or course grant or additional grants in the current academic year? You should tick no if you paid your module fees by sponsorship, OUSBA, Tuition Fee Loan or 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.

2.2 Have you used a Tuition Fee Loan to pay your module fees or received a Course Grant, Adult Dependants' Grant, Parents' Learning Allowance or Childcare Grant in the 2017/18 academic year?

Yes provide your most recent Student Finance Wales Customer Reference Number below and go to 2.3

Student Finance Wales Customer Reference Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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 2017/18?

Yes go to section 3

No go to 2.4

2.4 Have you received a Course Grant towards study related costs from Student Finance Wales in the academic year 2017/18?



Yes please confirm the amount received and go to 2.5

£ <input type="text"/>

No please go to 2.5

2.5 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, a reduction under a Council Tax reduction scheme

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 2.6.



2.6 Household Income

Please give details of your gross (before deductions of tax and National Insurance) household income **during the last financial year**. All the boxes in this section must be filled in. If you have no income in a particular category or categories, 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	£ <input type="text"/>	£ <input type="text"/>
Income from self-employment	£ <input type="text"/>	£ <input type="text"/>
Interest from bank or building society accounts or ISAs	£ <input type="text"/>	£ <input type="text"/>
Income from any investments (e.g. trusts, shares)	£ <input type="text"/>	£ <input type="text"/>
Income from other benefits (please see guidance notes)	£ <input type="text"/>	£ <input type="text"/>
Other income (please see guidance notes)	£ <input type="text"/>	£ <input type="text"/>
Total income for the last financial year	£ <input type="text"/>	£ <input type="text"/>

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.

Please use the box below to give any other details about income or family circumstances that you feel are relevant to your application. Please continue on an additional sheet of paper if necessary.

Please do not write in this margin

Section 3: Residency criteria

If you answered 'Yes' to question 2.1 or 2.2 (you received a fee grant and/or course grant or Tuition Fee 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?

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 code	Presentation	Module Title	Credits*	All TMAs due to date have been submitted?	
				Yes	No
				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"/>

* Support is not available 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 Q6.3).

6.3 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 £

Item	Amount £

Please do not write in this margin

Section 7: Study-related expenditure

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



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*		
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.

*You must complete a separate Childcare costs form available from Student Fees (see the back page of this form for contact details).

**If you have previously been awarded support to help purchase a computer you will not be eligible for further support towards this item.

Please do not write in this margin

Section 8: Payment

Payment of any award will be made by cheque unless you have previously received a course grant for a module studied with The Open University. If you applied directly to Student Finance Wales for your course grant we will not hold your bank account details and payment will be made by cheque.

8.1 Change of bank details (for students who have previously applied to the Open University and 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 payment to be made 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 made 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 may hold and any future grant payments will be made 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 Payments to third parties

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

Please tick.

Name of organisation(s) for third party payment

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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 also 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 Wales (HEFCW) and the Higher Education Statistics Agency (HESA) may use the information provided on this form. This information, together with other information supplied by institutions, will be analysed. The HEFCW 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.

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Checklist

Important - please read

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

Please supply photocopies of 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. We cannot return original documents to you.

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 haven't 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 haven't received financial support from the University before and have not paid your module fees using a Tuition Fee 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 the back page of the application?

Please return your completed application form by post to the address below.

Unfortunately 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



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