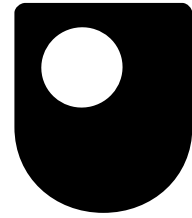


Student Fees

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The Open
University

Application form for Study-Related Costs Funding 2022/23

Study Support Fund (England)
Support Funds (Northern Ireland)
Financial Contingency Fund (Wales)

For a Welsh version, contact the Open University in Wales on 02920 471170 or e-mail wales-support@open.ac.uk. Any forms submitted in Welsh will not be treated less favourably than those submitted in English.

Am fersiwn Cymraeg, cysylltwch â'r Brifysgol Agored yng Nghymru ar 02920 471170 neu e-bost wales-support@open.ac.uk. Yn amlwg bydd ffurflenni Cymraeg eu hiaith yn cael eu trin yn hollol gyfartal.

Eligibility Criteria

To be eligible to apply for Study-Related Costs you must meet all the following criteria:

- You are studying a module of at least 30 credits which starts in the 2022/23 academic year
- You are actively participating on your module
- You are eligible for a UK fee (England, Wales or Northern Ireland)
- You are in receipt of a qualifying benefit or have a household income of not more than £25,000 (or below £50,000 if applying for Diagnostic Assessment Costs)

The deadline to apply for funding is one calendar month after your module's final exam date or end-of-module assessment (EMA) submission date.

Complete the application form correctly and in full, providing supporting evidence where required. Make sure you read the **Terms & Conditions** before you start.

Section 1: Your details

1.1 About you

Open University Personal Identifier

Title Forename(s) Surname

Date of birth Postcode

Module code(s) Module start date(s)

Section 2: Financial eligibility

2.1 Are you basing your application on your qualifying benefit or your household income?

Qualifying benefit go to Section 3

Household income go to Section 4

Section 3: Qualifying benefits

Complete this section if you are basing your application on a qualifying benefit.

3.1 Tick which qualifying benefit you or your spouse, partner or 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

A reduction under the Council Tax Reduction Scheme (*students in Wales only*)



You need to **provide evidence dated within six months of this application** of the qualifying benefit you or your partner receive. You can either:

- supply a full copy of your or your partner's benefits award letter; or
- ask your Jobcentre Plus or local authority housing office to complete Section 3.2 below.

3.2 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.

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 credit(s) indicated above.

Full name of recipient	
Signature of certifying officer	Official stamp (stating authority's address)
Name (print)	
Date	

Now continue to Section 5. You don't need to complete Section 4.

Section 4: Household income

Complete this section if you are basing your application on your household income.



- In the table below, give details of your gross household income for the last complete financial year (which runs from 6th April to the following 5th April).
- Make sure you provide **supporting evidence** for each type of income you declare. Send copies of supporting evidence, we can't return originals. Appendix 2 of the Terms & Conditions will help if you're not sure what evidence to provide.
- **Note:** If the total household income you declare is nil, you must give an explanation of how you are supporting yourself and provide a letter from any persons supporting you to confirm this.

4.1 Household income

Type of income (for the last complete financial year running from 6th April to following 5th April)	Gross amount received: You	Gross amount received: Spouse, partner or civil partner
Employment income	£	£
Self-employment income	£	£
Retirement or disability pension	£	£
Benefits income	£	£
Unearned investment income (e.g. interest from bank or building society accounts, ISAs, shares)	£	£
Unearned income from property rental or lodgers	£	£
Other income (e.g. loans, bursaries, maintenance payments, redundancy payments received for yourself/your partner)	£	£
Total income for the last financial year	£	£

Section 5: Your household

5.1 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. husband, wife, partner, civil partner).

Name

Relationship to you

5.2 How many children aged under 18 do you have for whom you are financially responsible?

Next steps

If you have recently attended an assessment to assess whether you have a Specific Learning Difficulty (such as dyslexia or dyspraxia), you can claim support towards the cost of this assessment.

5.3 Do you want to apply for support towards a diagnostic assessment for a Specific Learning Difficulty?

Yes continue to Section 6

No skip to Section 7

Section 6: Diagnostic Assessment Costs

Complete this section if you want to apply for support towards the cost of a diagnostic assessment for a specific learning difficulty.

We will award costs (including travel) in line with the income thresholds in the table opposite.

No payments will be made until after you have attended your assessment.

Gross household income	Award amount
£25,000.00 and under (or in receipt of a qualifying benefit)	100%
£25,000.01 – £29,999.99	90%
£30,000.00 – £34,999.99	80%
£35,000.00 – £39,999.99	70%
£40,000.00 – £44,999.99	60%
£45,000.00 – £49,999.99	50%
£50,000.00 and over	0%

6.1 Assessment payment Tick which option applies to you:

I have already paid for my assessment and would like to be reimbursed.

I haven't paid for my assessment yet and would like you to pay my assessor directly.

6.2 Evidence You must provide either a receipt (if you have already paid) or an invoice from your assessor, as evidence of your assessment. It should include all of the following details:



- Name of assessor
- Assessor's Practising Certificate number and issuing body
- Address of assessor
- Email address of assessor
- Cost of assessment
- Date of assessment
- Type of assessment
- Assessor's payment details, if required

I confirm I have enclosed the required evidence.

6.3 I agree that The Open University can discuss my application directly with the assessor.

6.4 Travel costs Tick which option applies to you:

I have enclosed evidence of my travel costs (e.g. tickets/receipts/details of journeys taken).



I am not claiming travel costs.

Next steps

6.5 Do you want to apply for other study-related costs (e.g. stationery, ink, internet)?

Yes, I want to apply for other study-related costs

continue to Section 7

No, I'm just applying for my diagnostic assessment cost

skip to Section 8

Section 7: Study-Related Costs

Complete this section if you want to apply for support towards study-related costs.



7.1 You should have already purchased the items before applying for reimbursement.
Complete the table below to give details of the study costs you would like support for.

You are expected to provide evidence (e.g. receipts) for each purchase. Appendix 1 of Terms & Conditions will help if you're not sure what evidence to provide.

Study cost	Amount applying for	Evidence provided? (✓)
General study costs – for study items such as stationery, paper, ink, a printer, headphones etc. Up to £200 per academic year.	£	
Internet access Up to £20 per month for the module duration.	£	
PC/Laptop/Tablet Up to £250.	£	
Medical evidence – e.g., a doctor's letter to support a DSA application Up to £50.	£	
Compulsory module materials (as listed in the module description) – e.g., set books, scientific calculator.	£	
Travel – for OU organised events e.g. tutorials, day schools, exams	£	
Childcare To apply for support towards childcare costs, you must complete an additional separate form available from Student Fees. See the front cover of this form for contact details.	£	
Residential school accommodation and meals fee	£	

7.2 Disabled Students' Allowance (students in England only)

Are you resident in England, been awarded Disabled Students' Allowance (DSA), and wish to apply for support towards your DSA PC/Laptop contribution costs?

No continue to Section 8

Yes give the name of your DSA-QAG accredited supplier



Evidence required: A copy of your Student Finance England DSA award letter. Payment will be made directly to you. You will then need to contact your DSA supplier to arrange payment and delivery of your DSA equipment.

Section 8: Bank or building society details

8.1 Enter the details of the UK bank account you want your money paid into. This account must be in your own name and can be a joint account.

Name on account:

Account number:

Sort code:

Section 9: Declarations

Read the declaration in 9.1 carefully before signing it. If you have included details of benefits or income received by your spouse, partner or civil partner, this person should sign and date the declaration in 9.2 too.

9.1 Your declaration

- I have read the Terms & Conditions and I understand the conditions of receiving Study-Related Costs Funding.
- The information given on this form, and on any subsequent submissions, is complete and accurate to the best of my knowledge and belief.
- I understand that The Open University may ask for further evidence in support of claims made in this application, and any subsequent applications, and I agree to provide this further evidence upon request.
- I will inform The Open University immediately of any change in my circumstances that might affect my entitlement to Study-Related Costs Funding.
- I understand that if I give The Open University false information, or fail to give complete information, I may be prosecuted, and if I am found to be ineligible I will be required to repay any grants already awarded to me.
- If applicable, I agree to The Open University making awards directly to my diagnostic assessor, if this is the payment option I have selected in Section 6 of this application.

Your signature

Date

9.2 Declaration by your spouse, partner or civil partner

- The information given on this form is complete and accurate to the best of my knowledge and belief.
- I agree to supply any further information relevant to this application that The Open University asks for.
- I understand that if I give The Open University false information, or fail to give complete information, this will automatically disqualify the student's application and may lead to disciplinary procedures resulting in possible expulsion from the University, and the student may be liable to repay any grants awarded to them.

Signature (spouse, partner or civil partner)

Date

Section 10: Checklist

Use the checklist below to make sure you haven't missed anything. Remember to send copies of the evidence you supply, we can't return originals to you.

10.1 Double check. Have you:

filled in your details in Section 1?

attached evidence of your qualifying benefit dated within six months **or** attached evidence of your household income for the last complete tax year?

If applying for support towards Diagnostic Assessment Costs: completed Section 6 and attached the required evidence?

If applying for support towards Study-Related Costs: completed Section 7 and attached the required evidence?

If applying for support towards Childcare: completed the separate form for support towards Childcare costs and attached the required evidence?

included your bank details in Section 8, if applicable?

signed and dated the declaration(s) in Section 9?

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 Study-Related Costs Funding 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 Study-Related Costs Funding 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 United Kingdom (UK) Funding Councils may use or analyse the information provided in this form. Any published results will not identify individuals.

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.

Open University Data Protection Officer
University Secretary's Office
PO Box 497
The Open University
Milton Keynes
MK7 6AT
Email: data-protection@open.ac.uk
Telephone: +44 (0)1908 653994

Email your completed application and supporting evidence to:

student-fees-src@open.ac.uk

Or you can post your completed application with supporting evidence to:

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



The Open University Academic Services