The Open University

Application form for Student Assistance Funding for PGR students

Background

The Student Assistance Fund provides support to students who are facing serious financial hardship due to an unforeseen change in circumstances or an unexpected cost that has arisen through no fault of their own which is affecting their ability to continue studying.

Funds are limited. Awards will be made on a first come first served basis and are not guaranteed. We ask that you give careful consideration to your request prior to submitting your application, only asking for support towards costs which will make a critical difference to your ability to continue studying.

There are restrictions on what you can use the fund for. You can request up to a total of £500 depending on what support you need. More information about the scheme for Postgraduate Research students can be found at http://tinyurl.com/26cmwmk7.

Eligibility Criteria

To be eligible for Student Assistance Funding you must meet the following criteria:

- You are directly registered as a Postgraduate Research student and actively studying with the Open University. Students registered via Affiliated Research Centres are not eligible to apply.

Restrictions

Before you make an application, please read the Student Assistance Fund restrictions:

- You can apply once per academic year (1st August – 31st July), unless you also require funding for medical evidence. In this instance we will consider a further application within the same academic year.
- If you're eligible to apply for your costs via another fund such as Study-Related Costs (https://help.open.ac.uk/funding-for-computers-internet-childcare/study-related-costs-fund-eng-ni-wal) or the Discretionary Fund (Scotland https://help.open.ac.uk/discretionary-funds-scot) you are not eligible for Student Assistance Funding.
- You can request up to a maximum total of £500 depending on what you need funding for.
- Applications for medical evidence are capped at £50.
- Applications to replace or repair your PC or laptop are capped at £250. We will only offer support towards a PC or laptop that is required for studying where you have not been provided with one by the university. Applications for another PC or laptop in subsequent academic years will be awarded at the University's discretion.
- Requests for tuition fees or disability equipment cannot be considered.

Your details

Full name

Personal Identifier   Postcode

Support required

List the types and amounts of funding you require. Make sure you have read the Restrictions section above first.

Type	Please specify what funding is for	Amount requested
Reimbursement of medical evidence (up to £50)		£
PC or laptop (up to £250)		£
Emergency study costs		£
Other emergency costs		£
Daily living costs		£
Total Amount		**£**

What has happened?

Explain your circumstances, including what has happened, when it happened, how it is impacting you financially and how it is affecting your ability to study. You can also explain how this funding will help resolve your issue(s). Your application may be delayed if you do not provide all of the information requested. If you require more space to explain your circumstances, please continue on page 4 of this application.

If you are only applying for medical evidence, you do not need to complete this section.

Supporting evidence

To support your application, you will need to provide us with evidence that relates directly to the issue that is affecting you financially. If you are applying for medical evidence, please provide a copy of your receipt. Evidence should be submitted at the same time as this form.

If you're not sure what evidence to provide, consider providing us with copies of your last three month's bank statements as your evidence. This could help us assess your application and reduce delays in making a payment to you.

If you're unable to provide evidence, please call us for advice on 01908 653806.

Your bank account details

By entering your bank details now, if your application is successful, we can make the payment as soon as it is approved. You don't have to include your bank details now, as we will contact you for them if your application is successful, but this will delay payment.

The bank account must be in your name and can be a joint account.

Name of bank

Name on account

Sort code

Account number

Please read the declarations below carefully and sign to say you confirm that:

- 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 may lead to disciplinary procedures resulting in possible expulsion from the University.
- I understand that The Open University may ask for further evidence in support of claims made in this application.
- I understand that if I am awarded funding, I will receive a cash payment and it is my responsibility to check with the Tax Office regarding potential tax implications.
- I understand that if I am awarded funding, I will receive a cash payment, which could affect my entitlement to certain means tested benefits provided by the UK Government. If applicable, I understand it is my responsibility to investigate the impacts of a cash payment, and to declare this to the Department for Work and Pensions.

Your signature   **Your name (please print)**   **Date**

All data provided in this application form will be processed in accordance with our Student Privacy Notice available here: https://help.open.ac.uk/documents/policies/privacy-notice/files/47/Student-privacy-notice.pdf

Please use the space below to continue telling us what has happened or to provide any additional information to support your application.

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.

Have you:

Read the eligibility information for this scheme: http://tinyurl.com/26cmwmk7

Completed all required sections of the form?

Provided supporting evidence of your circumstances?

Signed and dated the declaration?