



# Application For Discretionary Funds (Scotland)

Please read the guidance notes carefully to help you complete this application.

**SECTION 1**

**Open University Personal identifier**

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<b>Title</b>	<b>Surname or family name</b>	<b>Forename(s)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide a current **email address** if you have one, this is how we will contact you if we have any queries and to inform you of the outcome of your application.

Please complete the details of the course(s) you are currently studying:

1.1	Course Code	Year & month of start	Course Title	Credit points

1.2 I confirm that I am registered on and actively participating in the course/s I've detailed in section 1.1

1.3 Did you receive a financial award for your course fees? *Please tick as appropriate*  
Yes  No

If you answered 'no' to 1.3, are you a 'home student'? Yes  No  If you answer no, you are not eligible for assistance.



**SECTION 4**

**4.1** Please give details of your **monthly** Net (after tax) household income:

You must list all money coming into your household, including that of yourself and your partner.

<b>Type of Income</b>	<b>You</b>	<b>Your husband, wife or partner</b>
	<b>Net</b>	<b>Net</b>
Net earnings from paid employment	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Pension	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Income from any savings & investments	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Professional/Career Development loan	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Scholarship/Trusts/Grants	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Income support	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Jobseekers Allowance	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Housing benefit	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Council Tax benefit	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Working Tax Credit	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Child Tax Credit	£ <input style="width: 100px; height: 20px;" type="text"/>	£ <input style="width: 100px; height: 20px;" type="text"/>
Income from other benefits (please specify)		£ <input style="width: 100px; height: 20px;" type="text"/>
Other income (please specify) (e.g child support payments)		£ <input style="width: 100px; height: 20px;" type="text"/>
<b>Total</b>		£ <input style="width: 100px; height: 20px;" type="text"/>

**Please include up to date evidence of all the items listed above**

See section 4.1 of the guidance notes for what we require

**4.2** Please give details of your **monthly** household expenditure. Do not include items that are one-off payments. You don't need to tell us about food, utility bills, clothes – we use a standard composite living cost for all applicants which takes into account the number of people in your family.

See section 4.2 of the guidance notes for what we require

Course Fees (if not covered by a financial award)	£
Rent/Mortgage	£
Council Tax	£
Childcare costs	£
Travel costs	£
Building Insurance (not contents insurance)	£
Medication (if you pay for it yourself)	£
TOTAL	£

Other expenditure

Item	
	£
	£
	£
	£
<b>TOTAL</b>	£

In this section tell us about any extra expenditure or list any loans, credit card or store card debts.

**Please include up to date evidence of all the items listed above**

See section 4.2 of the guidance notes for what we require

If you put any items in other expenditure above – please tell us how they arose and why they are causing you hardship and what you are doing to reduce them.

**4.3** Please use the space below to provide any further details concerning your circumstances that you wish to be taken into account when your application is assessed.

**SECTION 5**

**5.1** Please list below the support you are applying for, giving as much detail as possible and providing appropriate evidence. If this section is not completed we will have to return your form.

<b>Type of support</b>	<b>Amount</b>	<b>Evidence supplied</b>
Example: Travel to 3 tutorials	£15	Print out of fare cost from internet or copy of a previous ticket
<p>* If you don't provide us with accurate tutorial/ day school travel costs, we will estimate the amount you need, based on our experience.</p>		

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Section 6

**6.1 Declaration**  
 Please read the declaration below carefully. You must sign and date the declaration so that the Open University can process your application.

**The information I have given on this form is complete and accurate to the best of my knowledge and I will inform the Open University immediately of any change in my circumstances, at any time, that might affect my entitlement to support.**

**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 money obtained by me as a result.**

**I understand that the Open University may ask for further evidence in support of claims made in this application.**

Your Signature	Name <i>(please print)</i>	Day	Month	Year

**6.2 Declaration by your husband, wife or partner for whom financial information has been provided:**

- The information I have given on this form is complete and accurate to the best of my knowledge and belief.
- I will inform the Open University immediately of any change in my circumstances, at any time, that might affect this application for support.
- I agree to supply any further information the Open University asks for in relation to this application.
- I understand that if I give the Open University false information, or fail to give complete information, I may be prosecuted.

Signed	Name <i>(please print)</i>	Day	Month	Year

**We expect to take up to 21 days to process your application from the time we receive it. Please don't contact us to check on progress, we will email or write to you with the outcome of your application.**