

Learner Support Scheme

Guidance Notes and Form



This form is for unit fee bursaries. Please ensure you read the [Learner Support policy](#) and the form carefully. You should only apply if you meet the eligibility criteria outlined in the policy.

Applications for funding are entirely voluntary and the budget for funding is limited, so by filling in this application you accept that OCA needs this information to ensure funding is used appropriately.

If you have any questions or need this in an alternative format please contact the Learner Support Team via the [Learner Support Helpdesk](#), by emailing learnersupport@oca.ac.uk or by calling 01226 978618.

Decisions will be made purely on the basis of the information you supply. For existing students, your academic record will also be referenced. Any inaccurate, misleading or dishonest responses, given with a view to affecting the decision would constitute fraud and could result in legal action.

Please submit the completed form, and supporting material via the [Learner Support Helpdesk](#), by emailing learnersupport@oca.ac.uk, or by posting it in:
Learner Support Team, Open College of the Arts, The Michael Young Arts Centre, Room 301, DMC 02, County Way, Barnsley, S70 2AG

Application Form

1. About you

Name

Student Number (if applicable)

Phone number

Email

Address

If you have any disabilities and / or medical conditions, or formal caring responsibilities that you would like us to be aware of please give brief details here.

2. What you are applying for

Unit fee bursary

Please indicate the unit and degree you are applying for funding towards. Make sure to also include your intended intake. Please remember that bursaries are applied for on a unit by unit basis.

For the following two bursaries, please be aware these will not be paid until after the 14 day cancellation period has passed following enrolment.

Student support bursary

If you wish to apply for a student support bursary as outlined in section 2 of the policy - please outline below how much you are applying for (up to £100), what you are applying to cover, and what impact you hope this bursary will have.

DSA-awarded computer contribution

If you have been awarded a computer by Student Finance via the DSA process and would like to apply for a bursary to cover the £200 contribution please indicate here. This would be paid directly to the supplier.

3. Personal statement

Please use the box below for your personal statement. You could describe the steps you have already taken to demonstrate your commitment to learning of this type and at this level (e.g. courses already studied, relevant books recently read, time spent in producing artistic work / developing practice) or your interest in the subject so far.

4. Admissions requirements

Please ensure you look at the [admissions requirements](#), which can be on our website.

Please tick to confirm that you have Internet access and the basic IT skills required. If 'No', please contact Learner Support to discuss before proceeding further.

Yes No

Is English your first language? If No, please include your evidence of meeting the entry requirements.

Yes No

5. Financial eligibility

Please outline why you are not eligible for Student Finance support.

I am applying for a Foundations unit

I have a previous HE qualification (please include a copy of your qualification

Other (please evidence)

Please give full details of your net household income here, including any partner. Please include all income, such as wages, pensions and benefits. With your application you must include recent supporting evidence (within the last 3 months). This could be via wage slips, benefit award notices or other supporting evidence as outlined in the policy. For more guidance on acceptable supporting evidence, please refer to the [Learner Support Scheme page](#) on our website, or the [Student Handbook](#) for current students.

List the supporting evidence you will be including, so that the clerk can be sure they have received everything you intend them to consider.

Declaration and signature

The information supplied in this application is accurate, to the best of my knowledge.

I have included supporting evidence of my household income.

I am not eligible for tuition fee support from Student Finance.

I do not have savings that could be used to cover these costs.

Signature

Date