



# **UNISON College Bursary Scheme**

Open University grant application guidance



## Who is eligible to apply?

- Full (employed) members of UNISON
- Retired, student and unemployed members can also apply, providing they were previously full employed members for a minimum of four consecutive weeks

## Who isn't eligible?

- Any member in arrears of subscriptions
- Student members who have never been full (employed) members
- Any member in the first four weeks of membership
- Any member who has received four previous UNISON education grants
- Any member already in receipt of financial support toward their course fees (student loans and maintenance grants do not fall under this category)

## Which courses can I apply for?

Any 30 or 60 point Open University course, up to and including undergraduate level.

This **excludes** any courses that fall under the following definitions:

- Courses leading to qualifications linked to licence to practice
- Training or programmes of study intended to meet the employer's statutory and/or legal responsibilities (e.g. health & safety)

## How much can I expect to receive?

Awards are made as follows:

- 60 credit courses = **up to** £500
- 30 credit courses = **up to** £250

## Points to remember

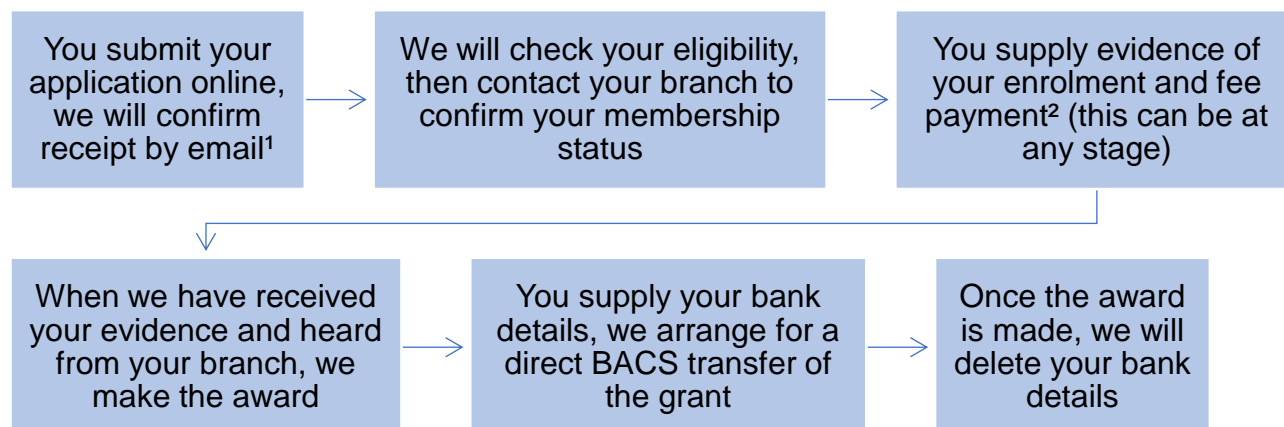
- Your course must start in the same calendar year as the application is made. For example, if your course starts in 2024 you must apply during 2024
- You can apply before the course starts, and before you have all of the evidence
- There is a limited budget for this scheme and grants are considered on a first-come, first-served basis until the funding is exhausted
- Each member can only receive one UNISON educational grant in each calendar year, up to a maximum of four grants
- Grants are made at the discretion of the Development & Organising Committee

## How to apply

Application is via an online form supported by emailed electronic evidence documents.

The application form doesn't allow for saving your work and returning to it so it's important that you read the summary of the form at the end of this document and make sure you have everything ready before you begin.

Once you are ready you can complete and submit the form. The timeline below outlines what to expect once your form is received:



<sup>1</sup> If you haven't heard from us within two weeks of submitting an application please get in touch on [l.organising@unison.co.uk](mailto:l.organising@unison.co.uk) to make sure it has been received

<sup>2</sup> Your evidence documents should be sent by email to [l.organising@unison.co.uk](mailto:l.organising@unison.co.uk)

Please note that we cannot process your application until we have received your completed application form, proof of your registration and of payment of course fees, confirmation of your membership from your branch, and your BACS details.

## What evidence do I need to supply?

When completing the application form you will be prompted to send evidence of your enrolment and payment of fees. The specific proof required is shown below.

Please note that you are also able to submit evidence after completing the form but *must* provide a date by which you intend to send us the evidence.

### What should I provide as proof of payment?

- If you are in receipt of a student finance loan for your course fees please send a copy of your student finance letter/agreement, including the date the letter was issued, the academic year the loan is for and the details of your course
- If you are paying the full course fees directly in advance, please send proof of payment including details of the modules you will be undertaking
- If you are paying for your course in instalments, please send proof of payment of any deposit and a copy of the payment plan agreed between you and the course provider, with details of the course/modules you will be undertaking

### What should I provide as proof of enrolment?

A PDF file of your Statement of Academic Record (this can be obtained via the StudentHome portal) OR a screenshot or good quality image upload of the email confirming that your enrolment is complete (usually sent by OU-Mailings@open.ac.uk)

# What do I need to have ready before completing the application form?

As mentioned above, the application form doesn't allow for saving your work and returning to it so it's helpful to have all the information you need ready to input before you follow the link below.

## Personal details

Full name	UNISON membership number
Contact details	Job title
Working hours	Employer
Highest level of qualification previously attained	

The choices for this last question are:

- Entry and NVQ Level 1 (e.g. GCSEs D-G / CSE levels 2-5 )
- NVQ Level 2 (e.g. GCSEs A-C / CSE 1 / O-Level A-C)
- NVQ Level 3 (e.g. A/AS levels)
- NVQ Level 4 and above (e.g. HNC / CertHE)
- NVQ Level 5 and above (e.g. HND / DipHE)
- NVQ Level 6 and above (e.g. undergraduate degree)
- None

## Details of your course

Course name	Number of credits the module is worth
Course/module start and finish date	Fee paid for this module
Duration of the course (if more than one year also which year you are applying for e.g. year 2 of 3)	

Finally, we will ask you for a brief statement on why you would like to study this particular course. This needn't be longer than a paragraph or so, and can be briefer, it's just to give us an idea of why you're interested in studying.

Once you have all your information to hand please follow this link to complete and submit your form: <https://forms.office.com/e/pstF7ehsXD>

**Please note, you must click on the 'submit' button at the end of the form in order to send your application to us. If you don't do this your information will not be saved.**

If, for any reason, you are unable to complete this form electronically please get in touch with us at [l.organising@unison.co.uk](mailto:l.organising@unison.co.uk) and we will be happy to help you apply using other means.

