

Martha Hamilton Trust Eligibility

Who Can Apply?

Applicants must live in Edinburgh, the Lothians, the Borders, Fife, the Falkirk district or Clackmannanshire.

If you live in the defined geographical area, then you may be eligible if you are in receipt of the following benefits:

- Severe disablement allowance or personal independent payment
- Disability living allowance
- Incapacity benefit
- Carer's allowance
- Attendance allowance
- Contributory employment and support allowance

Additionally, you may be eligible if you or your family are in receipt of:

- Income support
- Housing benefit
- Income-based job seekers allowance
- Pension credit
- Income-related employment and support allowance

In exceptional cases, people whose individual circumstances mean that they cannot afford fees (e.g. those on an income below £16,000 per annum) may also be eligible. These applications will be considered on a case-by-case basis by Centre for Open Learning staff, and awards are not guaranteed.

Who Does Not Qualify?

The following does not qualify for Martha Hamilton funding:

- People who do not live in the defined geographical area
- Full-time undergraduate and postgraduate students
- Students applying for / receiving Part-Time Fee Grant (SAAS funding)
- Students on the Certificate of Higher Education programme
- People in receipt of working tax credits or child tax credits
- People not in receipt of benefits as listed above
- People earning above £16,000 per annum

Amount of Award

If successful, awards are for one third (33%) of the course fee.

The Martha Hamilton Trust subsidy can also be combined with the 33% discount offered for students in receipt of benefits or pension credit. This means you could potentially get up to 66% off the course fee.

Any remaining balance due is to be paid by the student at the time of enrolment.

Please note, the Martha Hamilton Trust subsidy cannot be combined with student, staff or alumni discounts.

Subsidies can be applied to one course per term only.

Which Courses Can I Apply For?

Any Short Course (including Art & Design courses) and Language for All courses offered by the Centre for Open Learning.

Completing Enrolments

Students must apply for a Martha Hamilton Trust subsidy by completing a course enrolment form in person at the Centre for Open Learning reception desk (you cannot apply online or by telephone for a Martha Hamilton Trust subsidy).

You will need to have all your supporting evidence with you, otherwise we won't be able to accept your Martha Hamilton Trust application, and you will be asked to return with the correct documents.

The Centre for Open Learning will not hold spaces on courses for those planning to apply for the Martha Hamilton Trust, or apply an award retrospectively. This is why it's important you apply for the Martha Hamilton Trust at the time of your enrolment and bring your supporting evidence with you.

Evidence Needed

We need to see and take a photocopy of benefit entitlement or low income, such as the relevant page from a benefit book, award letter, pay slip or bank statement.

Again, please bring all your evidence with you when you apply for the Martha Hamilton Trust, or we won't be able to accept your application for the subsidy, and you will be asked to return with the correct documents.

Attendance

Recipients are expected to attend at least 70% of classes for their course. If they are unable to attend, they should inform the course tutor or the Centre for Open Learning before the class. Students with poor attendance may not be awarded future Martha Hamilton Trust funding.

Follow-on Applications

Each time you want to enrol on a course and apply for a Martha Hamilton Trust subsidy, you will have to submit a new application and provide appropriate evidence at the Centre for Open Learning reception desk.

Limits to Funding

The Trust has limited funds and each case is considered individually. We cannot guarantee to fund any individual student's future study.