



Guidance Notes for Academic-related Grant applications

Wadham College is able to provide a range of Academic-related grants to its undergraduate and graduate students. Many of these derive from funds that were generously donated by past college members who wished to leave a legacy to help successive generations of students.

The size and use of grants are specified so as to allow benefits to be shared among more students, and to reflect the spirit in which the funds were intended, while adapting to the changing circumstances and needs of students. For part-time students, grant amounts will be calculated on a pro rata basis, except the Freshers' Book Grant which is the same for full- and part-time students.

IMPORTANT: Please read the notes below before making an application

The following general rules apply, unless explicitly stated otherwise:

- Applications may be made by on-course students only (students on suspension are not eligible).
- Applications may be made either in advance or in retrospect.
- Applications for Academic-related Grants and Hardship grants may be made once per term.
- Applications require a comment from the relevant College Tutor or College Advisor.
- Allowable costs are those that result directly from undertaking the purpose in the application (not just living / accommodation costs that would have been incurred anyway).
- Where a grant is to be spent on books, then College may opt to purchase the books and place on long loan from the library until graduation.
- Students registered with the Disability Advisory Service can apply for support for academic-related costs, as would previously have been covered by the Disabled Support Allowance e.g. towards the cost of a laptop, photocopying etc.
- Grants will not be provided for costs of IT equipment. Should you for instance require a replacement laptop but cannot afford the expense, please apply for hardship funding through the usual route.
- Internships, Studentships and similar arrangements by other names can fall into two categories:
 - a) those which are closely related to the academic course being studied, and
 - b) those which are related to work experience, or linked to job applications, or not closely related to the academic course.

Category a) will be considered, while category b) will not – but some aspects may be considered under Travel Grants (advertised via Academic Office in Hilary Term). If the internship is adequately paid then no grant will be necessary, however if this is not the case then the applicant may be eligible for an award.

- Grants will not be provided for fees of academic or professional qualifications;
- Travel costs are covered only by grants which explicitly allow for this. **N.B.** Please note that grants will not be given to visit countries or areas which, at the time of assessment, are listed by the Foreign and Commonwealth Office as places to which it is inadvisable to travel (including those to which only travel on essential business is recommended). This list can be found at <http://www.fco.gov.uk>

- All funds have an upper limit for allocation each year, and in the event that applications exceed this then the size of individual awards may be scaled down.
- If approved, receipts / booking confirmations may be requested to support payment of the award.
- In general, visiting students and students currently on suspension are not eligible for grants.
- Where the donor of a fund or their family take an interest, recipients may be expected to write a letter of acknowledgement describing how the grant has been put to good purpose.