



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 for academic-related grants are reviewed once per term, in week 7.
- Applications may be made by on-course students only (students on suspension, or who have completed their courses are not eligible). Unless specified otherwise, visiting students are not eligible for academic-related grants.
- Applications may be made either in advance or in retrospect, but only once for each instance.
- Applications require a supporting 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 photocopying, equipment specific to your study, but not general purpose items.
- 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.
- In the event of high levels of applications, students who have not made other applications may be allocated funds in priority over students who have been allocated other funding.
- 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>
- Grants will not be provided for costs of IT equipment. Should you require a replacement laptop but cannot afford the expense, please apply for hardship funding through the usual route.
- Grants are not available for Internships and Studentships.
- Grants are not available for fees of academic or professional qualifications.
- If approved, receipts / booking confirmations will be requested to support payment of the award.
- 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.