



Guidance Notes for student grant applications

Wadham College offers a range of 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 most student grants are reviewed termly, in week 7, with a closing date for application in week 5. Travel grants are reviewed yearly in Trinity Term.
- Applications are invited from on-course students (students on suspension, or who have completed their course, or submitted their Thesis, are not eligible). Unless specified otherwise, visiting students are not eligible for grants.
- Students who have completed an undergraduate course at Wadham, and have been accepted to start a graduate course at Wadham the same year, may apply for a grant for the summer vac period. If approved in principle, this may be claimed once the graduate course has been commenced. The same applies for medics moving from pre-clinical to clinical studies.
- Applications may be made either in advance or shortly afterwards, but only once for each instance.
- Most applications will require supporting comments from the relevant College Tutor or College Advisor.
- Allowable costs are those that result directly from undertaking the purpose in the application (this does not include living / accommodation / home travel costs that would have been incurred anyway).
- If 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 number of awards may be limited, or the size of individual awards be scaled down. Factor including the strength of the application, Tutor feedback, academic relevance, likely personal development, availability of alternative opportunities, college citizenship, value for money, and previous grant awards, will be considered by the committee.
- 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 course fees of academic or professional qualifications.**
- Please note that these funds have been awarded for the specific purposes outlined in your application, and the College reserves the right to withhold payment in the event that your plans differ significantly from your original proposal; It is therefore advisable that you inform Finance Bursar's PA fbsec@wadham.ox.ac.uk in advance of any significant change in your plans.

- 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.