**Wadham College Grant Application Form**



**Education Support Fund for undergraduate studies**

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| **Applicants -** Undergraduates in all subjects (on course, not suspended).**Purpose -** This Fund is available to assist undergraduates towards course-related costs such as the cost of attending Conferences, Field Trips and the purchase of rare books that are relevant to their course.Other subject-specific funds to support Undergraduate Studies are administered in co-ordination with the Education Support Fund, and a single application to the Education Support Fund will be linked to the relevant grant. **Quantity** - ESF will contribute up to £300, with the option of 50% of the remaining required amount up to a maximum total of £600 (depending on availability of funds, and if so agreed by the committee). [ e.g. for an application of £500, ESF may contribute £300 + 50% of the remaining £200 = £400. e.g. for £1,000, ESF may contribute £300 + 50% of £700, and the total is limited at £600 ]**Restrictions**-For mandatory field trips then, reasonable travel costs may be included in the sum. - For field trips and conferences that are either non-mandatory, or where there is the option of an alternative at a lower-cost destination, the committee will normally exclude travel costs.- If spent on books, then College may opt to purchase the books and place on long loan from the library until graduation. - Education Support Fund will not provide support towards costs of internships or studentships. - Unless specifically included, ESF does not fund the travel or costs of a year overseas.- Applicants to the Education Support Fund may be awarded a bursary from the Peter Highton Fund, which is intended to provide support to students from lower income backgrounds. A separate application is not needed.Guidance notes on academic related grant applications use the attached link.[**https://admin.wadham.ox.ac.uk/media/documents/GuidanceNotesforAcademicGrants.pdf**](https://admin.wadham.ox.ac.uk/media/documents/GuidanceNotesforAcademicGrants.pdf) |

Forms must be typed and emailed to fbsec@wadham.ox.ac.uk by the Friday of 5th week.
A confirmation email will be sent upon receiving the application form.

Applications will go forward to the Loans and Grants Committee who will decide on the outcome of the application in 7th week of each term.

On confirmation, receipts will be required as proof of claim and should be emailed to fbsec@wadham.ox.ac.uk

All grants will be paid as a credit to the student’s battels account.

**Section A**

**To be completed by student.**

Personal Data

Name…………………………………………………………………………………………………………………………………………..

Course………………………………………………………………………………………………………………………………………...

Date of Birth …………………………………………………………………………………………………………………………….…

Tutor/ College Advisor’s Name ……………………………………………………………………………………………………

Which grant are you applying for:

🞏 Education Support Fund

🞏 Wyndham Grant – if your proposal involves local history research

🞏 George Hogg Grant – if you are reading Chinese Studies

🞏 Holbrook & Bickley Rogers Grant – if you are reading Classics, Ancient History and related joint schools

🞏 Khusrow Eghbal Grant – if you are reading Arabic, Persian, or other Middle Easter Studies.

Details of Grant

Outline the purpose of the application………………………………………………………………………………………

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Breakdown of costs……………………………………………………………………………………………………………………

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Total amount required………………………………………………………………………………………………………………

Other grants applied for this purpose………………………………………………………………………………………

Student’s Signature……………………………………………………………Date………………………………………………

**Section B**

**To be completed by the tutor/college advisor.**

Tutor/ College Advisor’s Comments…………………………………………………………………………………………

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Tutor/ College Advisor’s Signature……………………………………………………………………………………………

**Section C**

**To be completed by the finance department.**

Amount Approved……………………………………………………………………………Date………………………………

Comments………………………………………………………………………………………………………………………………