



**Please read the following guidance notes carefully before completing an application.**

## **1. Overview**

### *(i) About the Fund*

The Equal Access to Learning Fund (EALF) has been established to help provide means-tested material access to learning for disadvantaged students from low-income backgrounds. The EALF provides financial assistance for the provision of laptops, books and other learning materials as well as tuition and technological support for students while away from College.

All students (and offer holders) at Worcester College who meet the eligibility criteria (see **(2.i)**) can apply. All payments made are non-repayable, meaning that you will not be asked to pay back the funds you receive.

### *(ii) How much can I apply for?*

The maximum any student can apply for in any given academic year is **£850**.

Note that the following annual maximum applies for each type of purchase:

- Laptop purchases - **£500**
- Book purchases - **£250**
- Noise cancelling headphones - **£100**

## **2. Before applying**

### *(i) Eligibility*

The EALF is limited and serves only as a supplement to other forms of funding already available at Oxford and Worcester College.

To be eligible to apply you must already be in receipt of – or be ineligible to apply for – the following:

- [Student Support Bursary](#) – undergraduates only
- [Academic Expenses Grant](#) – graduate students only
- [Oxford Assistance Fund](#)
- [Book Bursary](#) – undergraduates only

You will be asked to confirm your eligibility as part of the application process.

*(ii) Book purchases*

Note that the University and Worcester College both accept book purchase requests:

- [Request a book purchase through Worcester College Library](#)
- [Request a book purchase through Bodleian Libraries](#)

If you are applying for EALF support for book purchases, you will be asked to explain why your requested books cannot be accessed through these means (e.g., neither Worcester nor the Bodleian can fulfil your request; there is some reason why you need a personal copy of each requested book).

*(iii) Laptop purchases*

If you are applying for EALF support for a laptop purchase, you must either **(a)** not own a laptop, or **(b)** own a laptop which is not in a functional state to help you complete your studies.

If **(b)** applies, you should try to repair your laptop in the first instance.

When requesting support for laptop repair, and if you haven't yet had the laptop repaired, make sure you provide a definite quote.

If you are in the final term of your studies, refer to [Worcester College IT Support](#) ([ithelpdesk@worc.ox.ac.uk](mailto:ithelpdesk@worc.ox.ac.uk)) for a short-term laptop loan in the first instance.

*(iv) External tuition*

If you are applying for EALF support for external tuition, you must secure the approval of your relevant College Subject Tutor. You will be asked to provide proof of your College Tutor's approval/recommendation as part of the application process.

You will also be asked to provide the name, occupation and email of your engaged external tutor.

**Secure the permission of all relevant parties before sharing their information.**

### **3. Your application**

*(i) How do I apply?*

You can apply for EALF support via the [Equal Access to Learning Fund Student Application Form \(2024/25\)](#).

We may ask for clarification relating to your application or for further information. If this is the case, you will receive an email from the Learning Development Officer. If no response is received within 21 days, we will consider the application withdrawn.

*(ii) How will my application be assessed?*

Applications are accepted and assessed on a rolling basis. There are no termly deadlines for submission of applications.

Once a complete application is received, we aim to process the application and communicate the outcome within four weeks.

Applications are assessed by the Senior Tutor and the Learning Development Officer. They will take into account your financial situation, the amount you have requested, and why you require additional funding.

Applications are treated in the strictest confidence subject to [Worcester College's GDPR Policy](#).

*(iii) How will I be notified of the outcome of my application?*

The outcome of your application will be sent to you via email.

#### **4. After applying**

*(i) How are funds paid?*

If your application is successful, you will be asked **to provide receipts for all relevant purchases**.

Once receipts have been provided, payment will be made directly to you – usually in one instalment.

*(ii) Can I submit a repeat or new application?*

You can apply again within the same academic year and in subsequent years of study. Note that any subsequent application will be reviewed based on your circumstances *at the time of application* and using the latest available information.

The maximum amount that one student can apply for within any academic year is **£850**.

*(iii) Can I appeal the outcome of my application?*

If you are not satisfied with the outcome of your application, you may appeal in writing to the Learning Development Officer.

Any appeal must be made within four weeks of the date you are notified of the outcome of your application. Decisions made regarding appeals are final.

An appeal must either **(a)** contain new or more detailed information relating to your situation which was not available to you at the time of your original application, or **(b)** dispute the application decision by demonstrating that the decision was not conducted in accordance with the stated procedure.

#### **5. Further questions**

Please contact the Learning Development Officer ([george.webster@worc.ox.ac.uk](mailto:george.webster@worc.ox.ac.uk)) if you have any queries or require further clarification before submitting your application.