



Tutor's Comments:	
Signature of Tutor:	Date:
<b>Tutor: Please forward completed form to Senior Tutor</b>	
Signature of Senior Tutor:	Date:
Signature of Association Secretary:	Date:
Signature of Fund Tutor:	Date:
Amount awarded:	

### **Downing College Association Student Support Fund – Regulations**

1. The Downing College Association will make available in academic year 2005/6 a total sum of up to £5000 for distribution in the form of Hardship Awards to current undergraduate or graduate students to help alleviate financial hardship.
2. Hardship Awards shall be used for the purchase of books or other educational materials needed for particular courses, such as special computer software, sheet music, drawing office equipment and materials. Grants for other specific educational purposes will also be considered, including travel, vacation study or conferences for which no other University and College funds are available. Grants for books are usually made conditional on the books being donated to the College Library when the student completes the course.
3. Hardship Awards will be advertised by the College at least once in each year to all students who are eligible.
4. Applications must be submitted to the Senior Tutor through Tutors on a form which is available for this purpose and such applications will require the endorsement of the Tutors concerned.
5. Applications will be considered and prioritised by a committee consisting of the Senior Tutor, another Tutor and a member of the Executive Committee of the Downing Association, normally the Secretary.
6. Receipts must be obtained for all expenditure and be presented for inspection at the Tutorial and Admissions Office once obtained. Please note that if not receipts are shown then any grants made must be returned to the Association.