

## Terms and Conditions

### EPA Grant

**Please note that, in accepting a grant payment, you agree with the following conditions. The College may ask for full or partial repayment of the grant if these conditions are not met.**

1. All activity must take place within the academic year for which the grant is awarded unless permission is otherwise granted. For the purposes of grant administration, the academic year begins at the start of Michaelmas term and finishes at the end of the Long Vacation.
2. All activities must take place while you are still a student of the College. As such, activity that takes place after the completion of Final Honours School (or, “Finals”) cannot be supported.
3. The EPA Grant provides you with a stipend, calculated *per diem*, for the duration of your chosen activity. Awards are made to a maximum of £2,000, calculated as a £250 stipend per week for a maximum of eight weeks. Partial weeks should be calculated pro rata.
4. You are not required to submit receipts, but you must provide proof that you attended the activity for which you applied, for the duration of time stated in your application. This may be an email from your activity provider, or any other form of applicable proof.
5. You must submit a brief report detailing the activity supported by your grant, by the date listed in your award letter. This report can be sent to the Administrative Assistant, Ms. Tiffany Ng, on [fung.ng@lincoln.ox.ac.uk](mailto:fung.ng@lincoln.ox.ac.uk).
6. The grant is awarded to support the activities specified in your application. You must inform the College ([lincaa@lincoln.ox.ac.uk](mailto:lincaa@lincoln.ox.ac.uk)) of any changes – such as altered dates - in advance and obtain written approval from the College. Any altered expenses submitted without prior written approval will not be supported.
7. By accepting the grant, you agree to the College publicising the award and any report you provide in College publications and in updates to donors who generously support the grant.