

APPLICATION FOR AN INTERNSHIP GRANT 2018

Internship Grants (funded by alumni gifts to the Annual Fund) are available for Exeter students undertaking internships or work/volunteering placements during the Long Vacation, whether the opportunity has been arranged through the College or independently. A total of £5,500 is available. Awards are usually in the range of £100 - £400, depending on the number of applicants, whether or not the internship is remunerated in any way, and if it is in the UK or overseas. All applications will be treated in strictest confidence.

Please complete each section and submit this form to college.office@exeter.ox.ac.uk by **midday on Monday of 3rd Week Trinity Term** for consideration by the College Cases Committee. Outcomes of applications will normally be available by Week 6.

NAME:

COURSE:

YEAR OF STUDY:

Please give details of the internship/work placement

Company/organisation:

Location:

Dates:

Has this opportunity been arranged through the College Careers Office? Y/N

Please give details of any expected remuneration

Salary:

Expenses:

Other:

Reason for request (please give a brief summary of the costs you expect to incur in taking up this internship/work placement and what you require a grant for):

Accommodation:

Travel:

Food:

Other (please state):

How much would you like to apply for?

What other sources of income will assist you in funding this internship?

Have you previously received an Internship Grant from the College?

If yes, please give details:

Please describe briefly how this internship/work placement will further your career goals:

The small (but important) print

If you are awarded an Internship Grant and do not use it for the purposes stipulated above, you will be required to refund the grant to College.

The College will use information provided on the application form for processing the application and in relation to the award of any consequential grant or loan. It will be held securely, and will do so in accordance with the relevant provisions of the Data Protection Act 1998 and associated guidelines or codes of practice.

Signature: _____

Date: _____

If you submit this form from your Exeter College email address you do not need to provide a signature, and may instead type your name above.

PLEASE READ THROUGH THE FOLLOWING INFORMATION AND TICK ONE OF THE OPTIONS BELOW:

It is the custom of the College to record the recipients of grants and awards as part of its historic archive. Information about the number and value of Internship Grant awards is shared with Exeter College Development Office for the purposes of reporting on the use of funds. Information about individual awards is not included in reported data. More information about these arrangements can be obtained from the Development Office: development.office@exeter.ox.ac.uk.

The College will treat as confidential all information provided, and will not use it or disclose it to any other person except as set out here. The College will not pass student details to any commercial organisations, but may use them for the purposes of future contact.

I **CONSENT** TO OPT IN TO THESE ARRANGEMENTS:

I **DO NOT CONSENT** TO OPT IN TO THESE ARRANGEMENTS:

Please return completed forms to the College Office by midday on Monday of Week 3, Trinity Term: college.office@exeter.ox.ac.uk

Please use 'Internship Grant Application' as the subject of your email.