



The University of the West Indies  
Mona Campus  
**STUDENT ACADEMIC ENRICHMENT FUND**  
**Application Form**

Please submit the completed form and the requested documents to the Office of Student Financing, UWI.

**RULES/ELIGIBILITY/REQUIREMENTS:**

The Fund supports activities such as:

- Attendance at conferences/seminars/workshops;
- Participation in UWI sponsored field trips & educational tours;
- Exchange programmes.

Students must complete an application form, supplying all the information requested. Requests must be submitted along with a detailed budget, supporting invoices, student's contribution and other relevant documents and should be routed through the Head of Department and Dean of the Faculty to which the student belongs. The Dean as well as the Head of Department must approve the student's attendance at the conference/seminar/workshop/exchange/activity.

- Applications must be supported by a statement from the Head of Department outlining the value of the activity for the student's academic enrichment.
- Applicants must provide evidence of all other grants received from UWI or other sources.

**CRITERIA:**

Applicants must be in good financial standing with the University and have an unblemished disciplinary record.

- Applicants must have at least a GPA of 3.30 at the time of applying.
- Students are required to be full-time, final year students who will be participating in the activity for which they have applied.
- Students are required to be active members of the clubs or societies on Campus and have verifiable evidence of community and other contribution.

Any student who wishes to be considered for assistance should submit his/her request at least four weeks before the advertised date of that meeting.

Fulfillment of the criteria guarantees that requests will be considered but the Selection Committee reserves the right to determine who receives assistance and the level of such assistance.



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**NB: Only COMPLETED application forms will be accepted and reviewed.**

**APPLICANT'S PERSONAL DATA:**

1) NAME: \_\_\_\_\_

2) ID# : \_\_\_\_\_

3) FACULTY: \_\_\_\_\_

4) STATUS: Full Time ( ) Part Time ( )

5) 5) CURRENT YEAR OF STUDY: \_\_\_\_\_

6) PROGRAMME (B.Sc, BA, etc...): \_\_\_\_\_

7) MAJOR: \_\_\_\_\_

8) EXPECTED DATE OF GRADUATION: \_\_\_\_\_

9) CELLULAR PHONE #: \_\_\_\_\_

10) E-MAIL ADDRESS: \_\_\_\_\_

**ACTIVITY INFORMATION:**

9) NAME OF ACTIVITY: \_\_\_\_\_

10) LOCATION: \_\_\_\_\_ 11) DURATION: \_\_\_\_\_

12) DATE OF ACTIVITY: \_\_\_\_\_ 13) INVOLVEMENT: Attend ( ) Participate ( )

14) IF YOU CHECKED PARTICIPATE IN QUES. 13, OUTLINE THE NATURE OF YOUR PARTICIPATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15) STATE BENEFIT(S) TO BE DERIVED FROM ACTIVITY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

16) BRIEFLY INDICATE YOUR ACTIVE INVOLVEMENT IN ANY CLUBS/SOCIETIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**COMMENTS BY HEAD OF DEPARTMENT:**

24) PROGRAMME VALUE TO STUDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25) IS THE DEPARTMENT ABLE TO OFFER FUNDING FOR THIS ACTIVITY? Yes ( ) No ( )

26) IF "Yes" TO QUES. 26, KINDLY INDICATE HOW MUCH: \$ \_\_\_\_\_

27) PLEASE MAKE THE RECOMMENDATIONS REGARDING THE GRANTING OF FUNDING TO THIS STUDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of HOD: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMMENTS BY DEAN OF THE FACULTY:**

28) IS THE DEAN'S OFFICE ABLE TO OFFER FUNDING FOR THIS ACTIVITY? Yes ( ) No ( )

29) IF "Yes" TO QUES. 29, KINDLY INDICATE HOW MUCH: \$ \_\_\_\_\_

30) PLEASE MAKE THE RECOMMENDATIONS REGARDING THE GRANTING OF FUNDING TO THIS STUDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Dean: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMMENTS BY OFFICE OF STUDENT FINANCING:**

31) FINANCIAL STANDING/CURRENT INDEBTEDNESS: \_\_\_\_\_

32) STUDENT'S GPA FOR CURRENT A/C YEAR : \_\_\_\_\_

33) SHORTFALL (Final figure):\$ \_\_\_\_\_

34) COMPLETED BY: \_\_\_\_\_

**For Official Use Only**

Approved: \_\_\_\_\_

Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Assessment Committee's Comments**

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