

ST. JOHN'S COLLEGE

APPLICATION FOR ACADEMIC GRANT

Graduates and undergraduates of the College are entitled to apply for help towards the purchase of approved books, materials, and other items of an academic nature. The grant may be used towards the purchase of portable or hand-held computing devices, computer software or memory/hard-disk up-grades. Other items will be considered on a case-by-case basis. The College will not reimburse the costs of phone or data services or maintenance contracts for items purchased.

It would be prudent, wherever possible, to consult your Tutor or Supervisor in advance to determine whether a projected purchase is needed for your academic work.

Items included in the application must have been bought at your personal expense between the last day of Hilary Full Term of the previous year and the last day of Hilary Full Term of the current year, except that in the case of applicants in their first year the period has been extended backwards to include items bought on the advice of College Tutors before coming into residence.

Applications for an academic grant **MUST BE RECEIVED IN THE BURSARY DURING 8TH WEEK OF HILARY TERM**, and grants will be credited on Trinity Term battels.

The form should be completed and signed by the applicant and taken, together with itemized receipted bills for all purchases, to his/her tutor or Supervisor for counter signature after deletion of any items not approved. Receipts should be numbered serially to match the entries on the form. The form and receipted bills should be sent by the Tutor or Supervisor to Mrs. S. Godfrey in the Bursary.

Undergraduates may claim a maximum grant of £248 and graduates a maximum of £325.

Senior Tutor
July 2011

APPLICATION FOR ACADEMIC GRANT

FULL NAME OF APPLICANT
(block capitals)

SUBJECT Graduate or Undergraduate

RECEIPTS NUMBERED SERIALLY	DESCRIPTION OF PURCHASE	DATE PURCHASED	COST

TOTAL _____

I certify that during the specified period I acquired at my personal expense the items listed above.

SIGNATURE OF APPLICANT

I certify that the items listed above are required by the applicant in connection with his/her course of study.

SIGNATURE OF TUTOR OR SUPERVISOR

NAME OF TUTOR OR SUPERVISOR (in caps)

COLLEGE OR DEPARTMENT (if not St John's)

DATE

Return to: Mrs S Godfrey, Room 10, Bursary, during 8th week of Hilary Term.