

NOTES OF GUIDANCE – UNDERGRADUATE SPECIAL GRANTS

Please read these notes before completing your application.

Special Grants are available to undergraduate students of St. John's for special **academic** purposes. Examples of these are:

- Travel to undertake research in archives
- In support of work directly relevant to your course, e.g. field trips/compulsory activities
- Attendance at meetings, summer schools, conferences
- Academic project work to be carried out in Oxford
- Travel for the purposes of general cultural enrichment; e.g. visiting sites/museums
- Travel to undertake voluntary work

Special Grants are not available to support sporting activities. Paid and unpaid internships are not normally supported, nor are applications received from students on their year abroad.

Applicants are expected to give their tutors a detailed schedule of what they wish to do, and tutors are required to write in recommendation.

1. Use *only* the application form. Additional material will not be accepted.
2. Remember that your tutor needs time to complete the recommendation on the form.
3. Applications received after the relevant event has taken place will **NOT** be accepted.
4. Purchases of academic materials such as books or software are covered separately by the Academic Grant.
5. Undergraduates in their final year are unlikely to receive funds for an activity due to take place after the end of the Christmas vacation.
6. The College expects to meet only a proportion of expenses and all applicants are expected to seek support from other sources wherever possible, e.g. their department or the trust funds administered by the faculty concerned.
7. Applicants are expected to quote reasonable figures for both travel and subsistence.
8. Candidates may apply for a Special Grant from the College only once per academic year (1st October – 30th September).
9. If you have substantial outstanding battels and do not have hardship or other arrangements in place for delayed payment of battels, payment of the Special Grant may be withheld.
10. Special Grants are not transferable, and must be used for the purposes outlined in your application. Should your plans be altered or cancelled, you must inform the College Office as soon as possible.
11. When there is a strong demand for grants, one of the factors taken into account when considering each request will be the number of times the applicant has previously applied for such a grant and the amounts given.