

ST JOHN'S COLLEGE

UNDERGRADUATE APPLICATION FOR A COLLEGE SPECIAL GRANT
 (To be sent to: grants@sjc.ox.ac.uk or in hard copy to the College Office)

Your application ***and*** your tutor's comments are to be submitted **in advance and no later than 12 noon on Thursday of Week 5** in Michaelmas Term and **Thursdays of Weeks 0 and 5** in Hilary and Trinity Terms. Please allow your supervisor **one week** to fill in their part of this form. It is **your** responsibility to submit the form when it is completed.

I confirm that I have read the guidance notes on Special Grants	Yes
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Please complete all parts of this application form legibly. Incomplete forms may result in any decision being delayed and/or applications being turned down.

Applicant's Name:	
Programme of Study:	
Current Year of Course:	
Name of College Tutor:	

Have you requested funding from other sources?	Yes	No
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Please specify any **pending** applications:

1) From:	Amount:
2) From:	Amount:
3) From:	Amount:
TOTAL:	

Please specify details of all grants **already obtained**:

1) From:	Amount:
2) From:	Amount:
3) From:	Amount:
TOTAL:	

Amount to be provided from your own resources:	TOTAL:
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Have you applied to the College in the past for a Special Grant?	Yes	No
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If yes, then please give details:

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Details of your application:

Country / place of visit:		
Dates	From:	To:
Purpose of your visit: <i>(you must provide an explanation of the objects of the proposed travel and how you expect to profit by it).</i>		

Estimated expenses of visit:***If you are applying for accommodation in College, please go to ******

International travel:		£
Internal travel:		£
Fees:		£
Subsistence:		£
Other:		£
TOTAL		£
Sum requested from College: <i>(Please deduct grants already obtained from your expenses total)</i>		£

*****If you are seeking accommodation in a College Room:**

Dates that you wish to reside in College:		
From:	To:	
How many nights do you wish to stay in College: <i>(You will still need to fill in a Vacation Residence form as usual)</i>		
Are you getting paid for the work that you are doing?	Yes	No
If Yes, please give details and the amount that you are due to receive:		

Signed:**Date:**

THIS PAGE TO BE COMPLETED BY THE APPLICANT'S COLLEGE TUTOR

Name of Applicant:		
Amount recommended:	£	
Have you discussed the purpose of this application with the student concerned?	YES	NO
Are you satisfied that the purpose is a legitimate one?	YES	NO
Is the purpose of relevance/use to the student's course?	YES	NO
DIRECT RELEVANCE	INDIRECT RELEVANCE	LITTLE RELEVANCE

Please comment below on the proposal as outlined in the application and on the applicant's general academic standing:

N.B. Undergraduates in their final year are unlikely to receive funds for an activity after the end of the Christmas vacation. Any field trip or other visit which is an essential course requirement should be funded by the student's department.

Name: (please use capitals):	
College:	
Signature:	
Date:	