



## **NOTES FOR APPLICANTS**

**Only applications from undergraduate applicants who have been offered a place at the University of Oxford for entry in October 2018 will be considered.**

### **A: IMPORTANT INFORMATION BEFORE YOU BEGIN AN APPLICATION**

You must read the information in this document and the scholarship details in the advertisement on the St John's College website to check your eligibility before completing your scholarship application form online. The link to the online application form is available on the St John's College website.

1. A breakdown of the expenses and an explanation of tuition fees and college fees are provided on the University of Oxford's website at [www.ox.ac.uk/students/fees-funding](http://www.ox.ac.uk/students/fees-funding).
2. To apply for the James Scholarship, you must have also applied for the Reach Oxford Scholarship as a separate application.
3. We use email to inform applicants of the outcome of their application, so please ensure that the email address you supply is valid. Please let us know if you change your email address (by emailing [sarah.jones@sjc.ox.ac.uk](mailto:sarah.jones@sjc.ox.ac.uk) )
4. Only those applicants who have an offer to study an undergraduate course at the University of Oxford for entry in 2019/20 will be considered for the scholarships. Please note that students for the A100 Medicine course are not eligible to apply.
5. If you apply for a scholarship for which you are ineligible, your application will not be considered.
6. Information from your UCAS application and University of Oxford admissions tests and interviews (if applicable) will be taken into account when considering your application.



## **NOTES FOR APPLICANTS (continued)**

### **B: COMPLETING THE APPLICATION FORM**

Please fill in the form as clearly and completely as possible. The online form is also available in alternative formats, should this be required for accessibility reasons. Please email [sarah.jones@sjc.ox.ac.uk](mailto:sarah.jones@sjc.ox.ac.uk) for more information.

To submit your application download the form and complete as instructed. Then scan and e-mail to the above address.

In **Section C**, we ask questions regarding your **financial information**.

- *Questions 1-6:* In this section we ask about your household. Your household is the group of people you ordinarily live with as a family, and with whom you share household expenditure. This could include parents/guardians and/or a husband/wife/civil partner/partner (a civil partner is a person who has legally registered his/her partnership with another person). It would **not** normally include people with whom you share a flat/apartment/house as housemates, unless these people will be directly contributing financially to your studies. You may temporarily be living away from your household/family, e.g. for the purposes of studying, but this is not relevant, since we require information about the people you *ordinarily* live with.
- *Questions 5-6:* A dependant can be anyone, child/children, grandparents, disabled parent or spouse that you are financially responsible for.
- *Questions 7-10:* In this section, some of the questions are about your parent(s)/guardian(s). We anticipate that these will be the one or two people most closely involved in your upbringing. You may select birth parents, adopted parents, step-parents, foster parents, carers or guardians as best fits your own circumstances. Please now designate one person as 'parent/guardian one' and, if applicable, the other person as 'parent/guardian two', and keep these designations consistent through all the questions in this scholarship application concerning parents/guardians.

Please state all household income figures for the period 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018.

For income, please state annual **net** income. This includes:

- ☞ "take-home pay" (salary **after** tax and other deductions)
- ☞ income from pensions or state benefits
- ☞ rental income from any property/properties in which you do not live
- ☞ interest on savings

It does **not** include any bonuses or benefits in kind. Please state your annual net income **before** any household bills (e.g. rent/mortgage, food bills, loan repayment, childcare cost, utility bills etc.) are paid.

If a salary is part-time, please include the actual annual net amount earned (after tax and other deductions), not the full-time equivalent.

Please enter the amount in UK pounds (£) if possible. If you need to enter these figures in your local currency, we will perform a conversion according to the rates on the day of receipt of your application.

Please respond to the questions **to the best of your ability**. If you do not know the exact amount for any of these questions, please give your best estimate. If your household circumstances have changed significantly since 1 September 2017, or are expected to change significantly before 31 August 2018, please report the latest expected circumstances (e.g. if you have married or plan to marry, please answer on this basis).

## Ioan & Rosemary James Scholarships Applications for entry in 2019/2020



The deadline for receipt of the application form and reference is 12 noon (UK time) on Friday 15<sup>th</sup> February 2019. Late or incomplete applications will not be accepted.

### C: SUBMITTING THE APPLICATION FORM

You must submit your application form online. The link to the online form is available in the 'Related websites' section on the scholarship web pages. If you do not receive email confirmation that you have submitted your scholarship application form within 7 days of submitting your application, please e-mail [sarah.jones@sjc.ox.ac.uk](mailto:sarah.jones@sjc.ox.ac.uk)

If you are completing the form in an alternative format (for accessibility reasons), you will need to return this either:

- ✉ By email to [sarah.jones@sjc.ox.ac.uk](mailto:sarah.jones@sjc.ox.ac.uk)

If submitting your application by email please use the subject header:

<Applicant Name> – James Scholarship ✉ By post to:

*James Scholarship Applications  
Undergraduate Admissions Office  
St John's College  
Oxford OX1 3JP  
UK*

If you submit your application by post, please ensure that the form is printed as a single-sided document.

All applicants will receive an email confirming receipt of their application.

### D: SUPPORTING MATERIALS

References: There is no need to submit an additional reference as we will be using the reference submitted in your UCAS application.

Statements: No further supporting materials are required.

**Ioan & Rosemary James Scholarships  
Applications for entry in 2019/2020**

