ST. JOHN'S COLLEGE

**APPLICATION FOR ACADEMIC GRANT**

**GUIDANCE FOR STUDENTS**

Graduate and undergraduate students of the College are entitled to apply for help towards the purchase of approved books and materials of an academic nature using the Academic Grant.

The College recognizes that students may face additional necessary expenditure under the current extraordinary circumstances, as we move towards teaching and examination online. The President and Senior Tutor have therefore decided that we can make some changes to the Academic Grant for the coming term to help meet these costs.

**Since some of you will face extra costs, and may already have drawn on this grant earlier in the year, we are able to offer all students an extra £150 each, available immediately.**

* This is addition to the usual annual grant of £354 (for undergraduates) and £464 (for graduates) for the academic year 2019-20.
* Please note also the provision below for claiming from next year’s allowance where necessary for major purchases.
* We hope that this – and the fact that you will not be required to pay rent to College when you are not in residence – will help you to meet any additional costs.
* In exceptional cases we may be able to offer further financial support on the grounds of unforeseen financial hardship, by application to the [College’s hardship](https://www.sjc.ox.ac.uk/current-students/grants-scholarships-and-prizes/) fund.

The grant may be used to pay for: the purchase of portable or hand-held computing devices (which might include ‘phones, tablets, and e-readers), monitors, scanners and printers, desktop computers, computer software or peripherals; the cost of memory/hard-disk up-grades or computer repairs; books and e-resources; wifi routers or signal boosters; and in some cases, where essential, phone or data services to ensure adequate signal for online learning (please do not ask us to pay for your regular home broadband or mobile telephone contract; this is intended for urgent situations where there is no suitable existing wifi to allow online learning and exams). The College does not pay for maintenance or insurance contracts for items purchased. Other items will be considered on a case-by-case basis. We assume that finalists in particular will make any purchases they need sooner rather than later in the term.

You are advised to seek advice from the College Office before purchasing any items not included in the list above in order to check whether the cost of your prospective purchase may be claimed from the Academic Grant.

The Senior Tutor and College Office will approve items for repayment, and in the event of any query may seek clarification from you and/or approval from your tutor.

**Application Procedure**

Students (including those in their final year and graduate students on one-year courses) may claim at any point from now onwards using the form below.

Applications for an academic grant received after 5pm on Friday of 8th week of term will not be reimbursed.

The total claimed over the academic year must not exceed the maximum grant for that year. You may enquire about the balance of grant available to you at battels@sjc.ox.ac.uk

Items included in the application must have been bought at your personal expense during the academic year of the claim, 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.

Undergraduate students who have been on their year abroad are eligible to claim the Academic Grant.

Students who have suspended their studies/do not have “enrolled” status during the academic year in question are usually not eligible to claim the Academic Grant, but this term we will consider applications from those who are about to resume their studies and need equipment (etc) to do so; students returning for Trinity will be entitled to 1/3 of the usual grant as well as the full £150 uplift.

**Purchase of items with a cost in excess of the annual limit**

If you wish to claim reimbursement for an approved item(s) which costs more than the maximum grant claimable, you may claim up the maximum allowable for the year and then carry forward the additional cost to claim it in future years, provided that you will be eligible next year (so finalists, one year PGT students, and DPhil students in their last term of fee liability, for example, will not be) . Please note that the amount you receive will not exceed the value of the grant for that year.

**Arranging reimbursement**

Usually the deadline for the academic grant is in week 8 of this term, and payment is made after that. We appreciate that for some of you reimbursement will be needed sooner than that, and we can arrange this where necessary.

However, please consider whether this is a necessity. Setting up and processing several hundred payments will take our Bursary staff, who are working from home, a lot of time. If you need urgent reimbursement, please do ask for it (and briefly explain the need), and we will be happy to arrange it for you. But if you can wait or, even better, credit the grant to your battels, please do that to enable us to work as efficiently as possible.

We anticipate a significant number of claims, so please bear with us.

**How to apply**

**Complete this form and send it from your Oxford email account to grants@sjc.ox.ac.uk**

To speed things up we are removing for this term the requirement to secure a tutor’s signature. However, the College will still need to check that your grant application is a valid one and may need to contact you and/or your tutor for endorsement.

Receipts (not order acknowledgements) should be numbered serially to match the entries on the form and **must** be submitted with the claim (eg as pdfs). They should show that the goods were ordered and delivered to you.

**Failure to follow this instruction will render your subsequent claim invalid.**

**Matthew Nicholls**

**Senior Tutor**

**15.iv.20**

**APPLICATION FOR ACADEMIC GRANT**

FULL NAME OF APPLICANT …………………………………………………………... (block capitals)

Email address …………………………………………………………...

SUBJECT …………………………………………………… Graduate or Undergraduate ………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RECEIPTS NUMBEREDSERIALLY | DESCRIPTION OF PURCHASE | DATE PURCHASED | MAJOR ITEM C/FWD√ | COST |
|  |  |  |  |  |

 ***TOTAL THIS CLAIM*** **­­­­­­ \_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_**

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

I do/do not require urgent reimbursement, because

…………………………………………………………...…………………………………………………………...………………………………………

Please credit my battels (preferred; see above) **[ ]**

Please credit my bank account (UK bank accounts only) **[ ]**

Name on bank account:

Sort code:

Account number:

My bank details are unchanged/have changed (delete as appropriate)

SIGNATURE OF APPLICANT …………………………………………………………...

I certify that the items listed above are required in connection with my course of study.

DATE …………………………

**Return to: grants@sjc.ox.ac.uk**

**APPLICATIONS REVCEIVED AFTER 5PM ON FRIDAY OF 8th WEEK WILL NOT BE ACCEPTED**