

ST. JOHN'S COLLEGE

APPLICATION FOR ACADEMIC GRANT

Graduate and undergraduate students 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, monitors, desktop computers, computer software or memory/hard-disk up-grades, and peripherals. 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.

Termly application

Students may claim during 8th week of each term, for credit to battels in the following term. The total claimed over the academic year must not exceed the maximum grant for that year. A note of previous claims should be made on subsequent claim forms to enable this to be verified*

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.

Please note that applicants in their final year may only submit claims in Michaelmas and Hilary terms.

Major items

On a trial basis, allowable expenditure (as approved by the Tutor or Supervisor) above the maximum grant may be carried over to the next academic year. The residual balance may then be claimed, up to the maximum grant for that year.

A photocopy of the receipt for the item **must** be retained for submission with the subsequent claim and the item **must** be identified on the **first** application form with a tick in the appropriate column. **Failure to follow this instruction will render your subsequent claim invalid.**

Applications for an academic grant **MUST BE RECEIVED IN THE BURSARY DURING 8TH WEEK OF TERM**, and grants will be credited on battels during the term following.

The form should be completed and signed by the applicant and taken, together with itemised 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 Michelle Murray in the Bursary.

Undergraduates may claim a maximum grant of £325 and graduates a maximum of £425 for the academic year 2016-17.

Senior Tutor
July 2016

APPLICATION FOR ACADEMIC GRANT

FULL NAME OF APPLICANT
 (block capitals)

SUBJECT Graduate or Undergraduate

RECEIPTS NUMBERED SERIALLY	DESCRIPTION OF PURCHASE	DATE PURCHASED	MAJOR ITEM C/FWD √	COST

Sub-total _____

*Less amount previously claimed: ()

TOTAL THIS CLAIM _____

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: Michelle Murray, Room 23, Bursary, during 8th week of Term.