

## 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. 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, maintenance contracts or insurance contracts for items purchased.

You are strongly 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.

#### Application Procedure

Students may claim during 8<sup>th</sup> week of each term and grants will be credited on battels during the term following.

Applications for an academic grant received after 5pm on Friday of 8<sup>th</sup> 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](mailto: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 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 not eligible to claim the Academic Grant.

Please note that applicants in their final year (including graduate students on one-year courses) may only submit claims in Michaelmas and Hilary terms.

#### Purchase of single items with a cost in excess of the annual limit

If you wish to claim reimbursement for an item which has been approved by your Tutor/Supervisor/College Advisor but 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. Please note that the amount you receive will not exceed the value of the 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.**

The form should be completed and signed by the applicant and taken, together with itemised receipted bills for all purchases, to your Tutor, Supervisor or College Advisor for counter signature after deletion by them of any items not approved. Receipts, which should be originals wherever possible, 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 (room 23).

**GUIDANCE FOR COLLEGE TUTORS/GRADUATE SUPERVISORS/COLLEGE ADVISORS**

You are asked to countersign Academic Grant application forms to confirm that in your opinion, the items to be claimed are required for your student's academic work. It is the responsibility of the student making the claim to ensure that it is received in the Bursary by 5pm on Friday of 0<sup>th</sup> week of each term.

Undergraduates may claim a maximum grant of £335 and graduates a maximum of £438 for the academic year 2017-18.

**APPLICATION FOR ACADEMIC GRANT**

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

SUBJECT ..... Graduate or Undergraduate .....

| RECEIPTS<br>NUMBERED<br>SERIALLY | DESCRIPTION OF<br>PURCHASE | DATE<br>PURCHASED | MAJOR<br>ITEM<br>C/FWD<br>√ | COST |
|----------------------------------|----------------------------|-------------------|-----------------------------|------|
|                                  |                            |                   |                             |      |

**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/SUPERVISOR/COLLEGE ADVISOR.....

NAME OF TUTOR/SUPERVISOR/COLLEGE ADVISOR (in caps).....

COLLEGE OR DEPARTMENT (if not St John's) .....

DATE .....

**Return to: Michelle Murray, Room 23, Bursary.**

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