Application for an Academic Support Grant

To be completed by applicant in consultation with tutor. Completed applications must be sent by email to the [College Office](mailto:college.office@queens.ox.ac.uk) by 12pm on Wednesday of 1st and 5th Weeks

Surname First Names

Degree (e.g. BA/DPhil etc) Subject/ Year

Has any part of your formal education in the past taken place in the city of Southampton? Yes/No

Have you previously received an Academic Support Grant? If yes, please give the term and year:

Purpose

Dates

Academic Importance (Tutors are asked to assign a grade – see overleaf – and give a supporting opinion)

Grade (Tutor please indicate) A B C D

Breakdown of estimated expenditure

Total £

Financial circumstances of applicant *Please indicate any other funding you have received/are likely to receive towards the cost of this project. This should include any grants from charities/funding bodies/parents/university, etc. If you are not receiving any other funding, please email through evidence that you have requested funding from your department and have subsequently been rejected.*

Sum recommended by Tutor: £ Suggested Fund:

Name & Signature of Personal Tutor/ College Advisor:

Date:

Are you happy to be contacted by the Old Members Office for the purpose of promotional materials about the College’s financial support? Yes/No

**THE QUEEN'S COLLEGE, OXFORD**

**REGULATIONS:**

The maximum amount awarded to any one student will normally correspond to a maximum of £390 times the duration of the course in years (£390 for a course where fees are paid for one year, £780 for two etc.), up to a maximum of £1200. Multiple applications may be submitted provided that the total does not exceed the above maximum. Subsequent applications will only be considered if the report and related receipts from the previous application have been submitted.

(a) Applications for all grants must be allocated to one of four grades (A–D), which will determine the level of support which might be granted:

A: Essential (e.g. graduates giving papers at conferences, research projects, electives, essential equipment, field trips).

B: Highly desirable (e.g. formal training courses in techniques of subject, including expeditions for biologists/zoologists, foreign language courses in Oxford).

C: Relevant but not essential (e.g. attending conferences, sites and sights travel).

D: General interest/experience.

(i) Recommendation of the grade be made initially by the Tutor concerned and modified if necessary, to conform to established practice, by the Student Finance Committee.

(ii) Grants for travel or conference attendance from the Student Finance Committee (Academic Fund), be made of up to half the total sum required subject to the maxima below. Please note that food costs will not normally be covered unless a special case is made.

A: £1200; B: £720; C: £480; D: nil. [revised figures GBO 17(d)of 12th March 2016]

In circumstances of financial difficulty or where no Departmental/Divisional contribution is forthcoming, more than half the total required might be granted for grades A and B; grants for D-graded projects to be funded from those trusts whose regulations permit it, so far as their resources last.

(iii) Applications for retrospective grants will be treated the same as all other applications, but applications for retrospective grants should be submitted within the same academic year as the activity/ purchase in order to receive an award.

(b) Grants will be awarded from the following funds as appropriate:

* Broad Fund: for a student who was previously educated in the City of Southampton.
* Student Finance Committee Fund.
* Hastings Trust: Scholarships, Exhibitions and grants for undergraduates from Hastings Schools; grants for holders of postgraduate Hastings Scholarships, as funds permit.
* Laming Fund: grants to assist undergraduates reading Modern Languages and AMES. Students are entitled to a maximum of £3000 over the four years of the degree,
* Miller Trust: grants to assist undergraduates reading biological sciences to participate in expeditions.
* Warren Trust: grants to assist travel to academic institutions in Canada.
* Holders of the following postgraduate awards may receive grants from the relevant trust fund were funds permitted: George Oakes Scholarship, Firth Scholarship or Exhibition, Florey EPA studentship, Wendell Herbruck Scholarship, Holwell Studentship, Cyril & Phillis Long Scholarships. **Please indicate overleaf if you are a holder of one of these awards.**

(c) Awards made in relation to disability support not covered by Disabled Students Allowance will not count towards the maximum amounts outlined above.

PLEASE NOTE: All applications will be considered in the light of the financial resources available to the Student Finance Committee.

October 2024