



BLACKFRIARS

ST GILES OXFORD OX1 3LY

APPLICATION FOR GRADUATE BOOK GRANT

A. Details of Applicant

Name

Course of Study

Academic Year

B. Details of Books Purchased

Date Purchased	Author and Title	Price of Book
1.		£
2.		£
3.		£
4.		£
5.		£
6.		£
7.		£
8.		£
9.		£
10.		£
Total Price of Books :		£

NB: Please attach receipts for all purchases to this form (photocopies/scans acceptable). If more than ten purchases, please list on a separate sheet and attach to the back of this form.

C. Declaration of Student

I hereby apply for a graduate book grant for 75% of the cost of the above books (up to an annual maximum of £230). These books are relevant to my course of studies.

D. Disbursement of Grant

Please credit my British Bank Account:

Bank Sort Code:

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Bank Account Number:

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Signed: Date:

Notes

- Book grants may be claimed by graduate students of the Hall for the years when they are liable to pay the full graduate Hall fee (i.e. for the full length of taught courses, or the first three years of registration as a PRS/DPhil student). Students on continuation fees are not eligible for a book grant.
- 75% of the cost of books may be recovered, up to a total of £230 per academic year.
- Multiple book grant applications may be made during the course of the year, but students are asked to limit themselves where possible to one application per term in order to minimise administrative costs. **The last date for receipt of applications for a given academic year is 30 June.**
- Students should submit their book grant application on this form, attaching receipts. After completing sections A to D they should pass the form to Pauline Lloyd (Hall Accounts and Accommodation Officer) in paper form or by email: bursary@bfriars.ox.ac.uk
- The information on this form is current as of Michaelmas Term 2016.

E. Approval of Bursar (Office use only)

A: Grant paid this year (excluding this claim)		£
B: Grant available (£230 – A)	£	
C: Total price of books on this claim	£	
D: 75% of cost (0.75 × C)	£	
E: Grant awarded this time (lower of B and D)		£
F: Total grant paid this year (A + E)		£

Amount Payable:	£
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Transaction Coding:

<u>Chart of Accounts :</u>	2710606	<u>Class:</u>	8GP
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Authorised by:

<u>Signatory:</u>		<u>Date:</u>	
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