**BOOK GRANTS 2023-24**

The College has instituted a book grant scheme whereby junior members of Magdalen, both undergraduates and graduates, may receive grants against the purchase of approved new or second-hand books relevant to their courses of study. Junior members may not submit the application form while they are intermitting their studies.

Books included in the application must have been bought at the personal expense of the applicant after the last day of the 7th Week of Trinity Full Term 2023 and before (or on) the last day of the 7th Week of Trinity Full Term 2024; in the case of students in their first year, claims may be made in respect of books bought on the advice of their College Tutors or University Supervisors before coming into residence.

It would be prudent for students, wherever possible, to consult their Tutors or Supervisors in advance to determine whether a projected purchase would be approved for grant purposes.

Photocopies for which receipted bills have been obtained may also be counted against the book grant. In this case junior members must sign the declaration to vouch that they have been legally obtained within the provision of the Copyright, Design and Patents Act 1988. The purchase of e-books is also included in the scheme.

An application for a book grant must be made on the attached form. The completed form, together with itemised receipted bills for all purchases, should be taken to the applicant’s College Tutor or University Supervisor for counter-signature after the 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 the **ACCOUNTS OFFICE** in Magdalen, in hard copy or by email to: **batells@magd.ox.ac.uk**.

APPLICATIONS FOR BOOK GRANTS MUST BE RECEIVED IN THE ACCOUNTS OFFICE DURING MICHAELMAS, HILARY, OR TRINITY FULL TERM AND BY NOON ON THE FRIDAY OF 8TH WEEK OF TRINITY TERM 2024 AT THE LATEST. YOU MAY SUBMIT ONLY ONE FORM PER TERM.

**PLEASE NOTE THAT APPLICATIONS WHICH ARE INACCURATE OR INCOMPLETE IN ANY WAY MAY JEOPARDIZE YOUR RECEIPT OF A GRANT AND WILL AT THE VERY LEAST DELAY PAYMENT.**

The grant to each applicant will be 75% of expenditure up to a maximum of £100 p.a., approved by the Tutor or Supervisor.

Mark Pobjoy

Michaelmas Term 2023

**APPLICATION FOR BOOK GRANT**

NAME OF APPLICANT . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

(block capitals)

EMAIL ADDRESS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

COURSE . . . . . . . . . . . . . . . . . . . . . . . . . . . . (undergraduate/graduate – circle which applies)

Amount previously claimed in the current academic year (A)

Current claim for reimbursement of books / e-books (from 1 below)

Current claim for reimbursement of photocopies (from 2 below)

Total of current claim (B)

Total claimed to date in current academic year (A+B)

**1. BOOKS/e-BOOKS**

 RECEIPTS

 NUMBERED BOOK/e-BOOK AUTHOR DATE COST

 SERIALLY PURCHASED

Total Cost

Claim for Reimbursement at 75% of Total Cost

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

**2. PHOTOCOPIES**

 RECEIPTS

 NUMBERED TITLE OF BOOK/ AUTHOR NUMBER OF COST

 SERIALLY ARTICLE PAGES COPIED

Total Cost

Claim for Reimbursement at 75% of Total Cost

I certify that the photocopies listed above have been legally obtained within the provision of the Copyright, Design and Patents Act, 1988.

I confirm that I have provided the Accounts Office in Magdalen with my UK bank details – account name, number, and sort code. (Please add these to this form if they have not already been provided to the Accounts Office, and note that any claims from applicants whose UK bank details are not held will not be paid by BACS transfer but will appear as a batells credit the following term.)

SIGNATURE OF APPLICANT

**For College Tutor or University Supervisor to complete:**

I certify that the books and photocopies listed above are relevant to the applicant’s course of study and that I approve this claim. (Please strike through any that are not approved.)

NAME **AND** SIGNATURE OF COLLEGE TUTOR (MAGDALEN COLLEGE TUTORIAL FELLOW OR LECTURER) OR UNIVERSITY SUPERVISOR (OR COURSE DIRECTOR)

COLLEGE OR DEPARTMENT IF NOT MAGDALEN

DATE ...........................

**This completed application form should be sent by the Tutor or Supervisor to the ACCOUNTS OFFICE, Magdalen College, in hard copy or by email to:** **batells@magd.ox.ac.uk****, to arrive during Michaelmas, Hilary, or Trinity Full Term, and at the latest by noon on Friday of 8th week of Trinity Term 2024.**