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Magdalen College  
Oxford  
OX1 4AU

## VACATION STUDY GRANTS 2024-2025

Grants of £15.78 per night are available to **all current undergraduates** for essential academic work in Oxford during the vacation. Those living out of College in Oxford are also eligible.

Grants are not available for students who have intermitted their studies, or who are returning for re-sit examinations. No internship or work experience may be funded by this grant.

The following **annual entitlement** for each undergraduate runs from 1 August each year:

- 30 nights for students taking FHS examinations (including students taking FHS examinations in the second, third or fourth year),
- 15 nights for those taking Prelims, Moderations, or Honour Moderations, or compulsory vacation courses, and
- 10 nights for others.

You can claim for the nights up to and including the night of your last examination held during the vacation.

### PROCEDURE

**Please read the APPLICATION and CLAIM instructions carefully.** You must send an **application form** by noon on the Friday of Week 6 in the term preceding your residence **followed by a claim form** no later than noon on the Friday of Week 1 in the term after your residence in order to obtain the Vacation Study Grant.

**No late or retrospective applications will be considered, unless in exceptional circumstances.**

### APPLICATION

The application form should be completed and passed to a Magdalen Tutorial Fellow or Stipendiary Lecturer to obtain their approval. The tutor must sign the form and state in which category the application falls. The completed application form should then be returned electronically to the Tutorial Administrators ([tutorial.administrator@magd.ox.ac.uk](mailto:tutorial.administrator@magd.ox.ac.uk)) **no later than noon of Friday of Week 6 of the term preceding vacation residence.**

Applicants will receive email confirmation from the Tutorial Administrators of approval in principle of grant applications, with a **claim form** attachment.

**NB: Those requiring College accommodation must apply separately to the Accommodation Office using their vacation residence form. DO NOT send the Vacation Study Grant application to the Accommodation Office: it may delay the application and jeopardise the claim.**

### CLAIM

In order to receive a Vacation Study Grant a student **must** complete a claim form that will have been sent to the applicant by the Tutorial Administrators. The claim form must be submitted after the residence is complete and **no later than noon on Friday of Week 1 of the term after the vacation concerned** to [tutorial.administrator@magd.ox.ac.uk](mailto:tutorial.administrator@magd.ox.ac.uk).

Vacation study grants are paid directly into students' bank accounts later that term.

**MPP, October 2024**



**APPLICATION FOR A VACATION STUDY GRANT 2024-2025**

Return to the Tutorial Administrators ([tutorial.administrator@magd.ox.ac.uk](mailto:tutorial.administrator@magd.ox.ac.uk)) no later than noon on Friday of Week 6 of the term preceding vacation residence.

**DO NOT SEND THIS FORM TO THE ACCOMMODATION OFFICE**

Full name:	
Subject:	Year of course:
Number of nights of Vacation Study Grant previously awarded this year, if applicable:	
Number of nights of residence in Oxford for which a grant is requested:	
<p><i>First night of the Christmas Vacation is Saturday, Week 8. First night of Easter and Long Vacations is Sunday, Week 9.</i> <i>Last night of all Vacations is Wednesday, Week 0.</i></p> <p><b>Date(s) when vacation residence starts:</b></p> <p><b>Date(s) when vacation residence ends:</b></p>	
Signed:	Date:
<b>*You must obtain your tutor's support below before submitting this form*</b>	
<p style="text-align: center;"><b>TUTOR'S CERTIFICATE</b> (Tutor must be a Magdalen Tutorial Fellow or Stipendiary Lecturer)</p> <p>This application has my approval and I certify that the vacation study is <i>directly related to the approved course of study</i> and is necessary in the sense that the student's progress will be seriously prejudiced if he/she is unable to undertake it. It falls within the category which I have ticked below:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>University examination:</b> give date of last exam held during the vacation:</li><li><input type="checkbox"/> <b>Compulsory vacation course:</b> organised by the University (not funded by Department)</li><li><input type="checkbox"/> <b>University submission date</b></li><li><input type="checkbox"/> <b>Work on a compulsory research project</b></li><li><input type="checkbox"/> <b>Making up residence and/or study lost through illness</b> (<i>a medical certificate may be required</i>)</li><li><input type="checkbox"/> <b>Tutorials postponed at <u>tutor's</u> request</b> and held in the vacation</li><li><input type="checkbox"/> <b>Reading and revision</b></li></ul> <p>Signed: _____ Please print name: _____</p> <p>Date: _____</p>	