



MERTON COLLEGE  
OXFORD OX1 4JD

From  
THE SENIOR TUTOR

(01865) 276296 (office)  
(01865) 286500 (fax)

### **BOOK GRANTS**

The College has a book grant scheme whereby junior members of the College on the Tutors' List, both graduates and undergraduates, may receive grants against the purchase of approved new or second-hand books relevant to their courses. Applications will not be allowed from junior members who are out of residence for a year.

Books included in the application must have been bought at the personal expense of the applicant between the last day of the 5th Week of Trinity Full Term last year and the last day of the 5th Week of Trinity Full Term this year; 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 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.

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 Tutor or 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 Bursary.

Applications for book grants **MUST BE RECEIVED IN THE BURSARY DURING THE 6TH WEEK OF TRINITY TERM**, and grants will be credited on battels for that term.

The grant to each applicant will be 50% of expenditure up to a maximum of £50 p.a., approved by the Tutor or Supervisor.

**APPLICATION FOR BOOK GRANT**

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

SUBJECT ..... (undergraduate/graduate)

**1. BOOKS**

RECEIPTS NUMBERED SERIALLY	TITLE OF BOOK	AUTHOR	DATE PURCHASED	COST

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

SIGNATURE OF APPLICANT .....

I certify that the books listed above are approved and relevant to the applicant's course of study.

SIGNATURE OF TUTOR OR SUPERVISOR .....

COLLEGE OR DEPARTMENT IF NOT MERTON .....

DATE .....

**This completed application form should be sent by the Tutor or Supervisor to the Bursary,  
Merton College, to arrive during the 6th Week of Trinity Term**

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**APPLICATION FOR BOOK GRANT**

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

SUBJECT ..... (undergraduate/graduate)

**2. PHOTOCOPIES**

RECEIPTS NUMBERED SERIALLY	TITLE OF BOOK/ ARTICLE	AUTHOR	NUMBER OF PAGES	COST

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

SIGNATURE OF APPLICANT .....

I certify that the photocopies listed above are approved and relevant to the applicant's course of study.

SIGNATURE OF TUTOR OR SUPERVISOR .....

COLLEGE OR DEPARTMENT IF NOT MERTON .....

DATE .....

**This completed application form should be sent by the Tutor or Supervisor to the Bursary,  
Merton College, to arrive during the 6th Week of Trinity Term**