

Supplementary Travel Grant

1. The College will at its discretion pay a supplementary travel grant to any graduate who does not reside in College or private accommodation for approved academic reasons for at least 30 consecutive days in any academic year, and is liable to pay accommodation charges or rent during this period
2. The grant payable to any graduate for this purpose is £300 in any academic year.
3. The grant is payable in addition to any research or other grants that are awarded to the graduate in the academic year.
4. The grant will be credited to battels at the end of the academic year to which it relates.
5. To qualify for receipt of grant, the graduate must first pay the full annual charge for accommodation in College.
6. Application for grant, which should be made to the Dean of Graduates, must be supported by a letter from the applicant's supervisor, confirming the applicant's engagement in approved academic work during the period of non-residence.
7. Successful applicants are required to complete arrival and departure cards at the beginning and end of the period of absence, return the keys to the Merton Street Lodge on departure and not return to the accommodation (except in emergency and by prior agreement) at any stage during the period of absence.

Please note that the deadline for applying is Friday of 4th Week of each Term.

APPLICATION FOR SUPPLEMENTARY TRAVEL GRANT

To be submitted to the Dean of Graduates

Please complete all parts of this application form using block capitals – incomplete forms may result in any decision being delayed

Please note that the deadline for applying is Friday of 4th Week of each Term.

Applicant's Name: Degree for which registered: Name of in-college tutor: Name of supervisor: (<i>whose letter of recommendation must accompany this application</i>):
Have you applied to the College in the past for a grant towards supplementary travel expenses? YES/NO If "YES", please state when the grant was awarded, for how much and for what purpose:

DETAILS OF YOUR APPLICATION

Country/place of visit:.....

Date of departure from residence:.....

Date of return to residence:.....

Purpose of visit:.....

Approved by Dean of Graduates:.....