PART I: To be filled in by the undergraduate - please complete every section of this form or this application will not be processed (see the explanatory notes below for details).

FIRST NAME AND SURNAME:

YEAR OF COURSE: 

SUBJECT:

I pay home/EU/overseas fees (delete two of these as appropriate)

DELETE AS APPROPRIATE:

- I live in college; fill in room number:
- I live out of college

ACADEMIC PURPOSE OF VACATION RESIDENCE (Residence for non-academic purposes cannot be claimed from this fund)

(delete as appropriate):

- Directed reading set by a Tutor
- Residence for examinations
- Other (please specify)

PERIODS FOR WHICH CLAIM MADE: (NB Maximum grant in any one year (1 Aug to 31 July) is 28 days.)

(see instructions overleaf for details)

\[ \text{Total number of nights: } \frac{\text{period 1}}{\text{period 2}} \]

PART II: to be signed by the applicant’s Tutor.

The above application is made with my approval.  Tutor’s signature………………………………………………………Tutor’s name………………………………………………………

You must return a PAPER copy of this form to the Censor’s Office by Friday 6th October 2017 (0th week) with your tutor’s signature
VACATION RESIDENCE GRANTS FOR UNDERGRADUATES

1. Vacation Residence grants cover residence for examinations falling outside Full Term and may also be available for vacation reading in Oxford and other directed study. They are awarded for academic purposes only.

2. You are not eligible if you are one of the following: clinical student, visiting student, or PGCE student. Students in these categories who encounter particular difficulties may apply for Financial Assistance through the Censors’ Office.

3. The extent of possible grants.
   i) At present the normal maximum claim, except for those in their fourth year with extended terms, is for 28 days per annum. The maximum payment for each night is the daily board and lodging charge for all undergraduates, whether or not you are living out.
   ii) In view of the limited funds available, it is not possible to support all legitimate applications. To help in fair distribution grants should be applied for in advance, and no guarantee can be given that grants applied for retrospectively will be supported.

4. How to apply for a Vacation Residence Grant.
   The application form should be completed by the applicant and then signed by the applicant’s Tutor. It is the responsibility of the applicant to ensure that it reaches the Censors’ Office by the deadline. Failure to do so may result in the application being refused. The Censor after checking that residence was actually kept for the period in question, will sign the application form and arrange payment, which will normally be made as a credit on battels. Those who claim grants but are not actually in residence will have all future grants refused, so changes in plans should be reported to the Censors’ Office. Applicants living out of college should present themselves at the Censors’ Office on the first and last days of any period claimed, to confirm their residence.

You will only be notified if you are not eligible or your request exceeds your entitlement.