

## **A GUIDE TO APPLYING FOR A ST HILDA'S GRANT**

### **St Hilda's College Funds**

St Hilda's College has a range of funds which are available to make grants towards living costs (in the case of hardship), travel for research and study, books, extra-curricular activities and vacation study. Please note that in all cases amounts granted are discretionary, depend on the availability of resources, and may represent only a contribution to the required amount.

Full details of funds available and how to apply can be found on the College website.

Applications may be submitted each term. **The deadline for applications is noon on Wednesday of 2<sup>nd</sup> week** (apart from extra-curricular and David Wulstan which are open in Hilary Term only). Late applications will not be considered.

Applications are considered by the Support and Travel Grants Committee who meet each term, in 4<sup>th</sup> week.

Please note that payment of grants can only be made into a UK Bank Account.

### **EXTRA-CURRICULAR ACTIVITIES**

St Hilda's has a fund which can help undergraduates and graduates to pay for sport and other extra-curricular activities. Grants are routinely £50 or less. Please note that in all cases amounts granted are discretionary, depend on the availability of resources, and may represent only a contribution to the required amount. Apply online at: <https://forms.office.com/e/saXG1hMxQP> (the form is open from Monday of Week -1 to 12 noon on Wednesday of Week 2 each Hilary term).

### **TRAVEL FOR RESEARCH AND STUDY**

The College wishes to help as many students as possible within the limits of its finite funds.

Priority will be given to study and research trips (visiting libraries and archives; for fieldwork; dissemination of research through presentation, not just attendance, at a conference). In particular these funds can be used to assist medical electives and all students of modern languages with travel and study needs related to their subject. Lesser priority applications include training trips, such as summer schools; internships (apart from Media and Law which have dedicated funds); attendance at a conference; costs of research materials or equipment.

Due to demand we are no longer able to support research or travel unrelated to current course of study. Travel grants are not made for journeys undertaken after Finals, and are not made for travel for the sole purpose of returning to the student's home.

Amounts are discretionary and may represent only a contribution to the required amount, and to be fair to all students, grants awarded to a student are unlikely to total more than £1,000 per year. Receipts (or other evidence of expenditure) are required before research and study grants are paid. Apply online at: <https://forms.office.com/e/4vVPFp0aLJ> (the form is open from Monday of Week -1 to 12 noon on Wednesday of Week 2 each term).

### **VACATION STUDY RESIDENCE GRANTS**

The College allocates some funds to assist undergraduate students with the cost of vacation residence in order to study.

Any student with a legitimate academic-related reason to stay in College for a period between terms (including welfare issues meaning that they cannot study at home), can apply for a vacation study residence grant totalling **up to 28 nights** a year to contribute towards the additional cost of accommodation. Standard awards for the Easter Vacation are often 21 nights. The educational legitimacy of their application will be assessed by the Senior Tutor (or delegate) after taking advice from your subject tutor and/or Personal Tutor or on the basis of other information. Examples include work on extended essays, dissertations, or assessed projects. Finalists will always have priority.

You do not need to apply simply to stay in College for written examinations (i.e. exams in timed conditions under invigilation in an examination room, such as Prelims that are often held in Weeks 9 and 10 of the first year). All students in College accommodation who are sitting written University exams out of term will automatically receive vacation residence at no charge from the end of term to the date of their last written examination paper.

This does not apply to submitted coursework, such as extended essays or dissertations, which, although examined, can be completed either in Oxford or at home before online submission by a given deadline. Students with coursework deadlines out of term are welcome to arrange vacation residence by emailing the Head of Accommodation and Housekeeping, as above.

Please note that you may not be able to stay in your normal room during vacations, even if this application for a study grant is approved, because of College operational needs.

Apply online at: <https://forms.office.com/e/Tt1qweSjA1> (the form is open from Monday of Week -1 to 12 noon on Wednesday of Week 2 each term).

## **FINANCIAL ASSISTANCE**

### **University Funds**

Funds are available from the Government and University to help students who are facing financial hardship. Full details can be found on the University website: [www.ox.ac.uk/students/fees-funding](http://www.ox.ac.uk/students/fees-funding).

#### **Oxford Assistance Fund (OAF)**

The University Financial Assistance Fund is designed to assist students who experience financial difficulties due to circumstances unforeseen at the start of their course. Details are on the University website <https://www.ox.ac.uk/students/fees-funding/assistance/oxford/oaf>. Application Forms are available from the Accounts Office and the College Bursar must endorse the application.

### **College Funds**

#### **College Financial Assistance Fund**

Students who are experiencing financial hardship may apply to the College Financial Assistance Fund in each term for grants towards accommodation and other expenses. Hardship is interpreted fairly liberally by the Support and Travel Grants Committee, and undergraduates should not feel embarrassed about making an application. In every case, full details of the applicant's financial circumstances are required. The [Financial Assistance Fund Application Form](#) (MS Word) for undergraduates or graduates should be filled in with the assistance of either the Bursar or the College Accountant and should be submitted to the Accounts Office.

#### **Principal's Financial Assistance Fund**

This fund is managed by the Principal. It is used to meet special and urgent problems of any kind. Applications may be made direct to the Bursar or Accountant in writing at any time. Applicants will be asked to see the Principal to explain their financial position, the sum required, and the reasons for it. A [Financial Assistance Fund Application Form](#) should also be completed.

#### **JCR Support Fund**

This fund is managed by the executive branch of the JCR Committee. A [JCR Support Fund Application Form](#) (pdf) should be submitted to the Accounts Office by the deadline of 5pm on Friday of 2<sup>nd</sup> week in each term. Awards are up to a maximum of £350.

## **OTHER SPECIFIC FUNDS**

### **BOOK GRANT**

This fund is to assist first-year taught students and research students of all years with the purchase of course books. Eligible students may apply once only during the year and the application may be made in any term. First-year undergraduates, and graduate students in the first year of a postgraduate taught course, can apply for up to a maximum of £60, whilst graduate students in any year of a postgraduate research course can apply for up to a maximum of £30. Apply online at: <https://forms.office.com/e/PLGzQAKxtt>

#### **Music Grant/Music Scholarship**

Music students may claim grants of up to £220 per term (excluding travel) for music tuition lessons. There is no application form. For reimbursement, students should forward receipts to the Accounts Office. Receipts must be received during the academic year in which the expenses were incurred.

Music Scholars (awarded annually in October) receive £100 and may also claim up to £300 for music tuition lessons. If the Scholar is a Music student, this is additional to the Music Grant above.

#### **Language Courses (offered through the Oxford University Language Centre) [www.lang.ox.ac.uk/index.html](http://www.lang.ox.ac.uk/index.html)**

The College will pay £50 per student per year for a “fast track” language course at the Oxford University Language Centre. Students are required to provide a rationale related to their academic work. Application forms are available from the Oxford University Language Centre.

#### **K O Morgan Fund (application via the History Fellow)**

This fund is used to award prizes and travel bursaries to students reading History. Apply online at: <https://forms.office.com/e/Ct5UCs697K> (the form is open from Monday of Week -1 to 12 noon on Wednesday of Week 2 each term).

#### **David Wulstan Fund (application via the Medieval French Fellow)**

This fund supports the research needs of postgraduate students at St Hilda's reading for a degree (Postgraduate Taught or Postgraduate Research) in any subject in the field of medieval studies. Grants will be made to fund costs relating to research purposes, such as travel to visit libraries or archives or to participate in a conference (giving a poster or paper presentation). Applications are invited for any sum up to £800. Apply online at: <https://forms.office.com/e/wDVJYgdUMr> (the form is open from Monday of Week -1 to 12 noon on Wednesday of Week 2 each Hilary term).

#### **Rosalind Jane Bairstow Bursary (application via the English Fellows)**

This annual bursary is intended to assist one undergraduate reading English (or a joint school with English) with one year's graduate study after their BA degree. Applications are accepted from eligible final-year undergraduates and the scholarship should be taken up in the academic year immediately following completion of the undergraduate course. The [Bairstow Bursary Application Form](#) (MS Word) should be submitted to [college.office@st-hildas.ox.ac.uk](mailto:college.office@st-hildas.ox.ac.uk) by Tuesday of 0<sup>th</sup> week of Hilary Term.

#### **Hildegard Prize**

The Hildegard Prize is awarded annually to a History, or History and Joint Schools, student of St Hilda's College to assist them in undertaking postgraduate research or to participate in a research programme, internship, or training that will further their development as an historian. Candidates must be either current undergraduate or graduate students of St Hilda's or have graduated from the College within the last three years. Candidates must demonstrate outstanding academic excellence and potential. The annual award is £1500. Applications should be made on the [Hildegard Prize Application Form](#) (MS Word) which should be submitted, along with a CV, and a

proposal of no more than 500 words stating the purpose for which the Prize will be used, to Dr Hannah Smith by the deadline of noon on Monday of the third week of August.

**Christina Keith and Mary Burn Fund (application via the Classics tutors)**

This fund is managed by the Principal and is used to help undergraduate and postgraduate students studying Classical subjects to travel to Mediterranean countries. Applications should be made through the Classics tutors.

**Beryl Smalley Fund (application via the History tutors)**

This fund is managed by the Principal. It is to assist undergraduates reading History (or a joint school with History) with travel in connection with medieval studies. Applications are made through the History tutors.

**Teach First Bursaries**

Teach First is an influential charity that is delivering far-reaching social and economic change by addressing educational disadvantage. Their approach is to attract high-calibre, highly motivated graduates into leadership development programmes focusing on the achievements and aspirations of pupils and their access to further opportunities in education and beyond. The Teach First Leadership Development Programme combines teacher training and a Post Graduate Certificate in Education (PGCE) with one-to-one coaching and the opportunity to study for a Masters qualification in the second year.

To apply for Teach First you will need to register interest and fill in an online application form at [www.teachfirst.org.uk](http://www.teachfirst.org.uk)

St Hilda's College provides a bursary (normally £500, subject to the number of participants in any year). There is no application needed; Teach First advises the College which students from the College are joining their programme. Those accepting the bursary will be expected to engage with College in its outreach activity to ensure that the brightest pupils apply to St Hilda's College, regardless of their background.