**UNDERGRADUATE BOOK GRANTS**

This Year the College will operate two book grant schemes. The first is the standard undergraduate book grant, outlined on page 16 of the [Student Handbook](https://www.lincoln.ox.ac.uk/uploads/files/Student%20Handbook/19-20%20Handbook_Final%20-%20revised%2010-02.pdf); details of the application process are outlined under point B below. In addition, this year the College will make available an additional grant of £100, outlined under point A. **You may apply for both grants.**

**A. 2020 Undergraduate Book Grant**

The College is aware that students may need to purchase additional books because of the closure of College and University Libraries.

1. Grants of £100 are available to help pay for books that you may need to purchase for your course. Unlike the Standard Undergraduate Book Grant scheme (outlined below), students may request to be reimbursed for the full value of any academic books they buy up to a total of £100.
2. Books included in the application must have been bought between Friday of 8th Week Hilary Term 2020 and Friday of 5th Week Trinity Term 2020.
3. You may apply in one of two ways:
   1. **Purchase the books yourself and claim back the costs.**
      1. Only itemised receipts indicating the title of the book(s) will be accepted. **Non-itemised receipts will be rejected**. Please scan or photograph your receipts and attach these to your emails. If you ordered the books online, you can attach the electronic receipt/invoice. Please number all receipts (i.e. 1, 2, 3…) and cross reference them on the application form in the column provided.
      2. An application form is included below. The form should be completed by you and then sent, together with the electronic receipts, to your tutor. Your tutor will need to confirm via email that they are happy to approve your request. Once your tutor has approved this, please forward your application form, any receipts, and the copy of your tutor’s email approval to [academic.administrator@lincoln.ox.ac.uk](mailto:academic.administrator@lincoln.ox.ac.uk).
      3. Any books purchased in a foreign currency should be converted into sterling on the application form.
      4. Applications, receipts, and emails from your tutors must be submitted to [academic.administrator@lincoln.ox.ac.uk](mailto:academic.administrator@lincoln.ox.ac.uk) no later than **5 pm on Friday of 6th week** of Trinity Term 2020.
   2. **Order the Books through the College Librarian** 
      1. The College Librarian may be able to purchase some books at a reduced price. If you would like to purchase your books through the College Library please email [library@lincoln.ox.ac.uk](mailto:library@lincoln.ox.ac.uk) with the details of the books you would like to buy. Please use ‘**2020 Undergraduate Book Grant’** as the title of your email. Books purchased in this way will be delivered to you.
4. This scheme is intended to help you purchase books that you need for your course, but which the College Library already has copies of. Books bought through the 2020 Undergraduate Book Grant will remain yours and you will not need to return them to the Library.
5. It is still possible to suggest books for the College Library in the usual way. To do this, please email [library@lincoln.ox.ac.uk](mailto:library@lincoln.ox.ac.uk) with details of the book(s), the name of your Course Tutor, and the title of your course. Please use ‘**Suggestion for College Library**’ as the title of your email. If the Librarian agrees that the College Library should hold copies of these books, they will be purchased and sent to you; however, you will be required to return books bought in this way to the College Library when it reopens.

**B. Standard Undergraduate Book Grant**

The College has a scheme whereby undergraduates may receive partial reimbursement for the cost of books bought for use in their studies subject to the following:

1. At present, the grant is **50% of the total of your claim up to a maximum of £100** (the accounts office will calculate this). These grants are made at the end of each academic year for purchases made during that year.
2. Books included in the application must have been bought at the personal expense of the applicant between Friday of 5th Week Trinity Term 2019 and Friday of 5th Week Trinity Term 2020. Small items of software can also be claimed under this scheme.
3. In the case of undergraduates matriculating in Michaelmas Term 2019, the period is extended backwards to include books bought on the advice of their College Tutors before coming into residence.
4. Only itemised receipts indicating the title of the book(s) will be accepted. **Non-itemised receipts will be rejected**. Please scan or photograph your receipts and attach these to your emails. If you ordered the books online, you can attach the electronic receipt/invoice. Please number all receipts (i.e. 1, 2, 3…) and cross reference them on the application form in the column provided.
5. An application form is included below. The form should be completed by you and then sent, together with the electronic receipts, to your tutor. Your tutor will need to confirm via email that they are happy to approve your request. Once your tutor has approved this, please forward your application form, any receipts, and the copy of your tutor’s email approval to [academic.administrator@lincoln.ox.ac.uk](mailto:academic.administrator@lincoln.ox.ac.uk).
6. Any books purchased in a foreign currency should be converted into sterling on the application form.
7. Applications, receipts, and emails from your tutors must be submitted to [academic.administrator@lincoln.ox.ac.uk](mailto:academic.administrator@lincoln.ox.ac.uk) no later than **5 pm on Friday of 6th week** of Trinity Term 2020.

**LINCOLN COLLEGE**

**UNDERGRADUATE BOOK GRANT SCHEME**

This form and receipts must be submitted to [academic.administrator@lincoln.ox.ac.uk](mailto:academic.administrator@lincoln.ox.ac.uk) on or before 5 PM, FRIDAY OF 6th WEEK of Trinity Term.

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| **Title of Book** | | **Scheme (2020 or Standard)** | **Date of Purchase** | **Receipt Number** | **Price (£)** |
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**Name**

**Name of Tutor**

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| **FOR OFFICE USE ONLY**  **AMOUNT PAYABLE** | £ |