

### NOTES FOR APPLICANTS

Please read the guidance notes carefully before you begin to fill in the application form and ensure that you provide all the information requested.

#### AWARDS

The Vice-Chancellors' Fund has been established through donations by members of the Chancellor's Court of Benefactors in honour of three recent Vice-Chancellors, Lord Neill of Bladen, Sir Richard Southwood and Sir Peter North. The Fund is intended to assist students in the final stages of their DPhil. Awards vary and do not exceed £3,000, and will be calculated on a pro rata basis for part time students.

#### ELIGIBILITY

- Students should be planning to submit their thesis between 1 September 2017 and 31 March 2018;
- Students must have applied for Confirmation of Status by 31 January 2017 and this must be achieved by 30 April 2017;
- Students must be able to demonstrate that they are in need of financial assistance;
- Students must be able to demonstrate that they are academically outstanding;
- Students should not be beyond their fourth year of study at the time of application.

#### HOW TO APPLY

*Please complete all sections of the form electronically.*

- The student should complete Part A of the application form. All information must be included on the application form using the space provided. Enclosures will not be accepted and will not be taken into consideration by the Committee. Please do not expand sections.
- Part B should be given to your Supervisor to complete. This section is available as a separate document from the [VCF webpage](#). Please note that your faculty or department may be consulted about your application.
- Part C should be given to your College Hardship Officer to complete. This section is available as a separate document from the [VCF webpage](#). Please note that your College may be consulted about your application.

#### SUBMITTING YOUR APPLICATION

- **The completed form (Parts A, B and C) must be sent to [student.funding@admin.ox.ac.uk](mailto:student.funding@admin.ox.ac.uk) or to Vice-Chancellors' Fund, Student Fees and Funding, Examination Schools, 75 – 81 High Street, Oxford, OX1 4BG by 12 noon on Friday 10 February 2017**
- It is your responsibility to ensure that all parts of the completed application form reach Student Fees and Funding by the deadline. Applications will not be accepted after the deadline under any circumstances.
- Student Fees and Funding will check that Confirmation of Status has been achieved by 30 April 2017. Students must provide evidence from their faculty or department if their student record will not be updated by this deadline.