

MINISTRY OF EDUCATION

(AWARDS BRANCH)

HUNter 1455

Your reference:

13, CORNWALL TERRACE  
REGENTS PARK  
LONDON, N.W.1

Please quote in reply

(addressing to THE SECRETARY)

1. STATE SCHOLARSHIPS

2. A. H. BRIDLE

US 60/4652

- 9 AUG 1960

Sir (or ~~Madam~~),

I am directed by the Minister of Education to refer to your acceptance of a State Scholarship, and to inform you that the course leading to an Honours degree

in Natural Sciences

at Trinity College Cambridge is approved.

The State Scholarship is confirmed accordingly. It will be tenable for the period of the approved course from the beginning of the Michaelmas Term, 1960, subject to satisfactory attendance, conduct and progress.

The award will take the form of

(a) payment of approved fees

(b) a maintenance grant at the rate of £ 168 per annum payable in instalments of £ 56 £ 56 and £ 56, which includes a vacation grant of £ 30

This award is subject to review at any time in the light of changes in your circumstances, or in those of your parents or guardian. It is also given on the understanding that you hold no other awards except

a Maya Scholarship, value £100 per annum.

If the value of any other award held by you is changed or if you hold, or receive, any awards or grants not stated overleaf, including prizes other than book prizes, you should inform the Ministry immediately. Any other changes in your circumstances, including any change in your place of residence during term time, should also be reported without delay. Failure to comply with this requirement may involve the cancellation of your State Scholarship.

In writing to the Ministry on any matter connected with your State Scholarship you should quote the reference number shown at the head of this letter.

I am, Sir (or Madam),  
Your obedient Servant,

*A.R. Maxwell-Hyslop.*

(A. R. MAXWELL-HYSLOP)

## MINISTRY OF EDUCATION

## STATE SCHOLARSHIPS - GENERAL NOTES ON GRANTS

These notes should be carefully read and retained

1. The Minister may pay to a State Scholar a grant for fees and/or maintenance from the start of the approved course, or the Scholarship may be honorary. The grant paid is subject to review at any time if there are changes in the circumstances of the parents or guardian or scholar.

2. Maintenance grants. Grants for maintenance are normally paid in three instalments at the beginning of each term. Drafts are forwarded through the Authorised Officer of the College or University and are normally available for collection on the first day of term.

Grants to medical students on clinical studies are paid in quarterly instalments.

3. Fees. Grant for approved fees is paid direct to the College or University Authorities, who claim them from the Ministry

Payment of any fees falling due before the Minister's first payment of grant is a matter for arrangement and subsequent adjustment between the scholar and the University or College Authorities.

Approved fees include:

(a) Tuition Fees (sessional or terminal).

Where a College charges a composition fee covering both maintenance and tuition, only that part of the composition fee which is attributable to tuition is treated as 'fee'.

(b) Special fees such as lecture fees, laboratory fees etc. if necessary for the approved course of study.

(c) Fees charged for admission or registration.

(d) Fees charged for Matriculation or Matriculation Exemption.

(e) Fees for examinations taken as part of the approved course.

(f) Graduation Fees claimed within one year of completing the course.

(g) At Oxford and Cambridge, University Dues are payable in full, but only half of College Dues is treated as a 'fee'

The fee for any examination which is taken a second time is not included in approved fees.

Caution Money or any other deposit ultimately repayable to the scholar is NOT included in approved fees.



4. Absence on account of illness. If a scholar's attendance at the approved course is broken by illness, the following conditions apply:

(a) If absence does not exceed four weeks, grant will continue to be paid provided the College or University Authorities are satisfied that the absence is justified.

(b) If absence exceeds four weeks, the instalment of grant for the term will be reviewed in the light of any reduction in the scholar's expenses as a result of the absence.

(c) If a scholar is absent at the beginning of a term, no payment will be made until the scholar resumes attendance.

(d) No payment will be made for any term in which a scholar is unable to make any attendance.

(e) The Ministry may require medical certificates during the course of the illness and a final certificate confirming fitness to resume attendance.

(f) If absence continues for more than one year, the Minister may cancel the award.

5. Necessary Travelling Expenses. The standard figures of maintenance on which grants are based include allowances for travelling during term-time and for travelling to and from university at the beginning and end of term. For all scholars resident in College, hostel or lodgings, and for scholars who attend London University from home, the amount included is £10 p.a. For other scholars the amount included is £5 p.a. Scholars who incur travelling expenses in excess of these figures in attending their approved course may apply for an adjustment of grant. Any such application should be made to the Ministry during the academic year in which the excess expenditure is incurred or as soon after as possible.

6. Vacation Courses. Additional grant may be paid for vacation courses which are certified by the University or College Authorities as an essential part of the scholar's approved course of study. Application for this must be made through the University or College and not direct to the Ministry.

7. Change of course. Any change of course must be approved by the Minister. Application for approval should be made to the Ministry through the University or College Authorities before the change is effected.

8. Post-Graduate Study. Under certain circumstances State Scholarships may be extended for post-graduate study. Full information on this subject can be obtained from the University or College Authorities and no application may be made direct to the Ministry.

9. Further information concerning maintenance grants for State Scholars is contained in Administrative Memorandum No. 563, obtainable from Her Majesty's Stationery Office, York House, Kingsway, London, W.C.2. or any bookseller, price 4d. net, (by post 6d.)