



# APPLICATION FOR CLAIMING EXPENSES FROM THE BEARD FUND OR UNIVERSITY BLUES FUND

## Beard Fund - Subscription Fees

St John's College will fund subscription fees of all University Sports Clubs (up to a maximum of £50 per person per academic year) from the Paul Beard Fund.

## Cambridge University Blues Expenses

An additional 50% (80% for those in receipt of a Cambridge Bursary) of the cost of other qualifying expenses can be claimed, up to a maximum of £350 per individual, per academic year, regardless of the number of clubs you represent. This fund was set up to support St John's College students in meeting the additional costs incurred in representing the University.

To find out more about Blues Teams and who is a member, prior to making an application please visit: <https://www.hawksclub.co.uk/about/history/the-cambridge-blue/>

Qualifying expenses include:

- Compulsory team kit (standard kit essential for representing the University and not used in generic matches, so requires the Cambridge Blues colours/logo and evidence will need to be provided of the exact kit)
- Essential travel and accommodation, including pre-season tours organised for the purpose of team selection
- Subscription fees **only** if the Beard Fund has been used up

You cannot claim for:

- Costs associated with club dinners
- Purchase or hire of personal kit, such as Blues Blazer or Shoes, protective kit
- Physiotherapy fees
- Room/Court/Field Bookings
- Lessons/Sessions for practice
- Monitors (such as heart rate)

You can complete the application form online via Pay My Student (via the link below). Acceptable receipts are original till receipts, invoices, signed receipts - payments must be made before making an application. Your club's Captain or Treasurer will need to email Student Services to **confirm your status** (including as a blues member if applicable) in the club so we can match this with your application.

**Claims must be made within 2 months of incurring the cost (date paid) and no later than 30 September each academic year.**

## Application Form and Payment Information

The default payment method will be a credit to your College Account unless you have confirmed otherwise. In order to change this to a bank transfer and change your preferred method for all future payments please update your bank details and apply using the link below:

<https://johcam.paymystudent.com/>

Student Services will arrange payment and you will receive an automatic email once it has been processed. If anything else is required you will be contacted via email.