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The Bursar and the College Accountant are happy to give students advice on general money management.

C.1 FEES AND CHARGES

Tuition

**Undergraduates:** At the start of each academic year, Home (UK) and European Union (EU) undergraduates are required to pay a University fee. Students commencing their course in 2015/2016 will pay £9,000.

Overseas students and others who are self-funded are required to pay their University and College fees in full for the year by the seventh day of Michaelmas Term as per the University Exam Regulations.

**Graduates:** Students’ approved fees consist of the consolidated College fees (in 15/16 this will be £2,848 for most courses) and the fees due to the University (see www.ox.ac.uk/feesandfunding/). Students who pay their own fees must do so in full for the year by the fourteenth day from the date of the invoice unless prior arrangement has been made to pay in instalments, which is granted only in exceptional circumstances. Graduate students who fail to pay the College fees by the payment deadline may incur fines. DPhil students should note that a continuation fee is levied after the initial period of three years.

Student funding

**Undergraduates:** The funding which may be available to you as an undergraduate largely depends on whether you are a Home, EU or Overseas student. Further information can be found at www.ox.ac.uk/feesandfunding/.

**Graduates:** Information on funding for graduate students at the University of Oxford can be found at www.ox.ac.uk/feesandfunding/. Details of awards and bursaries available to St Hilda’s students can be found on the college website: http://www.st-hildas.ox.ac.uk/student-life/student-life-financial-information.
PART C – FINANCIAL MATTERS

Battels

‘Battels’ is the term used for College bills covering domestic and other charges which are the student's personal responsibility and which are not included in approved University and College fees. Further information on the cost of studying in Oxford for both undergraduates and graduates can be found at www.ox.ac.uk/feesandfunding/.

Undergraduates: A bill for fixed accommodation charges, meal credits and subscriptions will be presented at the start of each term and must be paid within fourteen days of the date of the invoice (see payment policy). Additional meal credits may also be purchased separately, but cannot be carried over from one year to the next.

Graduates: A bill for fixed accommodation charges, meal credits and subscriptions will be presented at the start of each term and must be paid within fourteen days of the date of the invoice (see payment policy). Additional meal credits may also be purchased separately, but cannot be carried over from one year to the next.

Graduates living in College-owned accommodation pay a rental charge, which normally covers room rent for 51 weeks of the year (unless a special individual arrangement has been made due to a taught course of 44 weeks’ duration). Additional meal credits may also be purchased separately.

Students taking a room in a College-owned building must understand that they do so for the academic year / period of the contract and that they are obliged to pay full College accommodation charges for this period. Students will be batteled for any damage caused to College property.

Members of the MCR who are not living in College accommodation are divided into two groups as regards catering arrangements:

(a) Those reading for an undergraduate degree who have Senior Status, and those reading for higher degrees, certificates or diplomas must pay a catering contribution at the beginning of each term. Swipe cards will be credited with the relevant amount.

(b) Undergraduate members of the MCR who do not have Senior Status and those reading for Part II of Final Honours Schools in the sciences pay the same catering contribution as members of the JCR who live out of College. Swipe cards will be credited with the relevant amount.

Invoices for other items (such as extra residence in the vacation) are sent out periodically and should be paid within fourteen days of receipt.
Payment Policy

Students’ battels bills are issued at the beginning of each term and emailed to each student.

- Payment of fees invoices are due by the seventh day of full term as per the University exam regulations.
- Battels invoices are payable within 14 days from the date of invoice.
- A 48-hour e-mail warning will be sent to all students with outstanding balances, that they will soon incur a £25 charge.
- A £25 charge will be made if battels are not fully paid by the due date.
- If payment is not made within 7 days of the first fine, a further charge of £50 is imposed.
- After this date, the student has to meet with the Bursar to explain the late payment.
- If this meeting is not attended, or the reasons for late payment are not acceptable, then a formal summons to the Dean will be made.
- The College reserves the right to use a third party to recover long-standing debts.

Students who have justifiable reasons for not completing payment of their battels on time, e.g. late SLC grant arriving; overseas money transfer difficulties, agreed payment schedules, and genuine hardship cases, should ensure they have made contact before the payment deadlines, either with the College Accountant or the Bursar.

Returning students who have not fully paid up their debts from the previous term will not be allowed to draw their room keys for the next term until the debt is cleared. This bill can either be cleared at the Accounts Office (South 10), or online at www.sthildas.ox.ac.uk/payment.

Fee Liabilities - Students Withdrawing or Suspending

This information is for students withdrawing from their studies, either for academic, health or personal reasons, within the academic year.

Student Liability for University Tuition Fee
Students in attendance after Monday of 4th week of any term will be liable for fees for that term.

College Fees – Self-Funded Students
Students in attendance after Monday of 4th week of any term will be liable for fees for that term.

Battels
Battels are payable up to the end of the term in which a student goes down. Refunds are not normally given for attendance for only part of a term.
C.2 COLLEGE AND OTHER SUPPORT FUNDS

The College has a range of funds which are available to make grants towards living costs (in the case of hardship), research and study, travel, extra-curricular activities, and vacation study. Students are warmly encouraged to consider applying if their personal or study circumstances would benefit (although there may be only limited funds available for some purposes). Applications may be submitted each term (the deadline is noon on Wednesday of 2nd week). To apply go to the Intranet, Information and Handbooks, and then to Information about Grants and Forms for Claiming Them.

Vacation Study Residence Grants - NEW ARRANGEMENTS FROM HILARY 2016

The College allocates some funds for ‘vacation study’ for undergraduate students. The rules for this grant have been changed from Hilary Term 2016.

Any student with a legitimate academic-related reason to stay in College for a period between terms (including personal issues meaning that they cannot study at home), should be able to apply for vacation study residence grants totalling up to 28 nights a year. The educational legitimacy of their application will be assessed by the Senior Tutor (or delegate), based upon a statement of support from their tutor(s).

3rd year students (except in the case of Classics students, whose main exams are in their 4th year) will always have priority, and there will be no change in the current arrangement for such finalists – which is to be automatically allowed up to 7 nights free residence (subject to availability). They can apply for more than this amount for a good academic reason, but it will not be guaranteed.

The specific Bursary-holder category of eligibility for vacation study residence grants has now been removed, and instead any student may apply to be granted vacation study residence on the basis of hardship/personal reasons, if this is linked to educational need.

While Scholars and Exhibitioners have been entitled to claim up to a further 7 nights free accommodation during the year, a separate application now needs to be made for this (see the ‘Application Form To Stay in College During the Vacation’ form) and the availability of any accommodation under this category will only be assessed once the above applications have been dealt with.

Please note that all scholars and exhibitioners will from 2016-2017 be granted an allocation of £80 on their Bod cards each year, for use in the dining hall, instead of this accommodation allocation (this being seen as a fairer additional benefit across the board).

Existing Scholars and Exhibitioners may apply to the Academic Registrar (as of January 2016) to immediately have this £80 allocated in place of their free accommodation grant.

All students sitting University exams out of term will be credited by the College for examination residence from the end of term to the date of their last written examination paper. ‘Examination Residence’ applies only to specific written or oral examination papers. Any Vacation Study Residence granted must be for work on extended essays, dissertations, or assessed projects.

The Application Form To Stay in College During the Vacation is available on the Intranet.
Language Courses (offered through the Oxford University Language Centre)
http://www.lang.ox.ac.uk/index.html
The College will pay £50 per student per year for a language course at the Oxford University Language Centre. Students should provide a rationale related to their academic work. For all additional fees, the student should apply for a College grant.

Please note that PGCE students are eligible to apply for the government-provided Undergraduate Access Funds. Graduates are also encouraged to apply for additional departmental or faculty research grants.