

PART C – FINANCIAL MATTERS

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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.

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 and the fees due to the University (see www.ox.ac.uk/students/fees-funding/). Students who pay their own fees must do so in full for the year by the seventh day of full term 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/students/fees-funding

Graduates: Information on funding for graduate students at the University of Oxford can be found at www.ox.ac.uk/students/fees-funding

St Hilda's College Awards and Bursaries

Details of awards and bursaries available to St Hilda's students can be found on the college website: <https://www.st-hildas.ox.ac.uk/content/scholarships-and-grants>

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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/fees-funding/.

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 after 31st July. With effect from 2019/2020 there will also be a termly fixed charge for catering.

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 after 31st July. With effect from 2019/2020 there will also be a termly fixed charge for catering.

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 or rented 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 batted for any damage caused to College owned or rented 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.

With effect from 2019/2020 all graduate students will be charged a termly fixed catering charge.

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

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Undergraduate termly subscriptions are automatically battled as follows:

Michaelmas Term

Sports subscription	£15.00
JCR Membership	£7.50
JCR Hardship Fund	£3.00
Endsleigh Insurance	£3.90

Hilary Term

JCR Membership	£7.50
JCR Hardship Fund	£3.00
Endsleigh Insurance	£3.90
ASM subscription	£10.00

Trinity Term

JCR Membership	£7.50
JCR Hardship Fund	£3.00
Endsleigh Insurance	£3.90
Punts	£2.00

Graduate termly subscriptions are automatically battled as follows:

Michaelmas Term

Sports subscription	£15.00
MCR Membership	£10.00
Endsleigh Insurance	£3.90

Hilary Term

ASM subscription	£10.00
Endsleigh Insurance	£3.90

Trinity Term

Punts	£2.00
MCR Scholarship	£10.00
Endsleigh Insurance	£3.90

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Payment Policy

Students' battels invoices are issued at the beginning of each term and emailed to each student. Fees invoices are issued once a year.

- Payment of fee invoices is due by the seventh day of full term as per the University exam regulations. The College has to inform the University of non-payment of fees.
- Battels invoices are payable within 14 days from the date of invoice.
- An email reminder, 48-hours before the due date will be sent to all students, informing them of the £25 charge if the invoice is not paid by the deadline.
- A £25 charge will be levied if battels are not fully paid by the due date.
- If payment is not made within 7 days of the first charge, a further charge of £50 is imposed.
- If the invoice is still outstanding, the student has to meet with the Bursar to explain the reason for 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 paid at the Accounts Office, by bank transfer, 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.

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C.2 COLLEGE AND OTHER SUPPORT FUNDS

The College has a range of funds which are available to make grants for hardship, research, travel and extra-curricular activities. Students are encouraged to consider applying if their personal or study circumstances would benefit (although there may be only limited funds available for some purposes). The deadline for applications is **noon on Wednesday of 2nd week of each term** (apart from extra-curricular which is Hilary Term only). Application forms are available on [WebLearn](#), in the resources tab, Grant Forms.

Vacation Study Residence Grants

Apply in Hilary Term for Christmas or Easter Vacation.

The Application Form to Stay in College During the Vacation is available on [WebLearn](#).

The College allocates some funds for ‘*vacation study*’ for undergraduate students. 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). Vacation Study Residence granted can be for revision and for work on extended essays, dissertations, or assessed projects. Finalists will always have priority.

All students sitting written 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.

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 contact the Senior Tutor, and provide a rationale related to their academic work. For all additional fees, the student should apply for a College grant.