



## **ORIEL COLLEGE**

### **OXFORD**

## **FEES AND CHARGES FOR UNDERGRADUATE STUDENTS**

### **ACADEMIC YEAR 2016-2017**

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(Undergraduate students are those reading for a first degree or graduates of other universities who are reading for a B.A.)

## UNIVERSITY RESIDENCE

Accommodation charges are based on the dates below, which give the duration of a term as 58 nights. Undergraduates living in College accommodation are expected to come into residence on the Thursday before each term begins, and are expected to leave on the Saturday which is the last day of full term.

### Undergraduate Freshers

For Michaelmas Term 2016/17 undergraduate freshers (except those travelling from abroad or those given permission to arrive early) are expected to arrive on **Sunday 2<sup>th</sup> October** and will be charged accordingly.

	UNDERGRADUATES ARRIVE	FULL TERM BEGINS	FULL TERM ENDS
Michaelmas Term 2016	Thursday 6 October*	Sunday 9 October	Saturday 3 December
Hilary Term 2017	Thursday 12 January	Sunday 15 January	Saturday 11 March
Trinity Term 2017	Thursday 20 April	Sunday 23 April	Saturday 17 June

Details of future University term dates can be found on the Oxford University website

<http://www.ox.ac.uk/about/facts-and-figures/dates-of-term>

## OTHER KEY DATES

DATE	AREA	COMMENT
0 <sup>th</sup> week Michaelmas Term (3-7 October)	Battels invoices produced including: <ul style="list-style-type: none"><li>• University Fee</li><li>• College Fee (where applicable)</li><li>• Termly Accommodation charge</li><li>• Room Deposit charge (includes key deposit)</li><li>• Termly Reach Oxford charge</li><li>• Any other sundry charges</li></ul> (For further information on the above items please refer to the relevant items below).	

DATE	AREA	COMMENT
End first week Michaelmas Term (14 <sup>th</sup> October)	Battels invoices due for payment	Payments received after the Friday of first week will incur a fine
0 <sup>th</sup> week Hilary Term (9-13 January 2017)	Battels invoices produced including: <ul style="list-style-type: none"> <li>• Termly Accommodation charge</li> <li>• Any pre and post term accommodation charges</li> <li>• Termly Reach Oxford charge</li> <li>• Food charges relating to prior term</li> <li>• Any other sundry charges</li> </ul>	
End of first week Hilary Term (20 January 2017)	Battels invoices due for payment	Payments received after the Friday of first week will incur a fine
0 <sup>th</sup> week Trinity Term (17-21 April 2017)	Battels invoices produced including: <ul style="list-style-type: none"> <li>• Termly Accommodation charge</li> <li>• Any pre and post term accommodation charges</li> <li>• Termly Reach Oxford charge</li> <li>• Food charges relating to prior term</li> <li>• Any other sundry charges</li> </ul>	
End of first week Trinity Term (28 April 2017)	Battels invoices due for payment	Payments received after the Friday of first week will incur a fine
Early July 2017	Summer Battels invoice produced including: <ul style="list-style-type: none"> <li>• Summer Accommodation charges</li> <li>• Room deposit refunds</li> <li>• Other charges incurred during Trinity Term</li> </ul>	Payment due one week after production date

The term “Battels” includes all sums payable to the college by members, including fees.

## UNDERGRADUATE FEES

### 1. Home & EU Undergraduates, Publicly Funded (most UK & EU citizens belong to this category)

Undergraduates in this category are personally liable to pay a £9,000 tuition fee to the University. Students may apply to the relevant funding body for a Fees Loan by completing the application form for higher education support available via [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance). If you are not from England, this site will direct you to the relevant site for your country.

Students who are classified as Home or EU for fees purposes and who are reading for their first undergraduate degree do not pay a college fee. When you have submitted your financial support form you will receive an annual Student Support Notification. This will tell you what tuition fee loan you have requested, and also contain information about Student Maintenance Loans and Grants. **You must submit one copy of this form to the College at the beginning of each year of your undergraduate course.** *If you fail to submit the student support notification the university fee will be charged to your account.*

### 2. Home & EU Undergraduates, self-funded

Self funded students are still required to register with the student loan company and will need to ensure that the appropriate section of the Financial Declaration form is completed.

Please provide a letter from your parents or other financial supporters guaranteeing that funds will be provided OR evidence from your bank or financial advisor that you have sufficient funds to pay tuition fees plus living costs of at least £8,727 for each year of your course.

Please refer to the University website for further guidance on the likely costs of living whilst studying in Oxford.

<http://www.ox.ac.uk/students/fees-funding/living-costs/>

### 3. Home & EU Undergraduates, Privately Funded 2nd Degree

Students who are classified as Home or EU for fees purposes and who are reading for their second undergraduate degree may be liable for a college fee.

College fee	£7,135
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The University tuition fee depends on your subject. A full list of fees is available at <http://www.ox.ac.uk/feesandfunding/fees/information/universityrates/>.

### 4. Islands Undergraduates (Channel Islands and the Isle of Man)

The University tuition fee depends on your subject. A list of the rates is provided for students affected and is also available at

<http://www.ox.ac.uk/feesandfunding/fees/information/universityrates/>.

## 5. Overseas Undergraduates

College consolidated charge (College fee) £7,135

The University tuition fee depends on your subject and in some cases your year of entry. A list of the rates is provided for students affected and is also available at

<http://www.ox.ac.uk/feesandfunding/fees/information/universityrates/>.

Any queries may be sent to the University's Fees Clerk, [fees.clerk@admin.ox.ac.uk](mailto:fees.clerk@admin.ox.ac.uk).

### Payments

All term fees and battels accounts are due for payment by Friday of 1<sup>st</sup> week of term. Payment can be by cash, cheque, debit card, credit card or bank transfer. Late payments will incur a penalty charge of £25 per week. There will be a charge of 2% for payment with credit cards.

Those students that live out and have only occasional meal charges on their battels invoices will be charged at a rate of 2% of the outstanding balance per week (up to a maximum of £25.00).

Our preferred method of payment is by bank transfer (details below) or you may submit a cheque payable to Oriel College.

The College Bank details are as follows:

<b>Account Name:</b>	Oriel College
<b>Account Number:</b>	10293637
<b>Sort Code:</b>	15-80-00
<b>IBAN:</b>	GB71RBOS15800010293637
<b>Swift:</b>	RBOSGB2L

PLEASE QUOTE THE SURNAME AND INITIAL OF THE STUDENT WITH YOUR REMITTANCE.

### University Tuition Fee

UK/EU Publicly Funded – Most students will receive a Fees Loan or Maintenance Grant, but self-funded students are liable for the full University Tuition Fee. The full university fee for self funded students will be due at the end of first week Michaelmas term.

In cases of financial difficulty, undergraduates may apply to the Treasurer to pay the fee in three instalments. Each instalment is subject to the same payment due dates and late penalty charge detailed above. To discuss the possibility of instalment payments, contact the Bursary, [sales@oriel.ox.ac.uk](mailto:sales@oriel.ox.ac.uk) (01865) 276568 prior to the start of the academic year.

## Prepayment of fees

Occasionally a sponsor of a student may wish to pay fees in advance. This can be arranged once agreed with the Academic Office. Any payment needs to clearly reference the first name and surname of the student and a remittance advice sent to [sales@oriel.ox.ac.uk](mailto:sales@oriel.ox.ac.uk).

## CHARGES

### ROOMS

The charges for all College-provided or managed accommodation are based on nine room grades. The room gradings and charges, based on the 58 nights of full term, are as follows (Freshers are charged for an extra four nights at the start of Michaelmas Term):

<b>UNDERGRADUATES</b>	<b>2016</b>	<b>2016</b>
<b>Grade</b>	<b>Day</b>	<b>Term</b>
	£	£
A*	£24.51	1421.58
A*/A	£23.29	1350.82
A	£22.19	1287.02
A/B	£21.19	1229.02
B	£20.20	1171.60
B/C	£19.60	1136.80
C	£19.00	1102.00
C/D	£18.51	1073.58
D	£18.13	1051.54

These amounts include a service charge for heating, electricity, hot water and insurance of personal possessions in your room. The room grades are fixed according to the quality of the accommodation.

#### Pre and Post Term Accommodation Charges

For those undergraduates in College rooms who have a good reason to stay during vacation and have filled out a *Vacation Residence Form*, charges are calculated on a daily basis at the rate appropriate to the grade of room occupied.

Students arriving before the undergraduate arrival date or who stay on after the term end date will be charged for the additional accommodation at the day rate. Charges are made from the date of booking (not the date of arrival).

Charges are applied on the subsequent battels invoice.

## **ROOM DEPOSIT**

All students living in College accommodation are charged £260 on their Michaelmas Term battels. This deposit will be refunded to battels at the end of the following Trinity Term less any deductions made because of room damage etc. The deposit will also be used to offset any charges for extra meals, out of term rooms etc. accrued during Trinity Term.

## **FRIDGES**

There will be a charge of £8 per term for fridges in student rooms to cover utility costs. All fridges must be removed at the end of the year otherwise there will be a disposal charge of £75 taken from the room deposit. All fridges must be checked by the College electrician as soon after arrival as possible.

## **GUEST ROOMS**

There are 6 rooms which can be reserved for visitors for up to 3 nights. The room rates (which include VAT and breakfast in Hall) are charged as follows:

- single guest rooms are £39.00/night
- twin guest room is £53.00/night

## **MEALS**

The College operates a booking system for meals. The system allows students to pay for meals in advance by topping up their account if they wish. Further instructions are available online and are reproduced at the end of this document.

Meals can still be booked if no credit on the prepayment card is available (up to a maximum of £250). All cards are cleared down at the end of each term. Any debt that accrues on an account will be invoiced as part of the battels bill in Hilary or Trinity term. At the end of the Academic year if a card is in credit then this amount will be allocated on the final battels invoice.



<b>Member meal charges</b>	
	<b>2016</b>
Cooked breakfast:	£3.10
Continental breakfast:	£2.30
Lunch:	£3.70
Dinner (Informal Hall):	£4.95
Dinner (Formal Hall):	£5.45
Brunch	£3.60

\* A system of recording student attendance at meals allows itemised billing. The individual item charges are based on a “standard” meal; hearty eaters may purchase extra items and those wishing to take a light meal will be charged for only those items taken.

Guests may be brought in to meals; the charges for which will be as follows:

	<b>2016</b>	<b>2016</b>	<b>2016</b>
	<b>Charge</b>	<b>VAT</b>	<b>Total</b>
Cooked breakfast:	£4.42	£0.88	£5.30
Continental breakfast:	£3.58	£0.72	£4.30
Lunch:	£6.04	£1.21	£7.25
Dinner – Informal Hall:	£7.46	£1.49	£8.95
Dinner – Formal Hall	£11.79	£2.36	£14.15
Brunch	£5.25	£1.05	£6.30

The above meals are available as long as the kitchen remains open. The kitchen will be closed from: 21 December 2016 to 3<sup>rd</sup> January 2017 inclusive during the Christmas Vacation and after lunch on Thursday 13<sup>th</sup> April to lunchtime Tuesday 18<sup>th</sup> April 2017 inclusive over the Easter weekend.

All special meals, parties etc. booked in College and all guest rooms and guest meals incur VAT at the standard rate (at present 20%).

## **GENERAL**

Charges have been assessed for the academic year 2016/17 on the best estimates at present available. However, if increases in costs exceed these estimates to a significant degree, the College reserves the right to introduce supplementary increases with effect from Hilary Term 2017.

## **BATTELS (Bills)**

You will receive four battels accounts during the year, one at the beginning of each term and a final bill shortly after the end of Trinity Term.

Michaelmas, Hilary and Trinity Term battels accounts should be paid as soon as possible after receipt and at the latest by the Friday of 1<sup>st</sup> week of the term concerned. The final battels account of the year must be paid 1 week after the date on the invoice. Payment can be by cash, cheque, debit card bank transfer. There will be a charge of 2% for payment with credit cards.

## **LATE PAYMENTS**

For living in students a penalty charge of £25 per week will be applied for late payments. Those students with only occasional meal charges on their battels invoices will be charged at a rate of 2% of the outstanding balance per week. Once the penalty charge has been applied, it will only be removed in exceptional circumstances.

In addition to a penalty charge, failure to pay outstanding debts to the College by the due date without prior permission is treated as a disciplinary matter according to the following rules:

- a) Any junior member of the College who, without good reason personally explained to the Treasurer, has not paid his/her outstanding account by the end of the second week of term, may be required to suspend studies until the debt is paid.
- b) Any junior member of the College who goes out of residence for a period and owes the College money shall not be allowed to return until the debt is paid, except by express permission of the Governing Body.

Where payment is made other than in Pounds Sterling, an administration charge of £50 will be levied.

## MISCELLANEOUS

### LAUNDRY FACILITIES

Payment card operated washing machines and tumble dryers are available in the laundry rooms in second quad. There is also a laundry room in Goldie Wing at James Mellon Hall.

The cost is £2.00 for washing machines and 1.00 for drying and cards can be obtained from the vending machine (the cost for each card is £2.00 but these can then be topped up on line at <http://www.circuit.co.uk/card-top-up-unauth/>)

### PRINTING FACILITIES

Printing and photocopying facilities are available in the Library tunnel, the Print Centre at the Harris Lecture Theatre, and JMH. These devices allow you to print, photocopy and scan to email.

You can print to these devices from any personal device with an internet connection and a web browser e.g. laptops, smart phones or tablets or from the computer suite computers. Printing can be carried out in colour or in monochrome, A3 and A4, double or single sided. Unless you specify otherwise, the print will be A4, monochrome and single-sided by default.

Charges for use are recorded and added to student battels. Visitors who want to use the printing facilities need to purchase a web cashier voucher from the Lodge.

You can release your print jobs from any of the three devices by presenting your university card at the device and selecting the document/s to print. Visitors with web cashier credentials need to enter their username and password to release the print jobs. Print jobs remain in the system for 72 hours before being removed.

Further details can be found at:

<https://weblearn.ox.ac.uk/access/content/group/4f8678a4-3d88-446f-a242-7258dda10b04/Forms/Printing%40Oriel.pdf>

Current printing costs:

Print/Photocopy type	Cost
A4 b/w	5p
A4 b/w duplex	9p
A4 colour	12p
A4 colour duplex	23p
A3 b/w	10p
A3 b/w duplex	18p
A3 colour	25p
A3 colour duplex	45p
Scan	1p

## **REACH OXFORD SCHOLARSHIP SCHEME**

This scheme exists to enable students from developing countries to read for a degree at Oxford; it has so far proved both encouraging and successful.

To support it, the College waives its fees and the University charges only 2/5<sup>th</sup> of its tuition fee for an overseas student.

The costs of maintenance, however, are met by junior members of the College. To this end, all members are asked to contribute at least £11.00 each per term during their time at Oriel, although they are under no obligation to do so and may contract out at any time they wish. However, very few members do contract out, and this is very much appreciated.

Please complete the appropriate section on the attached form and return it to us as soon as possible. If you do nothing, you will be charged £11.00 per term.

## **JCR HARSHIP FUND**

A charge of £5 per term will be applied to battels. This is a voluntary contribution to help students who are in financial difficulties. Please complete the appropriate section on the attached form and return it to us as soon as possible. If you do nothing, you will be charged £5.00 per term.

## **SUBJECT DINNERS**

Subject dinners are normally organised by students and tutors during Hilary Term.

These dinners will be charged to your account on the following terms battels invoice. The food and drink costs (including any alcohol charges) will be split equally between all attendees regardless of diet or beverage preference or consumption.

Please note that 48 hours' notice is required should you book and then wish to cancel your subject dinner place. If a booking is made and then not attended (or cancelled within the 48 hour notice period) a full charge for the cost of the meal will be made on battels (as food will already have been purchased by the College).

## **SCHOOLS DINNERS (Final year students only)**

Schools dinners are held during Trinity Term. These are celebratory occasions to mark the end of the final exams. The College will provide a contribution to such events, however, a small balance may be payable by attendees. This will be charged on the final battels invoice.

## REACH OXFORD SCHOLARSHIP SCHEME (Freshers only to fill in)

Please tick the appropriate box:

- I would like to contribute **£11** every term, to be charged on battels
  
- I would like to contribute ..... every term, to be charged on battels
  
- I would like to opt out of the Reach Oxford Scheme

NAME: \_\_\_\_\_

## JCR HARDSHIP FUND (Freshers only to fill in)

Please tick appropriate box as per your preference:

- I would like to contribute **£5** every term, to be charged on battels
  
- I would like to contribute ..... every term, to be charged on battels
  
- I would like to opt out of the JCR Hardship Fund

NAME: \_\_\_\_\_

Email: .....

Telephone Number: .....

### **FORM OF UNDERTAKING (Freshers only)**

I agree to abide by the College Regulations, as encapsulated in the College Memorandum, throughout my period of study. I understand and accept my responsibility to make the necessary arrangements to ensure payment of my University and College fees, College accommodation and other College charges by the due dates for the duration of my course. I undertake to pay upon my arrival in College at the start of Michaelmas Term any portion of my university tuition fee for which I am personally responsible\*, and understand that I may not be permitted to matriculate as a member of the University until payment in full has been received by the College.

**Signature:** ..... **Date:** .....

Full Name (block capitals): .....

Home Address: .....

.....

.....

Telephone Number: .....

*\*Unless permission has been given by the Treasurer to pay the fee in instalments, in which case the first instalment must be paid by Friday of 1<sup>st</sup> week of Michaelmas Term.*

***Please return to The Finance Office, Oriel College, Oxford, OX1 4EW***

## Guidance for online Top Up meal booking system

### Meal Booking System – online Top Up payments

The facility has been enabled on the Meal Booking System to allow students to pay in advance for meals if they wish. The basic process is as follows.

- From the main menu choose the **Transaction History'** button.
- Click on the **'Top-Up Card'** button
- Choose the **'Hall Top Up'** option
- Select the type of card you will be paying with (a message will appear informing you of any transaction charge should there be one). Credit card transactions are charged at 2% of the value of the transaction (debit cards no fee).
- Enter the amount you will be paying
- Check the amount and select **'I Accept All Terms And Conditions'**
- Click **Continue** (at this point you will be transferred to our secure payment site)
- Enter the card details as required and click **'Complete Payment'**
- Once your payment has been processed you will be redirected to the completed page and an email will be sent to your email address confirming payment.
- Finally click the **'Return to Oriel College button'**, this will return you to the Meal Booking website where you should see your new updated balance.

When you book a meal in hall your account will be updated and the balance on account will reduce. You can still dine with a zero or negative balance and any meals will be charged via the next battels invoice.

At the end of each month the finance team will process reports indicating who has paid in advance for any meals and any meals taken. Your battels account will be updated to reflect any prepayments and meals consumed and your balance in the meal booking system cleared off at the end of each term.

At the beginning of each term, if your account is in overall credit, the credit balance will be reflected as part of the battels invoice produced in 0th week. Any prepayments will offset other expenditure charged to reduce the overall balance due.

If your overall battels accounts is in credit this can be refunded to you within two weeks of the battels invoice being produced (please request this to sales@oriel.ox.ac.uk) as some students prefer to carry forward small credit balances).

Effectively you will start with a 'fresh slate' at the beginning of each term.

Students are allowed an 'overdraft' facility on the meal booking system of up to £250.00. If you reach the £250 limit within any given term you will be required to make a top up payment in order to continue to dine in College.

If you have any queries on this process please get in touch with either Tom Woodberry or Justa Milinska (sales@oriel.ox.ac.uk) or a member of the Hall team (hall@oriel.ox.ac.uk).

OS 5th February 2016