



## **FEES AND CHARGES FOR GRADUATE STUDENTS**

### **ACADEMIC YEAR 2018/19**

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## UNIVERSITY RESIDENCE

Residence requirements vary for graduates, depending on the type of graduate degree you are about to commence. However, as a general rule, graduates are expected to remain in residence throughout the year and incur charges accordingly. Accommodation charges for graduates are based on a minimum of 39 weeks of the year and there will be no refund during that time. It is expected that most graduates will stay in College accommodation during the long vacation (1<sup>st</sup> July to 10<sup>th</sup> September). Those who have completed their course or have good reason to move out may be released from their rental obligations with one month's notice to the Accommodation Manager. Please advise the Accommodation Manager as early in the academic year as possible if you plan to leave by the end of June 2019 so the College can use vacant rooms during the vacation. The rent on your room will be charged quarterly in advance.

### KEY DATES

DATE	AREA	COMMENT
<b>0<sup>th</sup> week each term</b>	Battels* invoices produced	
<b>End of first week each term</b>	Battels invoices due for payment	Payments received after the Friday of first week will incur a fine

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

DATE	AREA	COMMENT
<b>0<sup>th</sup> week Michaelmas Term (30 Sept - 6 October)</b>	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>• Caution 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)	

<b>End first week Michaelmas Term (12<sup>th</sup> October)</b>	Battels invoices due for payment	Payments received after the Friday of first week will incur a fine
<b>0<sup>th</sup> week Hilary Term (7-11 January 2019)</b>	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>• Any other sundry charges</li> </ul>	
<b>End of first week Hilary Term (18 January 2019)</b>	Battels invoices due for payment	Payments received after the Friday of first week will incur a fine
<b>0<sup>th</sup> week Trinity Term (22-26 April 2019)</b>	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>• Any other sundry charges</li> </ul>	
<b>End of first week Trinity Term (3 May 2019)</b>	Battels invoices due for payment	Payments received after the Friday of first week will incur a fine
<b>Early July 2019</b>	Summer battels invoice	Final battels invoice for the year (includes any summer accommodation charges and pre Trinity term accommodation charges)

## GRADUATE DEGREES BUT CLASSED AS UNDERGRADUATE FOR FEE PURPOSES

### University Regulations

The attention of graduates is drawn to University regulations covering the number of composition fees payable for each degree (<http://www.ox.ac.uk/feesandfunding/fees/information/maxlib/>), e.g. maximum of nine terms for D.Phil. (with the exception of a small number of four year D.Phil. courses, for which the maximum fee liability is 12 terms) or six terms for M.Phil., and B.Phil., or three terms for the M.Sc., and M.St degrees. On arrival at Oriel every new graduate will receive a copy of the Examination Regulations for 2018 as part of the Registration procedure. The College and the University

expects every new graduate to become familiar with the sections of this document which are relevant to him/her.

## GRADUATE FEES

The fees and charges fixed for the academic year 2018/2019 are set out in the paragraphs which follow.

**For fee purposes the 2<sup>nd</sup> BM degrees are classified as undergraduate degrees**

**Graduates** are classified as those reading for the degree of D.Phil., M.Phil., B.Phil., B.Mus., M.Litt., BD, M.St, M.Sc. The Probationer Research Student status (PRS) is also classified as graduate for fee purposes.

All new graduates, whether publicly or privately funded, will be expected to have secure funding in place ready for the start of term and to have signed and returned the “Form of Undertaking” at the back of this brochure. Overseas students who are privately funded should pay particular attention to ensuring all the financial documentation, bank accounts etc. are in place and that fees can be paid in pounds sterling by the due date. Any overseas student applying for funding from the American Student Loan organizations should contact the Student Finance Officer in the Bursary in advance, for clarification of what the College requires. The Bursary can be contacted for help with fee problems by e-mail at the following address: [sales@oriel.ox.ac.uk](mailto:sales@oriel.ox.ac.uk)

Fees are payable to both the University and to Oriel College. It is normally the responsibility of the College to collect the fee on behalf of the University. Confirmation of graduate fee rates are available on the University of Oxford website, <http://www.ox.ac.uk/feesandfunding/fees/information/>

Any queries should be addressed to the University Fees Clerk: [fees.clerk@admin.ox.ac.uk](mailto:fees.clerk@admin.ox.ac.uk)

### GRADUATE COLLEGE FEES: Overseas Rates

The College Fee for all subjects is £3,112. The College Fee for MBA is £3,150

### PART TIME GRADUATE FEES

Graduates on part time University courses will pay 50% of the normal College fee due, but for twice the number of terms.

Some courses ask students to pay a deposit to the Faculty/Department in advance to secure their place. If this has been paid please inform the Student Finance Officer ([sales@oriel.ox.ac.uk](mailto:sales@oriel.ox.ac.uk)) otherwise the full university fee will be applied to your account.

The University Composition fee varies widely and overseas graduate students should consult the University Graduate Studies Prospectus (<http://www.ox.ac.uk/feesandfunding/graduates/>) for the fee for their particular subject. Any queries should be addressed to the University Fees **Clerk:** [\*\*fees.clerk@admin.ox.ac.uk\*\*](mailto:fees.clerk@admin.ox.ac.uk)

### 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).

## UNIVERSITY CONTINUATION FEES

All graduate research students who started their research programme and who have reached the end of their standard period of fee liability are liable for the University continuation charge

The University continuation charge will be £468 per term in 2018/19. The amount will be reviewed on an annual basis as part of the annual fee review process (awaiting confirmation from the University Fees Office)

*Please note the University continuation fee is charged and collected centrally by the University not by Oriel College and so only the College continuation charge will appear on your battels invoice.*

*Further information on the continuation charges can be found on the University of Oxford website: <http://www.ox.ac.uk/feesandfunding/fees/information/maxlib/pgcccfaq/>*

## COLLEGE CONTINUATION FEES

All graduate research students who have reached the end of their standard period of fee liability are liable for a college continuation charge of £117.00 per term. This is charged in advance on battels.

If a University faculty decides it can contribute to pay the University fee the College will not automatically follow suit. College continuation fees will still be liable as these contribute towards administration and academic costs of graduates who are towards the end of their studies but still associated with a College.

**IT IS THE RESPONSIBILITY OF EACH GRADUATE TO CHECK HOW AND ON WHAT DATE THEIR FEES WILL BE PAID TO THE COLLEGE.**

# CHARGES

## ROOMS

For those graduates offered accommodation in 2018/19, we cannot guarantee where you will be housed, but in all likelihood you will be accommodated at the Rectory Road site. There are very few rooms allocated to graduates on the main College site as these are primarily reserved for Fellows, undergraduates and those holding College Scholarships.

### College and Rectory Road site

Rooms in College and at the Rectory Road site (which comprises James Mellon Hall, David Paterson House, Goldie Wing and Larmenier House) are let to graduates for the academic year and on the understanding that they will continue to occupy their rooms during vacations and you will be charged accordingly. There could be some flexibility during the summer vacation should you decide to leave Oxford after your examinations. **Please contact Helen Kay in the Accommodation Office at least a month before you plan to leave ([helen.kay@oriel.ox.ac.uk](mailto:helen.kay@oriel.ox.ac.uk)).**

Please note that if you plan to leave during the summer vacation, you may be expected to pay for all or part of the period in advance. A rebate for unused accommodation will then be applied once you have vacated the room and an inspection has been carried out.

Set out below are the level of charges graduate students are likely to incur. 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.

	2018	2018	2018	2018	2018
	Day	Each of the first 3 quarters	Vacation from 30 June to 10 Sept	Daily Vacation Rate	Annual Charge
	£	£	£		
A*	£25.88	£2,142.52	£1,395.87	£19.39	£7,823.43
A*/ A	£24.59	£2,035.40	£1,327.48	£18.44	£7,433.67
A	£23.43	£1,939.23	£1,263.78	£17.55	£7,081.46
A/B	£22.38	£1,852.68	£1,208.50	£16.78	£6,766.53
B	£21.48	£1,777.90	£1,160.73	£16.12	£6,494.42
B/C	£20.70	£1,714.55	£1,117.63	£15.52	£6,261.27
C	£20.06	£1,660.33	£1,082.03	£15.03	£6,063.02
C/D	£19.54	£1,617.04	£1,054.87	£14.65	£5,905.98
D	£19.15	£1,585.55	£1,034.26	£14.36	£5,790.91

## **CAUTION DEPOSIT**

All students living in College accommodation are charged £150 on their Michaelmas Term battels. This deposit will be refunded to battels at the end of the following Trinity Term. Any charges made because of room damage will appear on the final battels statement. The deposit will also be used to offset any charges for extra meals, out of term rooms etc. accrued during Trinity Term.

## **COMPLETION OF COURSE**

On completion of your course: if you wish to leave College earlier than 10<sup>th</sup> September i.e. after the end of your examinations, then you will need to advise the Accommodation Manager of your intended departure date at least one month beforehand. All graduates must vacate their room on or before 10<sup>th</sup> September 2019 to allow for cleaning and decoration. The accommodation agreement with Oriel College is for the academic year only.

Please Note: The College cannot be responsible for providing accommodation in College for any graduate who chooses to extend a three-term M.Sc. or M.St beyond the academic year. We can allow some flexibility for those who need to remain in Oxford in order to submit a dissertation in September, but you will need to let the Accommodation Manager know well in advance so that separate arrangements can be made.

## **FRIDGES**

There will be a charge of £9 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 £95 taken from the room deposit. All fridges must be checked by the College electrician as soon after arrival as possible.

## **ADDITIONAL HEATERS**

There will be a charge of £9 per term for any additional heaters brought into College.

All heaters must be oil filled only.

## **LIBRARY BOOKS**

Students are responsible for the prompt return of library books borrowed from the Oriel College library.

If a fine is imposed by the librarian for the late return of books (normally towards the end of any given term) it cannot be rescinded even if the missing books are then returned once the battels invoice is received (returning the books simply ensures that further fines are not levied).

This is to ensure the prompt return of books for other students that require them.

Any fines will be used towards further book resources for the library.

## **GUEST ROOMS**

There are 6 guest rooms which can be reserved by members of the College for visitors for up to three nights. The room rates (which include VAT and breakfast in Hall) are charged as follows:

- Single guest rooms are £41.00/night
- Twin guest room is £56.00/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.

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 battles 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.

	2018
Cooked breakfast:	£3.35
Continental breakfast:	£2.50
Lunch:	£4.00
Dinner (Informal Hall):	£5.40
Dinner (Formal Hall):	£6.00
Brunch	£4.00

\* 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

Guests may be brought into meals, the charges are as follows:

Guests meal charges	2018	2018	2018
	<u>Charge</u>	<u>VAT</u>	<u>Total</u>



Cooked breakfast:	£4.75	£0.95	£5.70
Continental breakfast:	£3.92	£0.78	£4.70
Lunch:	£6.50	£1.30	£7.80
Dinner – Informal Hall:	£8.08	£1.62	£9.70
Dinner – Formal Hall	£12.75	£2.55	£15.30
Brunch	£5.83	£1.17	£7.00

The above meals are available as long as the kitchen remains open. The kitchen will be closed from: 21 December 2018 to 2<sup>nd</sup> January 2019 inclusive during the Christmas Vacation and after lunch on Thursday 18<sup>th</sup> April to lunchtime Tuesday 23<sup>rd</sup> April 2019 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%).

## HIGH TABLE DINING

All graduate students are welcome to dine once a term on High Table on Monday, Tuesday, Thursday or Friday during Full Term only. Dinner is free of charge but there is a set charge for wine, if taken, of £5.00 for which you will be batted. Bookings should be made with the SCR Butler ([butler@oriel.ox.ac.uk](mailto:butler@oriel.ox.ac.uk)) and are subject to availability. Guests are not permitted. Any pre dinner drinks taken will be included on the following batters invoice.

## 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 £2.20 for washing machines and 1.20 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 (<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

## **MCR**

A charge of £15 per term will be applied to graduates and 4<sup>th</sup> year undergraduates. The termly fee is used to fund the activities for and purchases of the MCR. If you do not wish to be a member of the MCR please let the Student Finance Officer and the MCR President know ([mcr.president@oriel.ox.ac.uk](mailto:mcr.president@oriel.ox.ac.uk)).

## **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 members of the College. To this end, all members are asked to contribute the sum of £12.00 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.

Should you wish to contribute more than £12.00 per term, or if you do not wish to support this scheme at all, 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 £12.00 per term.

## GENERAL INFORMATION ON CHARGES

Charges have been assessed for the academic year 2018/2019 on the best cost 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 2019.

## PAYMENT OF ACCOUNTS

### FEES

Self-funded students must pay the full year's fees by the end of first week Michaelmas term. . . . Sponsored students need to provide details of their sponsor arrangements as soon as possible including:

- Contact Name and email address
- Organisation Name and Address

Payment can be by cash, cheque, debit card or bank transfer (see details below). Cheques should be made payable to Oriel College. We cannot accept credit card payments for fee or living costs invoices.

The College Bank details are as follows:

<b>Account Name:</b>	Oriel College
<b>Bank Name</b>	Childs & Co
<b>Address</b>	1 Fleet Street, London
<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 or the Account ID with your remittance.**

### BATTELS

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 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 or bank transfer.

## LATE PAYMENTS

Students with accommodation charges will incur a penalty charge of £25 per week for any late payments. Those students with only occasional meal charges or MCR fees 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).

If for any reason you anticipate a problem paying your battels account, please arrange to see the Treasurer's Assistant beforehand. 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 graduate 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 any term, may be required to suspend studies until the debt is paid;
- (b) any graduate 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 the express permission of the Governing Body;

It is the student's responsibility to cover all sender/bank charges when transferring payment to the Oriel College bank account. Payments cannot be accepted in any other currency than pounds sterling.

## REACH OXFORD SCHOLARSHIP SCHEME

Please tick the appropriate box:

I would like to contribute **£12** 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: \_\_\_\_\_

# ORIEL COLLEGE, OXFORD

## FORM OF UNDERTAKING

1. I accept the offer of a place to read (*subject*) .....  
at Oriel College starting in October 2018 and agree to abide by the College Regulations throughout my period of study.
2. 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 by 12<sup>th</sup> October 2018 any portion of my University tuition fees 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. (*Discretion may be exercised in cases where there is a delay in notification of fee liability by a Local Education Authority.*)

Signed ..... Date .....

NAME (PLEASE PRINT) .....

\*Payment of any tuition fees due by 12<sup>th</sup> October 2018 should be sent to:

**The Bursary, Oriel College, Oxford OX1 4EW**

Cheques should be made payable to **Oriel College**, in sterling.

***This form, formally accepting the offer of a place at Oriel College, should be returned without delay to:***

**The Bursary,  
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 Justa Milinska (sales@oriel.ox.ac.uk) or a member of the Hall team (hall@oriel.ox.ac.uk).

OS 28 May 2017