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## FEES AND CHARGES FOR VISITING STUDENTS ACADEMIC YEAR 2024-25

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## University Residence

Accommodation charges are based on the dates below, which give the duration of a term as 62 nights. Visiting Students living in College accommodation are expected to leave on the Saturday which is the last day of full term.

## Visiting Student Freshers

For Michaelmas Term 2024/25 Visiting Student freshers (except those travelling from abroad or those given permission to arrive early) are expected to arrive on **Sunday 6th October** and will be charged accordingly.

	<b>Students arrive</b>	<b>Full term begins</b>	<b>Full term ends</b>
Michaelmas Term	Sunday 6 October	Sunday 13 October	Saturday 7 December
Hilary Term	Sunday 12 January	Sunday 19 January	Saturday 15 March
Trinity Term	Sunday 20 April	Sunday 27 April	Saturday 21 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>.

## KEY DATES

<b>DATE</b>	<b>AREA</b>	<b>COMMENT</b>
<b>0<sup>th</sup> week each term</b>	Battels <sup>1</sup> 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

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<sup>1</sup> The term "Battels" includes all sums payable to the college by members, including fees.

## OTHER KEY DATES

DATE	AREA	COMMENT
0 <sup>th</sup> week Michaelmas Term	Battels invoices produced including: <ul style="list-style-type: none"> <li>• Course Fees</li> <li>• Termly Accommodation charge</li> <li>• Pre-term accommodation charge</li> <li>• Caution Deposit charge</li> <li>• Termly Reach Oxford donation</li> <li>• Any other sundry charges</li> </ul> (For further information on the above items please refer to the relevant items below).	
End first week Michaelmas Term	Battels invoices due for payment	Payments received after the Friday of first week will incur a fine
0 <sup>th</sup> week Hilary Term	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 donation</li> <li>• Food charges relating to prior term</li> <li>• Any other sundry charges</li> </ul>	
End of first week Hilary Term	Battels invoices due for payment	Payments received after the Friday of first week will incur a fine
0 <sup>th</sup> week Trinity Term	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 donation</li> <li>• Food charges relating to prior term</li> <li>• Any other sundry charges</li> </ul>	
End of first week Trinity Term	Battels invoices due for payment	Payments received after the Friday of first week will incur a fine
Early July 2025	Summer Battels invoice produced including: <ul style="list-style-type: none"> <li>• Summer Accommodation charges</li> <li>• Deposit refunds</li> </ul>	Payment due one week after production date

DATE	AREA	COMMENT
	<ul style="list-style-type: none"> <li>Other charges incurred during Trinity Term</li> </ul>	

## VISITING STUDENT FEES AND LIVING COSTS

Visiting Students (or their sponsors) are liable to pay a course fee. This will be determined depending on the type of course offered and agreed with the Visiting Student coordinator.

Living costs of at least **£11,610** for each year of your course will also need to be budgeted for.

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/>

Any queries may be sent Visiting Student Co-ordinator (visiting.students@oriel.ox.ac.uk).

## Payments

All term fees and battels accounts are due for payment by Friday of 1<sup>st</sup> week of term.

Our preferred method of payment is via our secure Flywire portal.

Payment can be made via our online portal [oriel.flywire.com](http://oriel.flywire.com)

For bank transfers (details below). The College Bank details are as follows:

Account name	Oriel College	IBAN	GB71RBOS15800010293637
Bank name	Child and Co (Royal Bank of Scotland)	Swift	RBOSGB2L
Address	1 Fleet Street, London		
Account no	10293637		
Sort Code	15-80-00		

*Please quote the surname and initial of the student or the Account ID with your remittance.*

Late payments will incur a penalty charge of £25 per week.

## Prepayment of course fees or accommodation charges

Occasionally a sponsor of a student may wish to pay 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 62 nights of full term, are as follows (Visiting Students commencing in Michaelmas Term are expected to arrive on Sunday 6th October 2024)

<b>Grade</b>	<b>2024/25</b>	<b>2024/25</b>
	<b><u>Day</u></b>	<b><u>Term</u></b>
	£	£
A*	34.26	2124.12
A*/A	32.55	2018.10
A	31.01	1922.62
A/B	30.24	1874.88
B	28.42	1762.04
B/C	27.4	1698.80
C	26.56	1646.72
C/D	25.85	1602.70
D	25.36	1572.32

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 Visiting Students in College rooms who have a good reason to stay during vacation and have submitted an online *Vacation Residence Request*, charges are calculated on a daily basis at the rate appropriate to the grade of room occupied.

Students arriving before the Visiting Student 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.

### CAUTION DEPOSIT

All students living in College accommodation are charged £180 on their Michaelmas Term battels. This deposit will be refunded to battels at the end of the following Trinity Term. Any charges for room damages etc 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.

## **MINI FRIDGES**

There will be an annual charge of £45 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 £120 taken from the room deposit.

All fridges will be PAT tested by an electrician in Michaelmas term.

## **KEYS**

The College operates an electronic key fob system for access to College gates and some College rooms. In the event that your key fob is lost the College will charge £50 for a replacement payable at the lodge prior to receiving the new card.

## **LIBRARY BOOKS**

Students are responsible for the prompt return of library books borrowed from the Oriel College Library. Fines and replacement charges can be imposed by the Librarian for the late return of books or books not returned when requested by Library Staff.

Any fines or charges cannot be rescinded once added to battels. This is to ensure that replacement copies can be made available quickly for other students. Charges will be used towards further book resources for the Library.

## **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:

<b>single guest rooms</b>	<b>twin guest room</b>
£48.00/night	£48.00/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

### **VISITING STUDENTS FEES & CHARGES 2024/25**

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.

2023/24	2024/25
Cooked breakfast:	£4.60
Continental breakfast:	£3.55
Lunch:	£5.85
Dinner (Informal Hall):	£5.85
Dinner (Formal Hall):	£8.45
Brunch	£6.25

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:

	2024/25	2024/25	2024/25
	<u>Charge</u>	<u>VAT</u>	<u>Total</u>
Cooked breakfast:	£6.58	£1.32	£7.90
Continental breakfast:	£5.63	£1.13	£6.75
Lunch:	£9.17	£1.83	£11.00
Dinner – Informal Hall:	£9.17	£1.83	£11.00
Dinner – Formal Hall	£12.21	£2.44	£14.65
Brunch	£8.21	£1.64	£9.85

The above meals are available as long as the kitchen remains open. The kitchen will be closed from: 21st December 2024 to 2<sup>nd</sup> January 2025 inclusive during the Christmas Vacation.

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 2024/25 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 2025.

## **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.

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.

## **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 for 2024/25 will be £2.40 for washing machines and 1.40 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/> alternatively there is a laundry app. Details about the app can be found in the laundry rooms.

### **GYM FACILITIES**

Students who wish to use the gym facilities on the main College site, the Boat House or at Rectory Road must take an induction course carried out by trained personnel booked by the Domestic Office. Induction is provided free of charge but, if you book an induction session and do not attend, you will be liable to a £10 charge which will be applied to your battels.



## 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>

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 £45.00 (equivalent of £15/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 £45.00 in Michaelmas term (or you can opt to pay termly should you prefer or for a different amount).

## **JCR HARDSHIP FUND**

An annual charge of £15 will be applied to your Michaelmas term battels statement. 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 wish to opt out. If you do nothing, you will be charged £15.00.

## **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).

## REACH OXFORD SCHOLARSHIP SCHEME FORM

Please tick the appropriate box:

- ☐ I would like to contribute **£45** annually to be charged on battels
- ☐ I would like to contribute ..... annually to be charged on battels
- ☐ I would like to contribute ..... termly to be charged on battels
- ☐ I would like to opt out of the Reach Oxford Scheme

Sign name: \_\_\_\_\_

Print name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

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### JCR HARDSHIP FUND FORM

Please tick appropriate box as per your preference:

- ☐ I would like to contribute **£15** annually, to be charged on Michaelmas Term battels
- ☐ I would like to contribute £5 per term to be charged on each battels statement
- ☐ I would like to opt out of the JCR Hardship Fund

Sign name: \_\_\_\_\_

Print name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

## FORM OF UNDERTAKING

I agree to abide by the College Regulations, as encapsulated in the College Handbook, throughout my period of study. I understand and accept my responsibility to make the necessary arrangements to ensure payment of my Course Fees 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<sup>2</sup>, 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 (print in block capitals):** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone No:** \_\_\_\_\_

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

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<sup>2</sup> 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.

## 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).
- 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 account 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](mailto: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 [sales@oriel.ox.ac.uk](mailto:sales@oriel.ox.ac.uk) or [hall@oriel.ox.ac.uk](mailto:hall@oriel.ox.ac.uk).