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# ***PART F – FINANCIAL MATTERS***

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## **Table of Contents**

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<b>F.1.</b>	<b>The Financial Bursary</b>	<b>1</b>
<b>F.2.</b>	<b>Fees</b>	<b>1</b>
F.2.1.	Responsibility of payment of fees	1
F.2.2.	Undergraduate Home and EU Fees	1
F.2.3.	Undergraduate Overseas Fees	1
F.2.4.	Graduate Fees	1
<b>F.3.</b>	<b>Termly Charges and Payments to College</b>	<b>2</b>
<b>F.4.</b>	<b>Methods of Payment</b>	<b>2</b>
<b>F.6.</b>	<b>Student Loans</b>	<b>3</b>
<b>F.7.</b>	<b>Financial Assistance</b>	<b>3</b>
F.7.1.	Government Access to Learning Funds	3
F.7.2	College Student Support Fund	3
F.7.4.	University Hardship Fund	3
F.7.4	Keble Association Emergency Fund	4

## **F.1. The Financial Bursary**

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The Financial Bursary is available to all students for assistance with financial matters. Bursary opening hours are Monday to Friday 10.00 am – 12.00 noon. Appointments can be made outside these hours if necessary. The staff members to see for specific queries are as below:

Financial Controller Julie.Hernandez@keble.ox.ac.uk	Graduate tuition fees
Accounts Assistant Hien.Le@keble.ox.ac.uk	Battels Undergraduate fees Bursaries

Contact the College Office (college.office@keble.ox.ac.uk) for confirmation letters for banks and scholarships.

## **F.2. Fees**

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### **F.2.1. Responsibility of payment of fees**

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All students are personally responsible for making arrangements for fees to be paid. Fees are payable yearly in advance.

### **F.2.2. Undergraduate Home and EU Fees**

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Those who receive a contribution to their University fees from UK Local Authorities or a tuition fee loan are reminded that annual application to Student Finance is required.

Any fees payable by grant or loan will be paid directly to the University. The College will only collect the University fees from those that have personal responsibility to pay them. All University fees collected by the College are paid to the University.

### **F.2.3. Undergraduate Overseas Fees**

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Tuition fees, both College and University, will be invoiced early September, and are payable by 30<sup>th</sup> September.

In cases where fees will be paid (in whole or in part) by other funding bodies, the fees will be invoiced separately. It is the responsibility of the student to ensure that the College is provided with evidence of funding. The College cannot enter into negotiations with funding bodies.

### **F.2.4. Graduate Fees**

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Tuition fees, both College and University, will be invoiced in early September and are payable by 30<sup>th</sup> September 2018.

In cases where fees will be paid (in whole or in part) by other funding bodies, the fees will be invoiced separately. It is the responsibility of the student to ensure that the College is provided with evidence of funding. The College cannot enter into negotiations with funding bodies.

For graduates on course before 2011/2012:

Once you have reached the maximum fee liability for your course you will be charged a continuation fee, currently £30 per term. This will be added to battels.

For graduates starting their course in 2011/2012 or after:

Once you have reached the maximum fee liability for your course you will be charged a College continuation fee of £108 and a University continuation fee of £4 £468.

### **F.3. Termly Charges and Payments to College**

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Battels (College bills) will be sent to Junior Members by email at the start of each term and at the end of Trinity Term. The bill will include key deposits (refunded once returned) food, rent, photocopying and printing etc. In your first term it will also include caution money of £150. This is a deposit held until your final term.

All Junior Members are required to settle amounts due to the College by Friday of 1<sup>st</sup> Week of each term and, in respect of balances outstanding at the end of Trinity Term, by 10<sup>th</sup> August.

Failure to settle Battels by the due date shall, in the absence of a reason deemed by the Bursar to be compelling, incur a fine of £15 (£30 if there has been late payment within the previous twelve months). If payment is not thereafter received within one week a further fine of £30 shall be imposed.

If you are unable to obtain the funds necessary to pay on time you should contact the Bursary immediately to discuss your circumstances. Do not wait until the payment is overdue.

### **F.4. Methods of Payment**

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The following methods of payment are accepted:

Payment On-line

- **To pay on-line you will need to log on to On-Line meal bookings at <https://meals.keble.ox.ac.uk/booking/> so this can only be done once you have your University card.**
- **Click on "" "Fees and Charges".**
- **Click on "Pay Battel Payment" then complete the details required.**
- **We DO Not accept payment by credit card, only debit card.**

**Bank Transfer:** details as below.

Account name: Keble College  
Bank: Handelsbanken  
Oxford West Way Branch  
Seacourt Tower, 2<sup>nd</sup> Floor  
West Way, Botley,  
Oxford  
OX2 0JJ  
Sort Code: 40-51-62  
Account No.: 84245693  
Swift code: HANDGB22  
IBAN GB06HAND40516284245693

**Please give a reference as shown above with your transfer to enable the College to allocate the payment directly to your account.**

**Cheque** made out to Keble College: cheques may be placed in the Bursary pigeonhole in the Lodge, or sent to the The Bursar, Keble College. Please ensure your surname and initials are placed on the back of the cheque.

Payment by a cheque which is returned to drawer by the Bank (i.e. 'bounced') will incur an automatic charge of £15.

## **F.6. Student Loans**

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Application for a Student Loan should be made direct to [studentfinance.direct.gov.uk](http://studentfinance.direct.gov.uk). Student maintenance loans and grants will be paid directly into your bank account following the first day of term, three to four working days after you have registered on-line. For more details of the on-line registration process please go to: <http://www.ox.ac.uk/students/>. University fee loans will be paid directly to the University. See also Section B.2.2.1. for details of the registration process.

## **F.7. Financial Assistance**

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The College acknowledges that some student may face financial difficulties. The sections below summarise the assistance available. Information on University fees and funding including Undergraduate fee waivers and University/College Bursaries can be found at [www.ox.ac.uk/feesandfunding/](http://www.ox.ac.uk/feesandfunding/)

### **F.7.1. Government Access to Learning Funds**

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The University is allocated some funds by the Government to assist students with financial difficulties. Further details and application forms are available in the Lodge, and at <http://www.keble.ox.ac.uk/students/financial-matters/financial-assistance>.. Applications should be submitted directly to the University as administrators of the scheme.

### **F.7.2 College Student Support Fund**

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The College has limited funds available to support all Junior Members, including non-home and EU students. Further details and application forms are available at <http://www.keble.ox.ac.uk/students/financial-matters/financial-assistance> The Committee meet in 5<sup>th</sup> Week during Michaelmas and Hilary Terms and in 3<sup>rd</sup> Week in Trinity Term. Further details are posted on noticeboards termly and circulated by email to all Junior Members.

### **F.7.4. University Hardship Fund**

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The specific remit of the University Hardship Fund is to provide for unforeseen financial circumstances experienced by students. This means that a student's financial circumstances will need to have changed for the student to be eligible for assistance.

Any undergraduate or graduate students from any country are entitled to apply for assistance from the University Hardship Fund.

The University administers the hardship fund, but application forms are available from the Welfare and Disability Officer, Trish Long on [trish.long@keble.ox.ac.uk](mailto:trish.long@keble.ox.ac.uk), and on the College website <http://www.keble.ox.ac.uk/students/financial-matters/financial-assistance>., Further details are available at <https://www.ox.ac.uk/students/fees-funding/assistance/hardship/uhf?wssl=1>

See also Section B.4.8. Financial Support for Graduate Study, and Section B.6.8. Financial Support for Undergraduate Study.

#### **F.7.4 College Emergency Fund**

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Students, undergraduate or graduate, who experience unexpected or severe financial hardship may also apply at any time during the year for assistance from the College's Emergency Fund. Applications should be made via the College Welfare and Disability Officer, [Trish.Long@keble.ox.ac.uk](mailto:Trish.Long@keble.ox.ac.uk).