
PART F – FINANCIAL MATTERS

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F.1. The Financial Bursary

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

F.2.1. Responsibility of payment of fees

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

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

Tuition fees, both College and University, will be invoiced in August, and payable at least one week before the student's arrival in College at the start of the academic year.

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

Tuition fees, both College and University, will be invoiced in August and are payable at least one week before a student's arrival in College at the start of the academic year.

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.

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.

F.3. Termly Charges and Payments to College

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 1st Week of each term and, in respect of balances outstanding at the end of Trinity Term, by 10th 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

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 <http://meals.keble.ox.ac.uk/login.php> so this can only be done once you have your University card.
- Click on “transaction history”.
- Click on “Pay Battel Payment” then complete the details required.
- There is a 1.2% charge for credit card payments but there is no charge for the use of debit cards.

Bank Transfer: details as below.

Bank	Barclays Bank plc
Branch	Oxford City Centre Branch
Account Name	Keble College Bursar
Bank Sort Code	20-65-18
Account Number	80561010
Reference	<i>Your surname and initials</i> / BATTELS or Fees
IBAN	GB54BARC20651880561010
SWIFT	BARCGB22

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 post-box on the door of the Bursary in P1 entrance, 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

Application for a Student Loan should be made direct to 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

The College acknowledges that some student may face financial difficulties. The following summarises the assistance available:

F.7.1. Oxford Opportunity Bursary Scheme

The Oxford Opportunity Bursary Scheme provides additional funding for students from lower-income backgrounds to offset the introduction of top-up fees. Assessment of individual eligibility will be carried out on the basis of household income. The University will calculate the amount to which a student is entitled, and the College will be responsible for making the payment to student, using funds transferred from the University. PGCE and fast-track medical students in their first year of study are eligible for the Bursary Scheme. However, please note that non-UK students are not eligible for the Oxford Opportunity Bursary Scheme unless they have lived in the UK for three years prior to the start of their course.

F.7.2. Government Access to Learning Funds

The University is allocated some funds by the Government to assist students with financial difficulties. Application forms are available in the Lodge, but should be submitted directly to the University as administrators of the scheme.

F.7.3 College Student Support Fund

The College has limited hardship funds available to all Junior Members, including non-home and EU students. Application forms are available from the Lodge. The Committee meet in 5th Week during Michaelmas and Hilary Terms and in 3rd 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

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, as long as the criterion of unforeseen financial difficulty is met. 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

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

F.7.5 Keble Association Emergency Fund

Students, undergraduate or graduate, who experience unexpected or severe financial hardship may also apply at any time during the year for assistance from the Keble Association Emergency Fund. Applications should be made via the College Welfare and Disability Officer.