

PART F – FINANCIAL MATTERS

F.1 Finance Bursary

The Finance Bursary is available to all students for assistance with financial matters. Opening hours are Monday to Friday 9.30am-12.00pm and 1.00pm-4.30pm. Appointments can be made outside these hours if necessary or you can drop the finance team an email at bursary@bnc.ox.ac.uk, or the College Accountant directly at college.accountant@bnc.ox.ac.uk.

Any member of the team should be able to either help you or direct you to a colleague if your query relates to any of the following:

- Studentships
- Fees
- Student Loans (NB The Student Loan Company should be your first port of call)
- Grants
- Batels
- Meal Cards
- Batels Payment

If the College Accountant is not available, please make an appointment to see them if you wish to discuss any matter in relation to finances or a specific a situation of hardship. If you are having difficulties making payment to the college the finance bursary may be able to consider putting a payment plan in place. This is not guaranteed and may be arranged in discussion with the College Accountant or Bursar where necessary.

Queries can also be emailed to bursary@bnc.ox.ac.uk, and will be forwarded to the member of staff best placed to assist.

F.2 Fees

Course fees are payable by all students studying for a degree, diploma or certificate at the University. For most programmes of study, fee rates are dependent on your country of nationality and residence and on the level of your previous study. More information about course fees is available on the University's website at www.ox.ac.uk/students/fees-funding/fees/. The College is responsible for collecting all course fees (except the University Graduate Continuation Charge – see F.4).

You should note that the College is required to report students who have not paid fees by the due date to the university. In certain circumstances a student may be denied access to college or university facilities until fees have been settled.

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

All students are personally responsible for making arrangements for fees to be paid. Fees are payable yearly in advance, though in special circumstances the College may be willing to agree a timetable of staged payments. These must be agreed by the College Accountant **before** the payment due date.

F.3 Charges

Various charges (e.g. rent, printing etc.) are payable to the College. Termly accommodation charges are charged to batels and are due for payment each term. Any JCR or HCR charges are collected by the College on their behalf and transferred each term.

Those who receive a contribution to their fees from funding bodies may **not** necessarily receive funding for charges. Students are liable for all amounts appearing on their batels.

All students are personally responsible for making arrangements for fees and charges to be paid. Charges are payable termly, though in special circumstances the College may be willing to agree a timetable of staged payments. These must be agreed by the College Accountant **before** the payment due date.

The College sets its rents and other charges at levels which reflect the costs it incurs in providing accommodation and other services to students. The College's policy is to consult Junior Members, through the JCR and HCR, about increases in rents and other charges.

F.4 Payment of Accounts (Batels) and Course Fees

Fees and charges are invoiced to students by the College with very few exceptions, (e.g. courses at Said Business School and Blavatnik School of Government). The University Graduate Continuation Charge is payable directly to the University, however, and does not appear on college batels. All students who are potentially liable should have been advised directly by the central university administration. Students who are liable for this charge will also be charged a College Continuation Fee of £127 per term, on batels in the normal way.

F.4.1 Payment Methods

Batels are issued at the beginning of each term and at the end of Trinity Term by the Finance Bursary, by email to your @bnc address. They consist of fees and charges and must be paid by the due date.

Payment should be made at or sent to the Finance Bursary by bank transfer. Details are as follows:

Bank	Barclays Bank plc
Branch	Barclays Commercial Bank Southern Team
Account Name	Brasenose College
Bank Sort Code	20-65-26
Account Number	20204226

Reference	DEBTOR ID/BATELS
IBAN	GB12 BARC 2065 26 20 2042 26
SWIFT	BARCGB22

Please give a reference as shown above with your transfer. Please also email the Finance Bursary on bursary@bnc.ox.ac.uk with your transfer details e.g. £1,000 transferred 19 January by Jane Smith. Bank transfers will take at least three working days to show on our account.

If you cannot pay by either of the above preferred methods, the College will accept:

Cheque payable to Brasenose College

Credit Card or **Debit Card** (we cannot accept American Express or Diners Card)

F.4.2 Your Bank Details

If we need to make a payment to you please do not email us your bank details. Your bank details are personal and sensitive information about you which you need to take particular care of.

If you need to provide us with your bank details please submit them via the online form at <https://submit.bnc.ox.ac.uk/Forms/Home/Form?formId=139&formContainerId=8>. This information will be stored securely.

F.4.3 Problems and Late Payments

If you do not have the funds necessary to pay on time you must contact the Finance Bursary immediately to discuss your circumstances. We may be able to agree a payment schedule.

A charge of £50 may be imposed for late payment, at the discretion of the College Accountant. Failure to check your email account for batels or late notices will **not** be accepted as a reason for late payment. Further action will be at the discretion of the College Accountant.

Students in debt to the College or University without permission cannot occupy College accommodation. Students leaving College with batels outstanding may be refused permission to take their degrees (see section B.2.4).

The college reserves the right to charge for the cost of recovering a late payment on top of claiming late payment interest at current HMRC rates.

F.5 Financial Assistance

The College and University may provide assistance to students who experience financial difficulties. The following paragraphs summarise the assistance available.

F.5.1 Student Support Funds – Hardship Grants

The College has limited funds available to help those in residence who suffer hardship arising from unexpected financial difficulties. Applications for these grants should be made to the College Accountant by emailing financial.support@bnc.ox.ac.uk in the first instance.

F.5.2 University Hardship Fund

The University Hardship Fund (<https://www.ox.ac.uk/students/fees-funding/assistance/hardship/uhf?wssl=1>) is a centrally administered fund which considers applications for support from students suffering hardship arising from circumstances that could not have been foreseen at the time of admission. Details are available on the university website.

Further information about financial support for Graduate students is available in the following sections of this handbook: B.4.8; B.4.9; B.4.10 and B.4.11.