

Financial Guide for Undergraduates

2016-2017



St John's College

CONTENTS

1. *What does it cost and how do I pay?*
 - 1.1 University Tuition Fees
 - 1.2 College Fees
 - 1.3 Battels

2. *What financial support is available to help fund my studies?*
 - 2.1 UK Government Support
 - 2.2 Oxford Support
 - 2.3 US and Canadian Loans
 - 2.4 College Funds

3. *Targeted funding and extra support*
 - 3.1 Students with children or dependants
 - 3.2 Students with disabilities

4. *What happens if...*
 - 4.1 ...I experience financial difficulties?
 - 4.2 ...I have a Year Abroad as part of my course?
 - 4.3 ...I suspend my studies or withdraw?
 - 4.4 ...I live out in privately rented accommodation?

5. *Money management*
 - 5.1 Budgeting
 - 5.2 Student bank accounts
 - 5.3 Employment and tax
 - 5.4 Student discounts
 - 5.5 Paperwork

6. *Useful contact details*

1. WHAT DOES IT COST AND HOW DO I PAY?

1.1 UNIVERSITY TUITION FEES

For fees purposes undergraduates are classed as Home/EU, Islands or Overseas. Your classification depends on your nationality and certain residence conditions, and the definitions used by the university are given in Appendix I of the Examination Regulations. If you are unsure of your classification more details are available at www.ox.ac.uk/students/fees-funding/fees/status.

Home/EU

Home and EU students are charged the same rate of university fees. For the 2016/17 academic year this is £9,000. University fees will usually increase annually. For both Home and EU undergraduate students, tuition fees are currently subject to a governmental fee cap and will not increase above the level of the fee cap, which is subject to annual review. In deciding the annual level of increase, the University will take into account a range of factors, including rises in the costs of delivering the programme and changes in government funding. For students commencing in 2016 the increase will not exceed 4% each year, or the Retail Price Index (RPI) if higher.

Following the UK referendum and the vote in favour of the UK leaving EU membership, the University has created a dedicated webpage at www.ox.ac.uk/students/eureferendum to provide the latest information for EU students.

Islands (Channel Islands and the Isle of Man)

For 2016/17 the tuition fee for students from the Channel Islands and the Isle of Man is £9,000, with the exception of clinical medicine students for whom the fee will be significantly higher. Contact your island's education department for more information on funding arrangements:

Jersey: www.gov.je/education

Guernsey, Alderney and Sark: www.education.gg

Isle of Man: www.gov.im/education

Overseas (other than EU countries)

International students pay a fee rate that differs according to the course they are enrolled on. Rates for the 2016/17 academic year can be found at www.ox.ac.uk/students/fees-funding/fees/rates. Overseas students also pay a college fee (see section 1.2 for more information). The fees, funding and scholarship search, available at www.ox.ac.uk/students/fees-funding/search, lists both these sets of fees. University and College fees will usually increase annually. In deciding the annual level of increase, the University and colleges will

take into account a range of factors, including rises in the costs of delivering the programme and changes in government funding. For students commencing in 2016 the increase will not exceed 4% each year, or the Retail Price Index (RPI) if higher.

1.1.1 HOW DO I PAY?

Home/EU students

Home and EU students completing their first degree can take out a UK government tuition fee loan up to the full value of the fee rate for the academic year, i.e. £9,000 for 2016/17 (see section 2.1.1 for more information).

If you chose to pay the fee yourself, your university tuition fees will appear on your battels statement (see section 1.3) which is sent to you by your college at the beginning of the academic year. You will need to make arrangements to pay this fee in accordance with the payment deadlines detailed in section 1.1.3.

International/non-publicly funded Home or EU students

If you are not eligible to take out a tuition fee loan (i.e. you are an international student or a Home/EU student completing a second undergraduate degree) then the full balance of your university tuition fees will appear on the battels statement from your college. You will need to make arrangements to pay this fee in accordance with the payment deadlines detailed in section 1.1.3.

1.1.2 PAYMENT METHODS

You should take your LA Assessment (if a Home/EU student) – if you have not already sent it – and your cheque for payment for your battels to Mrs Michelle Murray in Room 23 of the Bursary, the entrance to which is via Staircase 7 in North Quad. The office is open Monday to Friday between 9.15 am and 5.00 pm.

1.1.3 WHEN DO I NEED TO PAY BY?

As stated in the Examination Regulations 2015, Appendix I 'The Annual University fees shall be paid on or before the seventh day of Michaelmas Full Term'. Please ensure that if you are liable for the payment of your fees, you have paid them by Wednesday of 1st Week of Michaelmas Term (12th October).

1.1.4 WHAT HAPPENS IF I DON'T PAY?

If you have not paid your fees in full by Wednesday of 1st Week of Michaelmas Term and you have not made an agreement with the college to pay in instalments, you are liable for suspension from access to the premises and facilities of the university. You will be notified of your liability for suspension and from the notification date you have a further four weeks in which to pay your fees. If within

that time period you do not make arrangements to pay your fees in full or in instalments, you will be suspended until such a time as your fees have been paid.

1.2 COLLEGE FEES

A college fee is payable by Overseas undergraduate students. Home/EU/Islands and Home/EU/Islands ELQ undergraduate students are not liable for a college fee. Those students wishing to pay their fees upfront should contact their college for more information on how to establish their fee status.

The undergraduate college fee for the 2016/17 academic year is £7,135.

1.2.2 WHAT HAPPENS IF I DON'T PAY?

All amounts on Battels statements are due for payment by Wednesday of 1st week each term.

If the Accommodation Charge, Fixed Charge or Vacation Charge is unpaid for a period of more than two weeks after the said payment becomes due your licence to occupy your College room may be terminated by the College and you may be required to vacate your College room as described in your Undergraduate Licence Agreement. You may still remain liable for room rent until the end of term.

Interest will be charged on all unpaid battels at a rate of 0.5% per term.

1.3 BATTELS

Battels are bills sent to college members at the start of each term, listing the charges payable to the college. Depending on your circumstances, your battels can cover accommodation and catering charges for the coming term. They can also include charges or credits for other services from the previous term and vacation, such as vacation residence, college meals, JCR fees, photocopying and other small charges. The first battels of the academic year is sent in Michaelmas Term and may also include tuition and college fees if you are liable to pay these.

1.3.1 HOW AM I INVOICED AND HOW AND WHEN DO I PAY?

You will receive your battels during 0th week of each term.

The preferred payment method is by electronic transfer to:

Account number: 65961167

Sort Code: 15-80-00

IBAND Code: GB06RBOS15800065961167

Swift Code: RBOSGB2L

Cheques should be made payable to St John's College and sent to the following address:

Finance Office,
Room 23,
St John's College,
St Giles,
Oxford,
OX1 3JP.

For all queries about amounts on your battels statements, including both fees and charges, please contact Michelle Murray in Room 23 in the Bursary, or at battels@sjc.ox.ac.uk

2. WHAT FINANCIAL SUPPORT IS AVAILABLE TO HELP FUND MY STUDIES?

2.1 UK GOVERNMENT SUPPORT

Mainstream government funding has three parts: loans for fees (for Home/EU students), loans for maintenance and non-repayable maintenance grants (for some Home students). You must apply for **every** year of your course. It is the student's responsibility to ensure that they apply early and we recommend no later than the Easter Vacation before the start of the next academic year. Home/EU students must apply to the following regional funding agencies:

England: Student Finance England - www.gov.uk/student-finance

Northern Ireland: Student Finance NI - www.studentfinancenir.co.uk

Scotland: Student Awards Agency for Scotland (SAAS) - www.saas.gov.uk

Wales: Student Finance Wales - www.studentfinancewales.co.uk

EU: Student Finance Services Non UK - www.gov.uk/apply-for-student-finance

2.1.1 TUITION FEE LOAN

Tuition fee loans are available to all Home and EU students completing their first undergraduate degree. For Home students, requests for this loan are made when applying for any maintenance funding by applying online via the website for your region (see section 2.1). Paper forms are also available on request.

EU students need to fill in a EU16N form and return it to the Student Finance Services Non UK Team. Forms and contact details can be found by visiting www.gov.uk/apply-for-student-finance. Please note that if you apply for a tuition

fee loan, you will automatically be sent an EU16B form to complete if you would like to be means tested for institutional support (see section 2.2).

Students from Wales can get a partial tuition fee grant of £5,100 from the Welsh Government, which Student Finance Wales will pay directly to the university. These students can also apply for a £3,900 tuition fee loan for the remainder of their fee.

How do I receive the tuition fee loan?

If you have already applied for a tuition fee loan, signed your loan declaration, and received a financial notification confirming the amount, you just need to register as a student with the university at the start of the academic year. You will receive further information regarding how and when to complete the online registration process from the Student Information Team. Once you have registered, the Student Loans Company (SLC) will make payment directly to the university to cover your fees.

What if I haven't made an application yet?

If you are eligible for a tuition fee loan but have not yet made an application you are able to do so via the methods mentioned above up until nine months after the start of the academic year. If you have already paid your fees but would like to take out a tuition fee loan instead, or if you are applying for a loan late, please contact your college to discuss this. The college can access a database of information about those who have made an application to the SLC for a tuition fee loan; those students not on the database will be charged for their fees.

I requested the wrong loan amount. Can I change this?

If you wish to alter the amount of tuition fee loan you have requested, you should complete a further tuition fee loan request form so that the amount can be changed before the start of term. Please contact your regional funding agency to obtain a copy of this form.

2.1.2 MAINTENANCE LOANS

Maintenance loans are only available to Home students. The maximum loan is dependent upon your regional funding body and your household income (HI). All publicly funded Home students are eligible for a percentage of this loan, regardless of their HI; the remainder is means tested on the basis of your HI.

The income thresholds determining the support to which you are entitled differ by UK region. For information on the income thresholds for your area, please visit your region's website (see section 2.1).

How do I receive my maintenance loan?

If you have already applied for a maintenance loan, signed your loan declaration and received a financial notification confirming the amount, you just need to register as a student with the university at the start of the academic year. You will receive further information regarding how and when to complete the online registration process from the Student Information Team.

Once you have registered, your loan will be paid directly into your bank account following the first day of term for your course (please allow three to five working days). Loans are paid in three instalments and information about the exact payment dates can be found on your financial notification.

I have registered but still haven't got my loan. What do I do?

If you have still not received your loan despite having registered, please email fees.clerk@admin.ox.ac.uk. Try to include your Customer Reference Number.

What if I haven't made an application yet?

If you are eligible for a maintenance loan but have not yet applied for this, you are still able to do so via the methods described above up until nine months after the start of the academic year. Please note if you have not applied for a maintenance loan you are unlikely to receive any payments until after the start of term.

I didn't request the full loan. Can I access more loan?

Yes. You will need to fill in a further maintenance loan request form which can be obtained by contacting your regional funding agency.

What if my financial circumstances change during the year?

Student finance applications for 2016/17 are usually assessed on household income for the 2014/15 tax year. If you are from England and your income is likely to drop by at least 15% you can complete a current year income (CYI) assessment form (http://media.slc.co.uk/sfe/1617/ft/sfe_cyi_1617_d.pdf). If you intend to complete a CYI form you must first give your 2014/15 tax year information as part of your student finance application. Students from other regions of the UK should contact their funding agency about this.

2.1.3 NON-REPAYABLE FINANCIAL SUPPORT

Non-repayable UK government financial support is only available to certain publicly funded Home students and you need to have been financially assessed. Each region of the UK decides on its own grant amounts and household income thresholds relating to this. You can find information regarding the name of the non-repayable financial support, the maximum amounts available and the related household income thresholds below (Table 2).

Depending on household income, students from England who began their course prior to 2016 may be eligible for a maintenance grant in addition to a maintenance loan. For further information please visit www.ox.ac.uk/students/fees-funding/ug-funding/government-support.

TABLE 2: 2016/17 NON-REPAYABLE FINANCIAL SUPPORT FOR UK STUDENTS

Region	Max. value	Household income thresholds
Northern Ireland: Maintenance grant	£3,475	£0 - £19,203 = max grant £19,204 - £41,065 = partial grant
Scotland: Young Students' Bursary	£1,875	£0 - £18,999 = max bursary £19,000 - £33,999 = partial bursary
Wales: Welsh Government Learning Grant	£5,161	£0 - £18,370 = max grant £18,371 - £50,020 = partial grant

How do I receive my grant/bursary?

Maintenance grants are paid into your bank account at the same time as your maintenance loan and similarly are paid in three instalments.

What if I haven't made an application yet?

If you are eligible for non-repayable government financial support but have not yet made an application for financial support, you are still able to do so via the methods described in section 2.1 up until nine months after the start date of your course. The same online application form is used to apply for maintenance loans, maintenance grants and the tuition fee loan. Again, please be aware that if you have not yet applied for a maintenance grant you are unlikely to receive any payments until after the start of term. Any parents or sponsors in your household will also need to register with the relevant funding agency to provide information on their income.

2.2 OXFORD SUPPORT

2.2.1 OXFORD BURSARIES

The Oxford Bursary scheme provides maintenance support for UK and EU students from lower income households. If you are assessed as having a household income of £42,875 per year or less and you are studying for your first undergraduate degree, you are likely to be eligible for a bursary. The bandings are listed below for students entering Oxford as first year undergraduates in October 2016 (Table 4).

TABLE 4: 2016/17 BURSARY LEVELS FOR UK AND EU STUDENTS

Household income	Annual Bursary
£16,000 or less	£3,700
£16,001 - £20,000	£2,700

£20,001 - £22,500	£2,500
£22,501 - £25,000	£2,200
£25,001 - £27,500	£1,700
£27,501 - £30,000	£1,400
£30,001 - £32,500	£1,100
£32,501 - £35,000	£1,000
£35,001 - £37,500	£800
£37,501 - £40,000	£600
£40,001 - £42,875	£200
£42,876 +	£0

2.2.2 APPLICATION PROCESS

How do I apply for an Oxford Bursary?

There is no application form but students must be financially assessed in their application for UK government funding through their regional funding agency (see section 2.1).

EU students can be assessed for a bursary provided they have submitted a tuition fee loan application form (a loan of zero can be requested) and been financially assessed by the Student Finance Services Non UK Team. Students will automatically be sent a bursary application form by Student Finance inviting them to complete a financial assessment following receipt of their tuition fee loan application.

The university uses your financial assessment information in order to calculate any bursary entitlement. In order for us to access this information, both you and your sponsors need to have given consent for this on your student finance application.

If you have a provisional assessment status on your financial notification or if your application has not yet been approved you should contact your regional funding agency to find out why this is the case. A financial assessment must be approved before an Oxford Bursary is awarded but there may be a valid reason for a household income remaining provisional, such as it being a current year income assessment for self-employed sponsors. It is important to keep the University updated of reasons why an assessment has not yet been finalised.

I have made a financial support application already and I don't think I/my sponsors gave consent for you to view our information.

If you think this may be the case, then you need to make sure that whoever you believe has not given consent contacts the SLC (for English, Northern Irish, Welsh and EU students) on 0300 100 0607 or SAAS (for Scottish students) on 0300 555

0505. It may be that you and each of your sponsors need to contact the SLC/SAAS individually.

If you contact the SLC/SAAS from October onwards to give permission for us to view your financial information, please also email Student Fees and Funding at oxfordopportunity@admin.ox.ac.uk to let us know. We will check to see if there are any other problems preventing us from viewing your household income if we are unable to access your information following permission being given.

When and how do I find out about my bursary entitlement?

Letters confirming bursary awards will be sent out to students on a rolling basis from mid-September onwards. Letters are sent to the correspondence address you have registered with the SLC/SAAS. If you believe you qualify for an Oxford Bursary but have not received a letter from us by the end of September, we might not have permission to view your information. Please contact the SLC/SAAS as directed above.

Your Oxford support entitlement letter will contain all necessary information regarding the bursary you have been awarded, the method of payment and weeks of payment. Please note that we do not send letters to those students who are not entitled to an Oxford Bursary.

It is important that you complete and return your student contract as soon as possible as any bursary payment cannot be made until this has been processed by your college and the University Card Office. In order to receive your bursary payment it is also essential that you have returned your signed declaration form to your Student Finance Agency (available to download from your online student finance account).

Is there a deadline for bursaries?

Your financial assessment must be completed by 30 May 2017. If your financial assessment is likely to be subject to a delay beyond this date, and you think you may qualify for a bursary, you must email oxfordopportunity@admin.ox.ac.uk before the deadline.

2.2.3 OXFORD TUITION FEE REDUCTIONS

If you started your course prior to 2015 you may be eligible to be assessed for a tuition fee reduction. For more information on who is eligible and how to apply please visit www.ox.ac.uk/students/fees-funding/ug-funding/oxford-support.

2.2.4 MORITZ-HEYMAN SCHOLARSHIP PROGRAMME

Certain students with household incomes of £16,000 or less will be selected to receive a Moritz-Heyman Scholarship (www.ox.ac.uk/mh). For students entering

Oxford as first year undergraduates in October 2016, these awards offer annual tuition fee reductions of £3,000 and non-repayable bursaries of £3,700, along with internship and volunteering opportunities.

175 eligible students will be identified and invited to take up the scholarships from mid-September. The following will be taken into account when selecting students:

- household income: only UK-resident students from households with incomes of £16,000 or less are eligible (as assessed by their funding agency)
- rate of participation in higher education in the postcode where the student lives
- socio-economic indicators in the postcode where the student lives
- their school's average attainment at GCSE and A-Level
- their school's history of sending students to Oxford
- Care Leaver status

All subjects are eligible however greater weighting is given in the selection process to students studying subjects in the areas of science, technology, engineering and mathematics (STEM). Students undertaking a second undergraduate degree will not be eligible.

There is no application process for these scholarships, however, you must be financially assessed in your application for government funding and give consent for the university to access this information. If you have any queries about the Moritz-Heyman Scholarship Programme please email mh@admin.ox.ac.uk.

2.3 US AND CANADIAN LOANS

US federal student loans are administered centrally by the US Loans team. The University of Oxford is eligible to certify loan applications for the Direct Loan Program. US students wishing to take out a federal student loan **must** read through the information pages on the university website before starting the application process.

Further information for undergraduates on American loans is available from www.graduate.ox.ac.uk/usloans and for Canadian loans from www.ox.ac.uk/admissions/graduate/fees-and-funding/loans/other-loans.

If you have any further enquiries about the application process, the administration of loans or any loan you have taken out please contact us.loans@admin.ox.ac.uk.

3. TARGETED FUNDING AND EXTRA SUPPORT

3.1 STUDENTS WITH CHILDREN OR DEPENDANTS

If you have dependants (a partner or a child) or live with other family members, you will need to take into consideration the increased costs of childcare provision, food, clothing etc. More information and advice is available from the Living costs page at www.ox.ac.uk/students/fees-funding/living-costs. A number of additional sources of childcare funding are available, for further details visit www.admin.ox.ac.uk/childcare/feesandfunding.

3.2 STUDENTS WITH DISABILITIES

Students with disabilities should contact the Disability Advisory Service in the Student Welfare and Support Services section of the University for information on any funding available. Contact details and more information about the provisions and facilities for students with disabilities can be found on the university website at www.ox.ac.uk/students/welfare/disability/needs.

4. WHAT HAPPENS IF...

4.1 ...I EXPERIENCE FINANCIAL DIFFICULTIES?

There are resources available to help students who experience financial difficulties whilst at university, and the colleges and the University are sympathetic to the increasing costs that everyone faces. However, there are some basic rules that apply to all students. If you would like to discuss your application for any of these funds, or you wish to discuss your financial situation in general, you can contact the Senior Dean, Professor J. Schnell.

*If you are a **UK** student, are you in receipt of everything that is available to you through your funding body?*

*If you are an **EU** student, did you ensure that you would have sufficient funds to cover your maintenance costs before you came to Oxford?*

*If you are an **Overseas** student, did you ensure that you would have sufficient funds to cover all your costs before you came to Oxford?*

These sorts of questions will be asked before you can apply for further assistance from the college or the university.

4.1.1 ACCESS TO LEARNING FUND

The Access to Learning Fund is based on national guidelines and is designed to provide financial assistance to Home students who experience financial hardship.

This includes both enrolled and suspended students. The maximum award a student can receive in an academic year is £2,500. Undergraduates are able to apply for support for term time and short vacations only.

Who is eligible to make an application?

Students with a 'Home' fee status can apply to the fund. Students from the Channel Islands and Isle of Man are ineligible for support. For further information on how your fee status is determined please refer to section 1.1.

How do I make an application?

Applications for 2016/17 will be accepted from **03 October 2016 (week 0)** until **Friday 23 June 2017**. An application form and guidance can be obtained from college or by emailing student.funding@admin.ox.ac.uk.

4.1.2 UNIVERSITY HARDSHIP FUND

The specific remit of the University Hardship Fund is to assist students experiencing **unforeseen financial difficulties**. This means that a student's financial circumstances will need to have unexpectedly changed after the student has commenced their studies. A committee makes decisions termly and allocates grants, interest free loans or a combination of both. The maximum award is £5,000 and awards of this level are usually a combination of a grant and a loan.

Who is eligible to make an application?

The University Hardship Fund aims to assist students of any fee status who experience unexpected financial difficulties due to circumstances which could not have been predicted at the start of their course. However, if eligible you must first apply to the Access to Learning Fund and college hardship funds.

How do I make an application?

An application form and guidance can be obtained from college or by emailing student.funding@admin.ox.ac.uk.

4.1.3 OTHER UNIVERSITY FUNDING SCHEMES

Details of other university funding schemes may be found on the university's student website at www.ox.ac.uk/students/fees-funding.

4.1.4 COLLEGE HARDSHIP FUNDS

College Hardship Grants may be awarded for financial hardship as a result of unforeseen circumstances. Forms are available from the College website or from the College Office, and can be submitted to the Senior Dean at any time. Students

who are concerned about financial hardship may wish to discuss their circumstances with the Senior Dean before submitting a form.

4.2 ...I HAVE A YEAR ABROAD AS PART OF MY COURSE?

If you have a year abroad as part of your course, there are a number of differences in fees and financial support that you will need to take account of.

4.2.1 FEES

If you are on your year abroad in 2017/18

If you are a Home/EU student on your year abroad in 2017/18, you will be required to pay a year abroad tuition fee of 15% of the full tuition fee that applies in that year.

All first degree Home/EU undergraduate students are eligible to access a tuition fee loan to cover the full amount of their tuition fee and do not need to pay any costs upfront. You will not be eligible to be assessed for a tuition fee reduction (see section 2.2.3) from Oxford on your year abroad.

Students from Wales who spend the year studying at an institution abroad or completing an Erasmus work placement will be able to receive a partial tuition fee grant and a non means-tested tuition fee loan for the remaining amount. Overseas students pay an increased year abroad fee, with details available from www.ox.ac.uk/students/fees-funding/fees/abroad.

4.2.2 ENTITLEMENT TO UK GOVERNMENT SUPPORT

Your entitlement to UK government support is dependent upon the activities undertaken during your year abroad and whether you will be undertaking paid or unpaid activities. It is recommended that you check your entitlement with your regional funding body.

4.2.3 ADDITIONAL FUNDING FOR ERASMUS STUDENTS

Students who elect to take part in Erasmus schemes may be eligible to receive an additional grant towards the costs of living abroad and should contact their department for more information on how they would qualify. For further information on the Erasmus scheme in general visit www.ox.ac.uk/erasmus.

4.2.4 FACULTY OF MODERN LANGUAGES FUNDS

The Modern Languages Faculty is able to provide some support to students on their year abroad in the form of the Year Abroad Grant and the Year Abroad Travel Hardship Fund. More information about these funds and application forms can be found at <https://weblearn.ox.ac.uk/portal/hierarchy/humdiv/modlang>.

4.3 ...I SUSPEND MY STUDIES OR WITHDRAW?

If you are a UK/EU student receiving financial support from the government and choose to suspend your studies for any length of time or withdraw from the course altogether, you will need to inform your regional funding agency.

4.3.1 IMPACT ON YOUR TUITION FEE LOAN

Any tuition fee loan amount will be adjusted automatically by the University but may not appear as expected on your Student Finance entitlement letter. This is because the tuition fee income the University receives from the SLC is not released to the University in three equal instalments. For more information on your tuition fee liability, please email fee.schedule@admin.ox.ac.uk.

4.3.2 IMPACT ON YOUR MAINTENANCE FUNDING

The University will inform the Student Loans Company (SLC) of your change in student status. The amount of government maintenance support you are eligible to receive will vary depending on the date you suspend. Your regional funding agency (e.g. Student Finance England) will reassess your entitlement and send an updated entitlement letter to you. The University will also reassess your Oxford Bursary entitlement accordingly.

In some cases your regional funding agency may request that you repay maintenance funding already received for a particular term. Alternatively, an overpayment may be taken off a future payment(s) once you have resumed your

studies. If you withdraw or an overpayment is still outstanding once you have completed your course, the SLC will contact you to reclaim any overpaid funds.

4.3.3 DISCRETIONARY PAYMENTS DURING SUSPENSION

If you suspend for medical reasons, you should continue to be eligible for funding for a further 60 days from the effective date of your suspension. If you believe that your government funding entitlement does not include the 60 days of extended support then you should contact your regional funding agency.

If you can demonstrate that there are Compelling Personal Reasons (CPR) for your suspension, you may be eligible to receive additional funding throughout your period of suspension. You will need to contact your regional funding agency to explain your exceptional circumstances, provide details of the length of the suspension and evidence financial hardship. Please contact your college or student.funding@admin.ox.ac.uk if you would like further information on this.

4.3.4 IMPACT ON FUTURE FUNDING

If you suspend or withdraw from your course this will impact on the government funding you are entitled to in the future. Even if you leave part way through an academic year, you will be classed as having had access to a year's funding for student finance purposes.

Students are entitled to an extra year's funding on top of the standard course duration. For example, if you are studying on a three year BA course you can receive a fourth year of funding, which you could access if you have to repeat a period of study or if you suspend or change course. If you have already repeated a period of study or studied at another higher education institution prior to coming to Oxford, and have accessed your extra year of funding, you may not be eligible to receive tuition fee or maintenance funding for every year of your course, unless there are exceptional circumstances.

If you want to change your university or course of study, in some circumstances you may also be able to transfer the financial support you get.

We strongly recommend that you discuss future funding implications with your college and regional funding agency.

4.3.5 RESUMING YOUR STUDIES

If you are resuming your studies in the same academic year that you suspended, the University will inform the SLC so that you receive funding for the remaining term(s) of that academic year in accordance with your eligibility. If you are resuming your studies in a new academic year you will need to submit a new continuing student finance application to your regional funding agency as normal. You should do this as soon as possible after the new application cycle opens

(usually from January onwards) to allow sufficient time to be assessed and your entitlement to be finalised, even if you are not returning until Hilary or Trinity term of the next academic year. The University will also reassess your Oxford Bursary entitlement accordingly.

4.4 ...I LIVE OUT IN PRIVATELY RENTED ACCOMMODATION?

If you live out of college in privately rented accommodation for any period of time during your course, there are a number of financial points that you need to take into account and budget for.

4.4.1 SECURING A HOUSE FOR THE YEAR

Whether you find a house through a letting agency or direct through the landlord there are often costs associated with living out that you will need to budget for in the academic year before this. These costs include deposits (often around six weeks rent), application fees and some agencies will require that the first month's rent is paid in advance of you receiving the keys to the house.

It is worth checking these costs with the agency or landlord before you make an application to rent a house or sign a contract. If you have friends who are currently living out or have lived out in the past, they may be able to recommend agencies.

For more advice about living out, you can contact the University Accommodation Office (details available at www.admin.ox.ac.uk/accommodation) or Oxford University Student Union (OUSU). OUSU publish a living out guide each year alongside giving advice; you can pop into the offices in Worcester Street to pick one up, email advice@ousu.org or visit <http://ousu.org/advice/accommodation>.

4.4.2 BUDGETING FOR EXTRA COSTS

When you live in college accommodation the cost can cover all the necessities such as water, gas and electricity, or they are automatically added to your battels bill. When you live out you will need to make sure you have budgeted reasonably for these extra costs as the rent per calendar month does not usually include bills.

If you can talk to the previous tenants, either when looking round a property or after signing the contract, do so as they will be able to give you a more accurate idea of how much bills tend to cost per month.

It is worth remembering that in privately rented accommodation you will usually have 12 months' worth of costs to budget for rather than three terms' worth.

4.4.3 COUNCIL TAX

As a student you do not need to pay Council Tax, but must prove your student status. An enrolment certificate, available from Student Self Service (www.ox.ac.uk/students), may be used for Council Tax exemption purposes. If the

certificate is posted to the council it must be stamped by the college. If you are taking the certificate to the council by hand, you will need to show your university card but the certificate will not need a college stamp. If you live with non-students then the household as a whole will be liable for Council Tax, at a reduced rate.

5. MONEY MANAGEMENT

5.1 BUDGETING

You should have your basic funding provision in place at the beginning of each term and the income you receive usually remains the same throughout your time at Oxford. Please note in your final year you may receive a lower level of government funding as you will not be classed as a student over the summer period after you have sat your final exams and assessments. If your circumstances do change then there are ways to alter your income accordingly.

University can lead to a high degree of impulsive spending. With so much to do and the independent learning afforded through university, it is very easy to spend money. The following pages offer some suggestions for keeping your finances under control.

Do you know what your current balance is?

Do you know exactly what will be on your bank statement each month?

Do you use a credit card only when you know you have enough funds to pay the balance at the end of the month?

If you answered no to any of these questions, we recommend you pay particular attention to the rest of this section and have a look at some of the websites recommended in the useful contact details section at the end of the booklet.

The only way you can be in control of your money is to be aware of how much you have and how you are spending it. Although this may seem tedious, this way you can avoid the worry of not knowing and the anxiety that comes when you run out.

5.1.1 WAYS TO MANAGE YOUR MONEY

- Pay all bills at the start of term. Pay your battels, clear any credit card bills, insurance etc. These should always be a priority because they do not go away. Credit card interest is a drain on your resources.
- Work out how much money is remaining and divide it between the weeks you will need money before the next income payment. You should bear in mind the amount you have is not necessarily the amount you need and if you can afford to set some aside you should, especially as the amount of funding you receive might vary between years.
- If you receive funds monthly, set up all your bills to be paid by standing order. This should include your credit card if you have one, your mobile phone, and any other costs. Calculate how much remains for each month.

- If you live out, work out how much you will need for essential bills until your next grant/loan instalment and put that much aside in a savings account attached to your current account. That way you can avoid spending it.
- Once you know how much income you need, find a method that suits you best to ensure you do not overspend:
 - Note every withdrawal and always get receipts when you withdraw money or put something on your card, even if it is a small amount. This will allow you to ensure that you do not overspend.
 - If you do not like to write everything down, get into a habit of asking to see your balance when you withdraw money. You need to know how much you have to spend.
 - Alternatively, withdraw the amount of money you are able to spend at the beginning of a week. Then put all cards away until you can make the next withdrawal. This way you can keep complete control over your finances and ensure that you know what is happening.
- Do not use a credit card or store card if you can't pay it back at the end of each month. Failure to pay credit/store card bills of this sort will affect your credit rating and may impact on you in the future.
- Don't ever get cash out on a credit card as this is one of the most expensive forms of credit and you will be charged interest from the point of withdrawal.
- If you do not have a regular income, think about switching your mobile phone to pay as you go. This way if you cannot afford phone credit, you will not buy it. If you pay monthly, check you have the best contract for your needs.
- Don't agree to eat out with friends if you cannot afford it. Bills are customarily split on these occasions, however frugal you have been. Eating out regularly would use up a significant amount of your funding.
- Don't lend money. It causes resentment and awkwardness, and Oxford colleges are small communities.
- Get a vacation job. Visit the Careers Service and find paid employment in the Long Vacation. This makes a huge difference to your term time enjoyment and looks great on your CV.

Be realistic about your expenditure. For example, if you smoke then budget for cigarettes and accept that this will mean you cannot spend money on other things. Don't justify spending more money because you have had a good/bad/indifferent tutorial. Be honest with yourself about what you are spending and why.

If you need financial help, the colleges and university will try and help you but you are expected to have managed the funds you have. Assistance cannot be offered to students who have simply overspent and not budgeted.

5.2 STUDENT BANK ACCOUNTS

If you have not already done so, it is worth looking into opening a student bank account. Although many banks try to tempt students with cashback offers or a free railcard, these are not the only factors to consider when choosing an account.

There are several things you should be looking for:

- What is the overdraft facility? This should be interest and charge free. Consider how much is available in each year of your course and when you are expected to pay it back.
- Does it have a branch in Oxford? You may do your banking online or over the phone, however bank branches in student orientated cities tend to have Student Advisers with whom you can discuss budgeting and overdraft needs.
- What happens when you finish your course? Several banks provide a graduate account for a number of years after graduation, which allows you longer to pay back any overdraft you have incurred.

5.3 EMPLOYMENT AND TAX

During term time you will have very little time to do even a part time job in addition to your studies and other activities, although there may be opportunities to do a limited amount of paid work within colleges. The summer holiday is at least three months long, which gives you time to earn money and gain valuable work experience. The University Careers Service has plenty of information about available opportunities; visit www.careers.ox.ac.uk for further details. In the Christmas and Easter breaks you should have time for some part time work but you will need to prioritise your studies and ensure you also have time to relax.

If you would like to find out about how students are taxed when working in the holidays, please visit www.gov.uk/student-jobs-paying-tax.

5.4 STUDENT DISCOUNTS

Many shops offer discounts to students and this does not just include high street stores; restaurants, hairdressers and other service providers tend to offer discounts, particularly in Freshers' Week and the first couple of weeks of term. Although it is not a licence to spend more money than you would normally, it is worth asking for the discount to make your money stretch a little further.

Many local stores will accept your university card however high street stores might request an NUS Extra Card. These cost £12 for one academic year and can be purchased via www.nusextra.co.uk.

5.5 PAPERWORK

It is very important that you keep hold of paperwork relating to your finances. Although this seems obvious, there are a number of students every year who cannot apply for extra funding as they have no evidence of income and savings.

If you keep paperwork at your home address, you should also keep a copy at Oxford. Retain the following as you may not be able to get another copy:

- Financial notification;
- Oxford Financial Support letter (bursary);
- Scholarship and award letters;
- Notification of hardship payments;
- Tenancy agreements and inventory (if living out);
- Battels statements.

6. USEFUL CONTACT DETAILS

There are many people throughout the college and the university who are available to provide advice and guidance to students. Do not wait until you find yourself in difficulty. Resources are available to help you budget effectively and help you find ways to manage your money.

COLLEGE RESOURCES:

Principal Bursar: Prof. Andrew Parker	principal.bursar@sjc.ox.ac.uk
Finance Bursar: Ms Sally Layburn	sally.layburn@sjc.ox.ac.uk
Senior Dean: Professor Jason Schnell	jason.schnell@sjc.ox.ac.uk
Chaplain: Revd Dr Elizabeth MacFarlane	elizabeth.macfarlane@sjc.ox.ac.uk
Senior Tutor: Prof. Alan Grafen	senior.tutor@sjc.ox.ac.uk
Academic Dean: Dr Ellie Clewlow	academic.dean@sjc.ox.ac.uk

UNIVERSITY RESOURCES

Student Fees and Funding	student.funding@admin.ox.ac.uk
Examination Schools	oxfordopportunity@admin.ox.ac.uk
75-81 High Street	fees.clerk@admin.ox.ac.uk
Oxford	us.loans@admin.ox.ac.uk
OX1 4BG	www.ox.ac.uk/students/fees-funding

OUSU RESOURCES

Vice-President (Welfare and Equal Opportunities)	welfare@ousu.org
Vice-President (Access and Academic Affairs)	access@ousu.org
Vice-President (Women)	women@ousu.org

USEFUL WEBSITES

www.gov.uk/student-finance	www.studentcalculator.org.uk
www.studentfinancenl.co.uk	www.money4medstudents.org
www.saas.gov.uk	www.thebrightsidetrust.org
www.studentfinancewales.co.uk	www.nus.org.uk
www.hmrc.gov.uk/students	www.ucas.com
www.moneysavingexpert.com/students/	