



Financial Guide for Undergraduates

2018-entry

Somerville College

PLEASE NOTE:

The information in this guide is intended for students commencing their studies in 2018/19 and is correct as at June 2018. For the latest information, for both new and returning students, please visit www.ox.ac.uk/students/fees-funding

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 currently charged the same rate of university fees (£9,250 in 2018/19). 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. You can read further information on these annual increases on the University website at www.ox.ac.uk/students/fees-funding/fees/changes-fees-and-charges.

Islands (Channel Islands and the Isle of Man)

For 2018/19 the tuition fee for students from the Channel Islands and the Isle of Man is £9,250 (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: <https://www.gov.im/categories/education-training-and-careers>

Overseas (other than EU countries)

International students pay a fee rate that differs according to the course they are enrolled on. Rates for the 2018/19 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. You can read further information on these annual increases on the University website at www.ox.ac.uk/students/fees-funding/fees/changes-fees-and-charges.

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. £9,250 for 2018/19.

If you choose to pay the fee yourself, your tuition fees will appear on your battels statement 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 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

1. Bank transfer. Payments may be made by bank transfer to

Bank	Barclays Bank, Oxford City 2
Account name	Somerville College
Account number	60998907
Sort code	20-65-46

If paying from overseas, please ensure that local and foreign bank charges are paid by you, and not deducted from funds sent. Also note the following international banking identities for our bank:

IBAN number	GB69BARC20654660998907
SWIFT/BIC	BARCGB22

Please ensure that your student name and "Battels" is quoted as a reference on any bank transfers, to assist the Treasury in allocating the funds received.

International students can make payments using Western Union Business Solutions. This allows you, your parents and sponsors to make GBP payments in the currency of your choice and provides you with a simple and secure way to initiate a payment. Payments can be made at <https://student.globalpay.wu.com/geo-buyer/somerville>.

2. Online: you can also pay online using the College online payment site: <https://epos.some.ox.ac.uk> Note that access to this site requires you to log in using the College network user name and password. New students will not receive these until after they arrive at College for their first term.

3. Debit and credit cards: payments may be made by Visa/ MasterCard debit and credit cards. We cannot accept payment using the following cards: American Express, Visa Electron, JCB, Diners' Club. Payment by debit or credit card can be made by telephone during office hours 09.00 to 12.00 and 14.00 to 16.00, UK local time, Monday to Friday. Please call Ian Wooldridge in the Treasury on + 44 (0)1865 270625. Where this method is used, the security number on the rear of the card, if present, will be required.

4. Cheque. Cheques drawn on a UK bank account should be made payable to Somerville College, in UK £ sterling.

We regret that if a cheque is returned as unpaid by your bank, a replacement guaranteed payment will be required by bank transfer, debit/credit card or by UK bank draft.

1.1.3 WHEN DO I NEED TO PAY BY?

As stated in Appendix I, Regulations on Financial Matters of the current Examination Regulations available at <https://www.admin.ox.ac.uk/examregs/> '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 **Friday 12 October 2018**.

1.1.4 WHAT HAPPENS IF I DON'T PAY?

If you have not paid your fees in full by **Friday 12 October 2018** 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 International undergraduate students. Home and EU undergraduate students, and Islands undergraduate students who started their course after August 2014, 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 International undergraduates for the 2018/19 academic year is £7,570.

1.2.1 HOW DO I PAY AND WHEN DO I NEED TO PAY BY?

The college fee will appear on your battels statement at the start of Michaelmas Term. Please ensure that you have paid your battels bill by Friday 12th October (Friday 1st week).

Please refer to paragraph 1.1.2 for payment methods.

1.2.2 WHAT HAPPENS IF I DON'T PAY?

If by **Friday of 2nd Week** you have failed to pay the fees due by Friday of 1st Week, then you will be fined in accordance with College regulations until you do pay. You will also be asked to make an appointment with Elaine Boorman, the College Accountant, to explain your position and why you have failed to pay the amount due.

If you fail to meet the College Accountant and you have still not paid the amount due by **Friday of 4th Week**, then the Treasurer reserves the right to report your name to the next meeting of Governing Body and to take further action as considered appropriate.

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 to your email inbox during 0th week and 3rd week of each term.

Please refer to paragraph 1.1.2 for payment methods.

1.3.2 WHAT HAPPENS IF I DON'T PAY?

Please refer to paragraph 1.2.2 above.

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

2.1 UK GOVERNMENT SUPPORT

Mainstream government funding has two parts: loans for fees (for Home/EU students) and loans for maintenance (Home students) or non-repayable maintenance grants (for some Home students). **You must apply for every year of your course.** It is your responsibility to ensure that you 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 (SFE) - 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 (SFW) - 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).

EU students need to fill in an **EU18N** 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 **EU18B** form to complete if you would like to be means tested for an Oxford Bursary (see section 2.2).

How do I receive the tuition fee loan?

If you have already completed the application process for a tuition fee loan and received a financial notification confirming the approved 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 the end of May. 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, then you should be able to do this using your online Student Finance or SAAS account. In some circumstances this is not possible, in which case you should contact your regional funding agency by telephone for advice.

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 studying for their first degree 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.

How do I receive my maintenance loan?

If you have already completed the application process for a maintenance loan and received a financial notification confirming the approved 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. Where possible, please 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 the end of May. 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 2018/19 are usually assessed on household income for the 2016/17 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 (<https://www.gov.uk/apply-for-student-finance/household-income>). If you intend to complete a CYI form you must first give your 2016/17 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 MAINTENANCE SUPPORT

Non-repayable maintenance support is only available to certain publicly funded Home students from Northern Ireland, Scotland and Wales, and you need to have been financially assessed. Each region decides on its own grant amounts and household income thresholds relating to this. You can find information regarding the name of the non-repayable maintenance support, the maximum amounts available and the related household income thresholds below (Table 1).

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	£8,100	£0 - £18,370 = max grant + £900 loan £18,371 - £50,020 = partial grant + equivalent loan to total £9,000

TABLE 1: 2018/19 NON-REPAYABLE MAINTENANCE SUPPORT FOR UK STUDENTS

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 maintenance support but have not yet made an application, you are able to do so via the methods described in section 2.1 up until the end of May. 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 at the levels below (Table 2).

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

TABLE 2: 2018/19 BURSARY LEVELS FOR UK AND EU STUDENTS

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.

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. EU students are usually assessed only once at the start of their course; if a student's household income has decreased by at least 15% they can contact Student Fees and Funding at bursaries@admin.ox.ac.uk to request a reassessment.

Students from England do not need to take out a maintenance loan in order to be eligible for the Oxford Bursary, but they must still be means tested by Student Finance England. In order to do this they must apply for the higher amount of maintenance loan, but then specify a loan amount of zero when prompted. Alternatively, students can reduce their loan online after their application is completed. For further advice regarding this process please contact the Student Fees and Funding team at bursaries@admin.ox.ac.uk.

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 0612 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 bursaries@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. In your first term, letters will be sent to the correspondence address you have registered with the SLC/SAAS. Once your Oxford email account has been activated you will usually receive correspondence by email. If you believe you qualify for an Oxford Bursary but have not heard 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.

Is there a deadline for bursaries?

Your financial assessment must be completed by 30 May 2019. 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 bursaries@admin.ox.ac.uk before the deadline.

2.2.3 MORITZ-HEYMAN SCHOLARSHIP PROGRAMME

From 2018-entry, all new first year UK resident students with a household income of £16,000 or less, studying for their first undergraduate degree, will be selected to receive a Moritz-Heyman Scholarship (www.ox.ac.uk/mh). The Scholarship provides a £3,700 bursary for each year of your course, an annual tuition fee reduction of £3,000 plus access to support in identifying opportunities for internships or work experience.

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 the Scholarship team at 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:

American loans - www.graduate.ox.ac.uk/usloans

Canadian loans: www.ox.ac.uk/admissions/graduate/fees-and-funding/loans/other-loans

If you have 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

2.4 COLLEGE FUNDS

2.4.1 SCHOLARSHIPS AND EXHIBITIONS

Scholarships and Exhibitions may be awarded from the second year of an undergraduate course onwards for work of special merit. The value of a Scholarship is £500, and of an Exhibition, £200 and they are paid by bank transfer to a UK bank account. Scholars and Exhibitioners will not receive their awards for any terms in which they are not in residence in Oxford, and their award will be suspended if their absence is medically certified as desirable or if they have leave of absence from the Governing Body of the College. The award will be reinstated when they resume their course.

As is customary amongst Oxford colleges, Education Committee annually reviews the progress and attendance of award holders. If a Tutor is dissatisfied with the industry, effort or attendance of a Scholar or Exhibitioner, he or she may report this to the Education Committee or the Governing Body, at any meeting of the year, without waiting for the annual review of awards. Similarly, he or she may at any time report particularly good work. An unfavourable report will not normally be made without adequate prior notice to the undergraduate concerned. Though Education Committee and Governing Body have the right to remove an award at any time for neglect of studies, no award will be taken away unless the holder has been warned beforehand and given an opportunity of improving his or her performance.

Holders of Scholarships and Exhibitions awarded by the College are entitled to wear a Scholar's gown. Rhodes, Marshall and Commonwealth Scholars, and such other Scholars as the Governing Body may from time to time determine, may wear a Scholar's gown if they are following an undergraduate course.

2.4.2 PRIZES

Prizes are awarded by Education Committee to undergraduates on the results of Long Vacation essays and/or other work prescribed by tutors in each School, or on tutors' reports. Prizes are also awarded to those obtaining a First in Honour Moderations or a Distinction in Prelims or Moderations. A College prize may be awarded in any subject. The value of a prize is currently £60.

2.4.3 BOOK GRANTS

The Geldart-Coombs Book Fund scheme enables book grants of up to £50 to be made to all **second year undergraduates**. Only those on report or on probation will be excluded. The book grant may be

used to purchase books, journals, software, or other similar items which are relevant to a student's academic work. Purchases must be made through a bona fide bookseller, publisher or similar organisation.

The grant application form can be downloaded from the College's website. The completed hard-copy application form, **with the relevant receipts attached**, should be put in the Academic Office pigeonhole in the House pigeonhole room, no later than 30 September of a student's second year. A grant of up to £50 will then be paid by bank transfer to a UK bank account.

Second year History and Joint Schools undergraduates may apply for a grant from the Loach Fund, set up in memory of Dr Jennifer Loach (Somerville history lecturer and tutor 1970-95) to help history undergraduates with photocopying and similar costs. The History Tutors will distribute application forms in Trinity Term and grants will be paid as a credit to battels.

It is expected that it will most commonly be used to cover the costs of purchasing photocopies of Special Subject documents, when these are available from the History Faculty library, or any costs associated with dissertations. (Note that other photocopying requests would, among other considerations, have to be vetted to ensure that they comply with legal restrictions on photocopying.) Please note also that copies of some Special Subject documents are already held in the college library. If you purchase a new set of documents with Loach fund money, it is a requirement of the grant that you deposit it in the college library after finals.

2.4.4. UNDERGRADUATE TRAVEL GRANTS

The College also has certain funds that enable it to make grants towards the cost of **courses, expeditions, residence abroad and travel**. Education Committee decides awards from these funds on merit on the recommendation of the applicant's Personal Tutor. Travel grant applications may be submitted each term, except in the final term of a student's course. The grants are paid as a cheque.

An application form – which includes detailed information on the application and submission process – can be downloaded from the College's website. There is a different application form available each term, giving the submission deadline for that term.

Funds for course and travel grants are limited, so applicants are advised to take note that:

Priority will be given to applications for assistance with research projects, formal training courses related to your subject, including expeditions for biologists/zoologists, electives for medics. Please bear in mind that for funding towards field trips, language training, etc., which are an obligatory part of your course, you should apply to your Faculty or Department.

You may not normally apply for funds for a project which you have already undertaken.

The **overall maximum** which any undergraduate may expect to receive in the course of his or her undergraduate career will be £500, although, funds permitting, this maximum may be exceeded where applicants can make a strong case on academic grounds, supported by their tutors. By the same token, the size of grants is dependent on the total funds available in any one year, and, when the number of applications exceeds the funds available, the allocations will be reduced accordingly. When an award is made, but the recipient's plans fail to materialize, the grant should be returned.

If you are awarded a Travel Grant, you must submit a brief report on your use of the funds, once you have undertaken your project. The deadline for submission of this report, and details of how to submit it, will be in your award letter.

Modern Linguists applying for funds towards the cost of approved courses during their year abroad should apply in the first instance to the Faculty of Medieval and Modern Languages which administers grants for this purpose. The College may be able to provide a small supplementary grant – please contact your College tutor(s).

2.4.5 UNDERGRADUATES STAYING UP DURING VACATION FOR ACADEMIC PURPOSES

Rooms are let to undergraduates for a clear period of time, defined in their licence agreements. The agreement for most undergraduates covers the period from Sunday of 0th week to Saturday of 8th week inclusive; first-year undergraduates are entitled to come into residence two days earlier in Michaelmas Term. Students may however apply to stay up for academic purposes outside term on the following grounds, subject to the approval of their tutor:

- To sit a university examination
- To undertake directed reading
- For the submission of essays, projects or dissertations for Finals

Specific blocks of accommodation will be reserved for undergraduates who are successful in their applications for vacation residence. The College will use other accommodation for conference delegates. **Undergraduates will be charged for their stay during the vacation through their battels at the highly subsidised rate of £21.81 per night.**

Undergraduates wishing to apply for vacation residence must complete an application form (available from the College's online Student Portal), seek their Tutor's endorsement, and return it to the Housekeeping Manager by the date indicated. The deadline for applications must be adhered to: where an application has not been received by that date it will be assumed that the room is not required after the Saturday of 8th week, and it will be reallocated to other purposes. The agreed date of departure must be adhered to; relocation to another room, if required, must take place on the agreed date. Requests from undergraduates to remain in their term-time room for academic purposes during the vacation will not be considered if that room is in a building designated for conference use.

2.4.6 VACATION RESIDENCE GRANTS

A vacation residence grant of £21.81 per night may be payable from College funds to the following categories of undergraduates, provided that their stay is required for academic work:

- (a) Those who are considered to be in need of financial support, including:
 - i) Those who qualify for an Oxford Bursary

- ii) Those who are currently in receipt of a bridging loan or grant or a hardship grant from the College or University and those in other financial difficulties.
- (b) Those having to sit a University examination outside normal term-time
- (c) Those having missed tutorials through illness
- (d) Those having another exceptional reason for applying.

Undergraduates may apply for a grant of up to 42 nights (for a three-year course), or 56 nights (for a four-year course) throughout their undergraduate career. Please note that these limits on the number of nights for which you can apply do not imply that you should expect to be awarded a grant for the maximum amount.

3. TARGETED FUNDING AND EXTRA SUPPORT

3.1 STUDENTS WITH CHILDREN OR DEPENDANTS

If you have dependants (a partner or 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 University's Disability Advisory Service 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, 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:

UK	If you are a UK student, are you in receipt of everything that is available to you through your funding body?
EU	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?
OVERSEAS	If you are an Overseas student, did you ensure that you would have sufficient funds to cover all 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.

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 Elaine Boorman (College Accountant) in The Treasury.

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 2018/19 will be accepted from **8 October 2018 (MT0)** until **Friday 28 June 2019 (TT9)**. A hardship application form and guidance can be obtained from college or by emailing student.funding@admin.ox.ac.uk. Please note that applications to the Access to Learning Fund and the University Hardship Fund are made through a single hardship application form.

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, students must have already applied for college support and will first be considered for the Access to Learning Fund if eligible.

How do I make an application?

A hardship application form and guidance can be obtained from your college or by emailing student.funding@admin.ox.ac.uk. Please note that applications to the Access to Learning Fund and the University Hardship Fund are made through a single hardship application form.

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 DISCRETIONARY FUNDS

Discretionary or bridging loans and grants are resourced from limited College Trust Funds previously gifted to Somerville. Awards are entirely at the College's discretion, in line with any relevant restrictions placed on these funds by the previous donors. They consist of loans, which are repayable, and grants, which are non-repayable. They are normally paid as a credit to battels but, in exceptional circumstances, they may be paid to your bank account.

You should collect a College Discretionary Fund application form from Elaine Boorman in the Treasury.

Any student member of Somerville College can apply at any time – undergraduate or graduate, Home, EU or Overseas.

You will be asked to detail your income and expenditure. This will give us a better idea of what you need and the best way we can give it to you. We may award you a grant, or an extra student loan, or a combination of the two.

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

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

4.2.1 FEES

You will be able to check your year abroad University tuition fee rate on our website at

www.ox.ac.uk/students/fees-funding/fees/abroad .

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. Moritz-Heyman Scholars will not be eligible to be assessed for any tuition fee reduction (see section 2.2.3) from Oxford on their year abroad.

Overseas students pay a different 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, including involvement after the UK leaves the European Union, visit www.ox.ac.uk/erasmus.

4.2.4 FACULTY OF MODERN LANGUAGES FUNDS

The Modern Languages Faculty 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 if you are making any changes to your studies.

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 March 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 budget for.

4.4.1 SECURING A HOUSE FOR THE YEAR

There are often costs associated with living out. These usually include application fees, a deposit and some agencies will require that the first month's rent is paid before you receive keys to the property. Make sure you check these costs with the agency or landlord before committing to anything.

If you have friends who have lived out they may be able to recommend agencies. For more advice about living out you can contact the Oxford SU Student Advice Service, who publish a *Living Out* Guide alongside giving advice. You can visit their offices on Worcester Street to pick one up, email advice@oxfordsu.ox.ac.uk or visit www.oxfordsu.org/wellbeing/student-advice/accommodation-looking.

4.4.2 BUDGETING FOR EXTRA COSTS

When you live in college accommodation the cost usually covers necessities such as water, gas and electricity. When you live out you will need to make sure you have budgeted for these extra costs as the rent won't usually include bills.

There are a number of bill sharing websites and apps that can be helpful in making sure bills are split equally amongst your housemates. If you can talk to the previous tenants they may be able to give you a more accurate idea of how much bills tend to cost per month.

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 will be liable for Council Tax but this may be at a reduced rate.

5. MONEY MANAGEMENT

5.1 BUDGETING

You should have your basic funding 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 completed your final exams and assessments.

University can lead to a high degree of impulsive spending; with so many social and academic activities on offer it is very easy to overspend. 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.

5.1.1 WAYS TO MANAGE YOUR MONEY

- Pay all bills at the start of term, then work out how much money is remaining and divide it between the weeks until your next payment. If you can afford to set some aside you should.
- If you receive funds monthly, set up all your bills to be paid by standing order or direct debit. This should include your credit card if you have one, your mobile phone, and any other regular outgoings. Calculate how much remains for each month.
- If you live out, work out how much you will need for essential bills until your next loan instalment and put that much aside, ideally in a separate account, to avoid spending it.
- Once you have worked out your budget, find a method that suits you best to ensure you do not overspend:
 - Downloading a banking app or checking your bank balance online are good ways to regularly keep check of your finances.
 - Get into the habit of checking your balance when you withdraw money so you know how much you have left 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.
- 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 card bills of this sort will impact your credit rating and may affect you in the future.
- Beware of using contactless card payments for small transactions as these can quickly add up without you noticing.
- Don't 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. If you pay monthly, check you have the best contract for your needs; it's worth phoning your provider to discuss this as they sometimes offer better deals if you're thinking of cancelling your contract.
- Don't eat out if you cannot afford it; suggest a meal with friends at home or in college instead.
- Avoid lending or borrowing money from friends.
- Get a vacation job - visit the Careers Service; www.careers.ox.ac.uk and find paid employment in the Long Vacation.

Be realistic about your expenditure, and be honest with yourself about what you are spending and why.

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 special offers, these are not the only factors to consider when choosing an account. You may want to think about the following points:

- 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? Bank branches in university 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 for even a part-time job, although there may be opportunities for you to do a limited amount of paid work within colleges. The summer vacation 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 vacations you may also have some time for part-time work, but bear in mind that you are likely to have academic work to complete over the holiday.

For information about how students are taxed when working in the holidays, please visit www.gov.uk/student-jobs-paying-tax.

5.4 STUDENT DISCOUNTS

Many businesses offer discounts to students, so it's worth asking before paying for goods to make your money stretch a little further.

Many local stores will accept your University Card, however some high street chains might require an NUS Extra Card. These can be purchased via www.nusextra.co.uk . There are also a number of websites you can register with for access to online student discounts such as www.myunidays.com and www.studentbeans.com .

5.5 PAPERWORK

It is important to keep hold of paperwork relating to your finances as you may need it later. You may prefer to keep digital copies as these can be easily accessed when you are at Oxford or at home. If you apply for hardship you will be required to provide copies of these documents.

We would particularly advise keeping records of the following:

- Financial notification letter from the Student Loans Company
- Oxford Bursary letter
- Scholarship and award letters
- Notification of hardship payments
- Tenancy agreement and inventory (if you're living out)
- Battels statements.

6. USEFUL CONTACT DETAILS

There are many people throughout the University who are available to provide financial advice and guidance to students.

UNIVERSITY RESOURCES

Student Fees and Funding

Funding enquiries:

www.ox.ac.uk/students/fees-funding

Bursary enquiries:

student.funding@admin.ox.ac.uk

Fee enquiries:

bursaries@admin.ox.ac.uk

US loan enquiries:

fees.clerk@admin.ox.ac.uk

us.loans@admin.ox.ac.uk

OUSU RESOURCES

Vice-President (Welfare and Equal Opportunities)

welfare@ousu.org

Vice-President (Access and Academic Affairs)

access@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/

The information in this guide is intended for students commencing their studies in 2018/19 and is correct as at June 2018. For the latest information, for both new and returning students, please visit www.ox.ac.uk/students/fees-funding