

USING THE “EPOS” ONLINE PAYMENT FACILITY

1. Somerville College has a secure** web-based payments system (EPOS) which enables you to make payments to your battels account and top up your food card (University Card) with a UK debit card or credit card . You can use this system at any time of the day or night.
2. Enter the url: <https://epos.some.ox.ac.uk>
3. There is a log-in screen which appears. Enter your University single sign-on and your current password.
4. Screen 1 is the Battels screen where you can view and make payments to your battels account.
5. At the top left of Screen 1 click on the Food Top-up tab – this will take you to Screen 2
6. Screen 2 is the Food Top-up screen where you can view and top-up your Food Card (Minimum £10.00 Top-up).
7. At the top left of Screen 2 click on the Battels tab – this will take you back to Screen 1
8. Please note that the online payment system employs a number of security procedures which may include a divert page to your UK bank during your payment to validate the online payment with a private password that you may have established with your bank.
9. Payments to your food account will be credited in real time. Payments to battels accounts will usually be updated to your battels account within two working days.

*** Somerville College uses a certified secure payment provider to handle electronic payments. This means that your personal card details are:*

- a) Not held on Somerville College databases and*
- b) Are securely controlled to international requirements by the secure payment handler.*

This and controls in place within Somerville College meet the high standards required by the UK card payment authorities.

TREASURY CONTACT DETAILS

General email address

treasury@some.ox.ac.uk

Ian Wooldridge (Treasury Officer – Student Battels)

01865 270625

treasury@some.ox.ac.uk

Damian Clements (College Accountant – Student Financial Assistance)

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Treasury office opening hours

Monday to Friday, 9am until 12pm & 2pm until 4pm

Appointments can be made outside these times.

The Treasury is closed evenings and weekends.