

Financial Guide for Undergraduates

2015-2016

Corpus Christi College

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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 2015/16 academic year this is £9,000. The rate might increase slightly each year to take inflation into account and fees for all subsequent years have yet to be confirmed. Students starting university in October 2015 will be subject to the same funding arrangements for the duration of their degree.

Islands (Channel Islands and the Isle of Man)

For 2015/16 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 2015/16 academic year can be found in Table 1 on the following page. Please be aware that this rate will increase slightly for each subsequent year of your course. Overseas students also pay a college fee (see section 1.2 for more information).

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 2015/16 (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.

TABLE 1: 2015/16 FEE RATES FOR OVERSEAS STUDENTS

Course title	Fee for 2015/16
Ancient & Modern History; Archaeology & Anthropology; Classical Archaeology & Ancient History; Classics & English; Classics & Modern Languages; Classics with Oriental Studies; English & Modern Languages; English Language & Literature; European & Middle Eastern Languages; Geography; History; History & Economics; History & English; History & Modern Languages; History & Politics; History of Art; Jurisprudence (Law); Jurisprudence (with Law in Europe); Legal Studies; Literae Humaniores (Classics); Modern Languages; Modern Languages & Linguistics; Oriental Studies; Oriental Studies with Classics; Philosophy & Modern Languages; Philosophy & Theology; Philosophy, Politics & Economics; Theology; Theology & Oriental Studies	£14,845
Mathematics; Mathematics & Philosophy; Mathematics & Statistics; Physics & Philosophy;	£15,805
Biomedical Sciences; Economics & Management; Experimental Psychology; Fine Art; Graduate Entry Medicine, Human Sciences; Molecular & Cellular Biochemistry; Music; Preclinical Medicine; Psychology & Philosophy; Psychology, Philosophy & Linguistics	£17,040
Biological Sciences; Chemistry; Computer Science; Computer Science & Philosophy; Earth Sciences; Engineering Science; Geology; Materials Science; Materials, Economics & Management; Mathematics & Computer Science; Physics	£21,855
Clinical Medicine	£30,100

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

Payment of all fees (College & University), rent and all other bills can be made by cheque, debit card or bank transfer. Please contact the Accountant (details at the end of the booklet) for details on bank transfer.

1.1.3 WHEN DO I NEED TO PAY BY?

As stated in the Examination Regulations 2014, 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 **Friday 1st week Michaelmas Term – 16 October**.

1.1.4 WHAT HAPPENS IF I DON'T PAY?

If you have not paid your fees in full by **Friday 1st week Michaelmas Term – 16 October** 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 2015/16 academic year is £6,925.

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 of 1st week of Michaelmas Term – 16 October.

Payment of all fees (College & University), rent and all other bills can be made by cheque, debit card or bank transfer. Please contact the Accountant (details at the end of the booklet) for details on bank transfer.

1.2.2 WHAT HAPPENS IF I DON'T PAY?

If you have not paid your fees in full by **Friday of 1st week of Michaelmas Term** and you have not made an agreement with the college that you will 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 time as your fees have been paid.

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 college pigeonhole during 0th week of each term.

Payment of all fees (College & University), rent and all other bills can be made by cheque, debit card or bank transfer. Please contact the Accountant (details at the end of the booklet) for details on bank transfer.

Payment is made in the Bursary which is located in the Fellows Building. It is open to students from 12 – 2pm daily.

1.3.2 WHAT HAPPENS IF I DON'T PAY?

If you do not pay your battels you may lose the right to live in College accommodation and may be unable to graduate.

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 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 EU15N 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 EU15B 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 £5,190 from the Welsh Assembly, which Student Finance Wales will pay directly to the university. These students can also apply for a £3,810 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 and Advisory Service. 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 still able to do so via the methods mentioned above. 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 and Advisory Service.

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 2015/16 are usually assessed on household income for the 2013/14 tax year. If your income is likely to drop by at least 15% you can complete a current year income (CYI) assessment form (www.sfengland.slc.co.uk/media/851459/sfe_current_year_income_form_1516_d.pdf). If you intend to complete a CYI form you must first give your 2013/14 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 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).

TABLE 2: 2015/16 NON-REPAYABLE FINANCIAL SUPPORT FOR UK STUDENTS

Region	Max. value	Household income thresholds
England: Maintenance grant	£3,387	£0 - £25,000 = max grant £25,001 - £42,620 = partial grant
Northern Ireland: Maintenance grant	£3,475	£0 - £19,203 = max grant £19,204 - £41,065 = partial grant
Scotland: Young Students' Bursary	£1,875	£0 - £16,999 = max bursary £17,001 - £33,999 = partial bursary
Wales: Assembly 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 a maintenance grant 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 £42,620 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 2015 (Table 4).

TABLE 4: 2015/16 BURSARY LEVELS FOR UK AND EU STUDENTS

Household income	Annual Bursary
£0 - £16,000	£4,500
£16,001 - £20,000	£3,500
£20,001 - £25,000	£3,000
£25,001 - £30,000	£2,000
£30,001 - £35,000	£1,500
£35,001 - £40,000	£1,000
£40,001 - £42,620	£500
£42,621 +	£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 can then check to see if there are any other problems preventing us from viewing your household income if we are unable to access your information within a day or two of 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.

Is there a deadline for bursaries?

Your financial assessment must be completed by 30 May 2016. 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). These awards offer annual tuition fee reductions of £3,000 and non-repayable bursaries of £4,500, along with internship and volunteering opportunities.

160 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 Graduate Funding 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 the Graduate Funding Team at us.loans@admin.ox.ac.uk.

2.4 COLLEGE FUNDS

Scholarships of £200 are awarded to students obtaining a First Class or Distinction in their end of first year examinations.

Exhibitions of £100 are awarded on the recommendation of tutors to students who are working hard and not in receipt of a scholarship

Academic Grants cover the cost of not only books but also other 'allowable' expenses which could include lab coats, safety spectacles, stethoscopes, costs of printing lecture handouts downloaded from the web etc and bought at personal expense. The grant to each applicant will be half the excess of the amount paid over £30 to a maximum of £100.

Travel Grants of up to £200 in any two-year period of study may be awarded to students travelling for some academic purpose.

Vacation Residence Credit is available to students who have to stay up in the Vacation for exams or study. Students can, in general, apply for up to 14 nights in any academic year; finalists can apply for additional nights.

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 details of 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/funding.

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. There are however 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 Bursar through his PA, Kerry Atkinson – kerry.atkinson@ccc.ox.ac.uk.

*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 government 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 one 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?

Home students, i.e. only those from the UK, those with settled status or those who are recognised by the Home Office to be legitimate refugees can apply to the fund. Students from the Channel Islands and Isle of Man are ineligible for support.

How do I make an application?

Applications for 2015/16 will be accepted from **05 October 2015 (week 0)** until **Friday 24 June 2016**. Application forms and guidance can be obtained from your 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 will usually be a combination of a grant and a loan.

Who is eligible to make an application?

Any matriculated student from any country is entitled to apply for assistance from the University Hardship Fund, as long as the criterion of **unforeseen** financial difficulty is met. However, you must first apply to the Access to Learning Fund (if eligible) and college hardship funds.

How do I make an application?

The university administers the hardship fund but application forms are available from the Bursars' PA. You must talk to the college about your application, as both the college and your tutor need to fill in sections of the 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 HARDSHIP FUNDS

The College has maintenance support funds which are open to all students facing hardship. The Ongoing Support fund (for those who find their funding does not cover their living costs – maintenance) and the Emergency Support fund (for sudden and unexpected change where immediate and short-term help is required) The College generally makes grants or interest-free loans. Further information can be obtained from the Bursars' PA.

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 2016/17

If you are a Home/EU student on your year abroad in 2016/17, 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 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 tuition fee grant

of £675 from Student Finance Wales and a non means-tested tuition fee loan for the remaining £675. 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 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. If there are any changes to your course, the action you should take will depend on the circumstances. Students may be required to repay maintenance funding already received for a particular term depending on the date of suspension/withdrawal and the circumstances. If you require assistance with establishing your revised funding entitlement please email student.funding@admin.ox.ac.uk.

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, email fee.schedule@admin.ox.ac.uk.

4.3.1 SWITCHING TO A NEW COURSE OR PLACE OF STUDY

If you want to change your university, college or course, in some circumstances you may also be able to transfer the financial support you get. Your first step should be to talk to your college and to your regional funding body to discuss the financial impact. If your transfer is approved, the university will update your regional funding agency who will then carry out a re-assessment on your behalf.

4.3.2 REPEATING A YEAR OF YOUR COURSE/DEFERRING YOUR STUDIES

If you want to repeat a year of your course or defer your studies, you should first discuss your reasons with your college and your regional funding body. They will then let you know how your financial support could be affected.

If you defer or repeat a year due to circumstances beyond your control, you may be offered full support. If the college approves your repeat period or deferment, they will inform your regional funding body who will take a decision on whether you will continue to get full financial support.

4.3.3 LEAVING YOUR COURSE EARLY

If you leave your course early, it may affect your entitlement to financial support if you return to higher education in the future. You can find out more by talking to your college or your regional funding body. You should also speak to your college about the impact leaving your course early might have on your fee liability. For students from England and Wales, your student loan will enter repayment in April 2016, or the April following your last date of attendance if you leave after this date, provided you are earning over £21,000. For students from Northern Ireland and Scotland, repayments will start in the April following your last date of attendance if you are earning more than £17,335.

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 well 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 in other years 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/> for more information.

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 also 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 the purposes of Council Tax exemption. 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 to enable the certificate to be verified 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. 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, which are six weeks long, 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.

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:

Bursar: Mr John Harrison
Bursars' PA: Mrs Kerry Atkinson
Accountant: Mr Andrew Lord
Academic Registrar: Miss Rachel Pearson
Chaplain: Dr Judith Maltby
Senior Tutor: Dr Mark Wormald
Tutor for Men: Dr Colin Akerman
Tutor for Women: Dr Helen Moore
JCR Committee

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	
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.ucas.ac.uk
www.studentfinancewales.co.uk	www.thebrightsidetrust.org
www.hmrc.gov.uk/students	www.nus.org.uk
www.moneysavingexpert.com/students/	