

ST CATHERINE'S COLLEGE

FINANCIAL INFORMATION FOR EXCHANGE STUDENTS ARRIVING IN OCTOBER 2021

Battels: You are personally responsible for the payment of charges for rooms and other services. Students are billed via 'battels' (the Oxford term for an invoice for fees and charges) termly in advance at the beginning of each term for room charges. Each term payment is due by the end of the first week of term – **Friday 15 October** for Michaelmas Term 2021 – and your first battels bill will be sent to your Oxford email address on Tuesday 5 October. Information about accommodation arrangements and room charges has been emailed to you.

Most students manage their financial affairs without difficulty, but you will understand that the College has to be run efficiently and it attaches great importance to the avoidance of debt. Any unpaid accounts after the Friday of First Week (Friday 15 October) are surcharged at the compound rate of 2% of the outstanding amount per month, automatically, unless you have made a prior arrangement with the College Accountant. Should you find yourself in difficulty or need financial advice, please contact the College Accountant (email: carey.forster@stcatz.ox.ac.uk).

Payment methods:

- (1) Online via the UPay system – further information will be sent with your first battels bill
- (2) Cheque payable to 'St Catherine's College, Oxford'
- (3) Debit card payment at the Accounts Office
- (4) Bank transfer – please contact the Assistant Accountant (email: jane.holmes@stcatz.ox.ac.uk) for information.

University Card and UPay system: Every student will be issued with a University Card which serves to identify those entitled to use University and College facilities and services. The card is associated with an individual account which is accessed and credited online with money to purchase meals, drinks, photocopying and printing in College. It is also the easiest way of paying battels bills. An initial sum of £10.00 will be credited to your card to ensure you can use it for purchases as soon as you receive it and you will see a charge for this amount on your first battels bill. The card also operates the door security system in College. You must report cases of lost or stolen cards to the Lodge immediately on discovering loss or theft so that the card can be cancelled. Requests for replacements for lost, stolen or damaged cards should be directed to the College Office (email: college.office@stcatz.ox.ac.uk). Unspent UPay balances at 31 October in the year in which a student member leaves the College are transferred to the St Catherine's Fund. This fund is used to meet the costs of equipment purchases and projects voted for by the Junior and Middle Common Rooms.

Meals: Breakfast is available in Hall at a cost of £2.71, lunch (including a hot main course, chips, vegetables and dessert) is available at an approximate cost of £4.63, and the cost of dinner is £4.58.

Laundrette: The College has a laundrette on site that provides washers and dryers for student use. A wash costs £1.40 and a tumble-dry costs £1.40. The laundrette is open 24 hours and students pay for the facility. An ironing room is provided on Staircase 2 free of charge.

Other charges: Graduate students are asked to pay a contribution of £15.00 per annum towards the Middle Common Room Overseas Scholarship. The Middle Common Room Overseas Scholarship is for people of exceptional academic ability who lack the means to fund themselves. In order to apply for the Scholarship a person must have obtained a place at Oxford through the usual University admissions process. Students may opt-out of contributing towards the Scholarship by notifying the Accounts Office when they are billed, in which case the charge will be fully reimbursed or (if not yet paid) not payable.

Review of charges: All charges are reviewed each year and changes come into force on 1 August.

Bank accounts: It is essential that you open a student bank account when you arrive in Oxford. You will find that banks require several types of documentary evidence proving your identity and your correspondence address before and after admission to the College, and confirming your status as a student.

Please contact the College if you are unsure about anything. Points of contact for financial matters are the College Accountant, Carey Forster (email: carey.forster@stcatz.ox.ac.uk), the Assistant Accountant, Jane Holmes (email: jane.holmes@stcatz.ox.ac.uk), or Cathy Steiner (email: cathy.steiner@stcatz.ox.ac.uk), who deals specifically with fee matters.