

**THE WHITE BOOK
REGULATIONS (FINANCE)**

REGULATION F2

Student Finance Administration

Tuition fees

1. For the purposes of Ordinance D,XIII,2 (undergraduate fees):
 - (a) the College shall have authority to act as the agent of the University for the purposes of collecting the University tuition fee;
 - (b) the University and College tuition fees may be expressed in the offer of admission either:
 - (i) as a combined fee, in the case of any Home/EU student admitted to study for his or her first undergraduate degree, or admitted to study architecture, medicine or veterinary medicine, whether or not he or she holds another degree; or
 - (ii) as two separate fees, in all other cases.
2. For the purposes of Ordinance D,XIII,3 (graduate fees):
 - (a) the College shall have authority to act as the agent of the University for the purposes of collecting the University Composition Fee;
 - (b) the University Composition Fee and any College tuition fees shall be expressed in the offer of admission as two separate fees.
3. Further to his or her financial undertaking under Ordinance D,XIII,1, every student, whether undergraduate or graduate, admitted to the College shall be deemed to have either:
 - (a) arranged for all or part of the tuition fees due in respect of his or her course of study to be paid directly to the College by a third-party sponsor acceptable to the College; and/or
 - (b) undertaken legal liability to pay all, or all the unsponsored, such fees personally. Acceptable third-party sponsors shall normally mean Student Finance England, or a UK Research Council, or some other UK or overseas public body, or a private sponsor (other than a parent, family member or friend) such as a public corporation or charity.
4. Any student, whether undergraduate or graduate, who has arranged sponsorship for some or all tuition fees under paragraph 3(a) shall:
 - (a) by a date determined in his or her case by the Student Finance Manager (SFM), provide the SFM with documentation from the third party confirming the nature of the sponsorship, and its duration and amount; and
 - (b) take all due steps to ensure that the relevant payment of tuition fees is made directly to the College by the sponsor in a timely manner.
5. In default of providing documentation under paragraph 4(a) and/or insofar as the documented sponsorship does not cover all the tuition fees due, or payment is not made in a timely manner according to paragraph 4(b), the student shall be deemed to

be personally responsible for making due payment of the fees in accordance with this Regulation.

6. An undergraduate student who has not arranged sponsorship for some or any tuition fees under paragraph 3(a) shall be charged personally for the unsponsored full or part tuition fees due, normally on their termly College bill, payable in three equal instalments.
7. A graduate student who has not arranged sponsorship for some or any tuition fees under paragraph 3(a) shall be charged personally for the unsupported full or part tuition fees due, payable in full in advance at the start of each academic or calendar year, depending on the date of commencement of the student's course. Graduate tuition fees may not be paid prior to coming into residence.

Academic and non-academic fees

8. Students, both undergraduate and graduate, shall be charged personally, normally on the termly College bill, for the payment of academic and non-academic fees under Ordinance D,XIII,4-5. Each item shall be identifiable on the bill as either academic, under clause [4] or as non-academic, under clause [5].
9. Academic and non-academic items on the College bill may be charged, and payable, part in arrears and part in advance, as determined by the SFM according to the nature of the item.

Initial deposit

10. An initial deposit shall be payable by each first-year student, whether undergraduate or graduate, in his or her first term of residence, and shall be payable in addition to all other fees for that term. The amount of the initial deposit shall be determined according to a policy set from time to time by the Bursar and the Senior Tutor, and notified to the student in his or her offer of admission.
11. An initial deposit shall be offset against the student's final bill in his or her final term of residence. The College reserves the right to manage the charges to a student's final bill, including estimated charges, so as to ensure that payment of the bill, together with the initial deposit, will settle in full the student's liabilities to the College prior to his or her graduation.

Settlement of College bills and other debts

12. A student shall not be deemed to have settled a financial liability until the relevant funds are cleared into the College bank account notified to the student for this purpose. The College reserves the right to pass on to a student any applicable transaction charges against the College made by any intermediary organisation, such as a credit card company.

13. Students, both undergraduate and graduate, shall normally be billed quarterly, at the start of each term and at the start of the summer vacation. The SFM shall have authority on behalf of the Council to determine the date or dates by which students shall normally pay advance tuition fees, initial and advance deposits, and termly College bills, and to determine the manner of such payment.
14. Payments to the College shall be applied to the settlement of students' financial liabilities in the following order:
 - (a) any loans made by the College to a student;
 - (b) academic and non-academic fees under Ordinance D,XIII,4-5, other than accommodation fees;
 - (c) accommodation fees;
 - (d) tuition fees under Ordinance D,XIII,2-3.
15. In accordance with Ordinance D,XIII,9(b)(i)-(ii), the SFM shall have discretion, in consultation with the Senior Tutor and under the supervision of the Bursar, to make reasonable alternative arrangements with an individual student to make due payment according to his or her circumstances, on a confidential basis. A student who is experiencing financial hardship may be offered appropriate financial support by the College under Ordinance D,XII, clauses 8(b) and [11].
16. Every student shall settle his or her College bills and other debts in such manner, and in accordance with such timetable, as the SFM reasonably determines, either generally or in his or her case. Late payment may incur a daily fine until due payment is made. Students may not normally carry forward financial liabilities from one academic year to the next. Persistent failure to settle outstanding debts shall be a breach of contract and may result in a withdrawal of services by the College, in accordance with Ordinance D,XIII,7-8 and [11] and Regulation F3.