



NEW COLLEGE  
OXFORD

## BATTELS INFORMATION

### STUDENT GUIDE 2024-2025

This is a comprehensive guide on everything you need to know about Battels.

College charges ('Battels') are payable by mid-day, Friday of Week 1 in each Term. Your battels statement will be emailed to you at the beginning of 0<sup>th</sup> Week in each term and during the first week of August. It is your responsibility (i.e. not that of your Mum and Dad!) to make financial arrangements that allow you to be able to pay battels by the due date. If you are unable to pay your fees or battels by the deadline or you are in financial difficulty please do let us know by contacting [student.finance@new.ox.ac.uk](mailto:student.finance@new.ox.ac.uk)

If you have genuine financial difficulties, College will be sympathetic and helpful.

If battels are not paid by noon on Friday of Week 1 in each Term, a flat-rate £5.00 late-payment charge will be imposed wherever the student concerned has not already contacted the Bursar or reached an agreement for delayed payment. A reminder email will be dispatched at the beginning of Week 2, requesting payment of battels and noting that the £5.00 penalty has been applied. If battels are not then paid by Friday of Week 2, a further charge of either £10.00 or £20.00, depending on the size of the battels debt, will be applied, and the debt will start to accrue interest from the start of Week 4 at 5% above the current Base Rate. It is much cheaper to come and discuss the problem than to hide your head in the sand! Failure to pay by the end of Week 3 will also lead to the student concerned being 'crossed'; meaning that all credit facilities in College will be withdrawn.

If you are paying by cheque, please ensure that you have sufficient funds in your bank account, as any cheque returned from the bank will incur a £10 admin fee.

Failure to clear battels by end of the Term, or to agree an instalment arrangement with the Bursar, may mean that access to College residential accommodation is denied with effect from the start of the following Term, and in due course it may also mean that the individual's membership of College is terminated.

#### Course Fees

Failure to pay the University Course Fee via College may mean that the University will in due course deny access to its facilities (the Bodleian Library, faculty/departmental libraries, computing facilities, laboratories, lectures, examinations). Once this has happened, it could be that New College will decide that your membership of New College should be suspended or terminated on the grounds that a student barred from University facilities can no longer comply with College's requirement that students must pursue diligently their course of study, including attendance, where appropriate, at University lectures, laboratory practicals, etc. Similarly, a student who is ineligible to take University examinations also cannot fulfil the purpose of the Junior Member - New College relationship: i.e. New College accepts students to prepare them for the

University examinations. Once again, College is sympathetic to hardship, any student who anticipates difficulty in paying the University Course Fee, or in meeting battels, should arrange to discuss the matter with the Bursar before the Friday of Week 1 deadline for payment of battels. Further details of Course Fees can be found in the '[Financial Guide for Undergraduates](#)'.

In recent years, no new undergraduate at New College has failed to pay the course fee by the deadline of Friday, Week 1 in the October Term, except in the few cases where an instalment arrangement was agreed as detailed above. For 2020/21, the College anticipated that in the region of 24% of its undergraduates would be entitled to support from various University and College bursary schemes, with a further 5% receiving grants from the Access to Learning Fund and other sources of financial support.

## Battels charges explained

These are some of the Battels charges that *may* appear on your statement. Please use this to clarify any items you are unsure of before asking for help. If your query is not covered below, please email your query to [student.finance@new.ox.ac.uk](mailto:student.finance@new.ox.ac.uk)

Payment of fees and battels are due immediately; the *latest* date for payment is mid-day Friday of 1st Week,

### **Vacation Residence**

You will be charged £28.50 per day if you occupy your room outside of the dates covered by your accommodation charges. If you do not request vacation residence and return to your room early or leave late, you will be charged at the Conference rate. If you ask for vacation residence and then leave early, you will be charged for the period requested unless you contact [emily.meeson@new.ox.ac.uk](mailto:emily.meeson@new.ox.ac.uk) to inform her of the change of date.

### **Room rent**

Accommodation charge for this term. Your insurance charge is shown separately.

### **Catered accommodation - kitchen charge**

If you have opted to live in catered accommodation you are charged a £184.20 kitchen charge for 60 evening meals (Tuesday of nought week to Friday of eighth week) in advance.

### **Sundry items taken** (Till account)

The balance on your till account (Bar/Café, Buttery charges and Evening meals). If you have a credit balance, it will be transferred back to your Battels at the end of TT (unless requested earlier). ***Students & associated members pay as they go for all meals, meaning they need money on their Bod Card.***

### **Till account Rebate**

Interest paid to you for a credit balance on your till account.

### **Key Fines**

Any keys borrowed from the Porter's Lodge and returned late, or lost, generate a fine. Please contact the Head Porter if you have a query.

### **Fine - not signed out**

An automatic fine of **£50** is charged if you do not return your key to the Porters Lodge when leaving or do not inform the Porters that you are leaving, if your room is accessed via your University card. Please contact the Head Porter if you have a query.

### **Computer Charge**

This is a compulsory £1 charge each term to cover general computer costs.

### **Printing Charge**

Details of your printing charges can be found at <https://webprint.new.ox.ac.uk>

### **New College Society**

A fee of £24.00 is charged during your first year and entitles you to lifelong membership of the New College Society. You will receive publications such as The Record, New College News, E-News, and invitations to events like the Gaudes and provide a way of keeping in touch with other Old Members.

<https://www.new.ox.ac.uk/new-college-society>

### **Student Refugee Fund (MCR)**

The Oxford Students Refugee Fund is a University wide fund that offers scholarships to students with an asylum seeker status, or students who are in a similar situation. An email will be sent from the MCR giving you the option to opt out during MT.

### **JCR Levies (Women's Fund, Charities, Art, Hardship, Reach Oxford, Refugee Scholarship, Offset printing levy)**

Voluntary contributions organised by the JCR. If you did not intend to contribute to any of these levies, you need to contact the JCR Treasurer to request to be signed off for the following terms (you will have been given the option to opt out during MT). The Bursary cannot remove these charges unless authorised by the JCR Treasurer.

### **Sports Levy**

This charge is optional but you are not expected to opt out if you use/intend to use any of the sports facilities/sports grounds provided by New College or the University. The JCR/MCR will give you the option to sign off during Michaelmas term.

### **Punts**

This is a charge for the use of punts during Trinity. You will be given the chance to sign off during Trinity if you do not wish to use them. The Bursary cannot remove these charges unless authorised by the JCR sports officer, please contact the JCR/MCR direct if you have a query. This charge will appear on Battels produced the beginning of August.

### **Staff gratuity fund**

A donation towards the funding of the staff Christmas party that is charged during Trinity term only. This is an optional charge please let the JCR/MCR Treasurer know if you do not wish to donate.

### **Guest Rooms**

Bookings and cancellations are made through Ms Emily Meeson. If you wish to query these charges, you should email her in the first instance.

### **Special functions**

Student organised dinners and events are generally charged to all the names appearing on the list provided by the organiser. If you have a query, the Bursary will check that your name is on the list but cannot remove the

charges without the authorisation of the event organiser. Any dinner prepared for you will be charged, if you failed to attend the event or had not cancelled in the permitted timeframe.

### **JCR Wine Cellar**

Wine purchased from the JCR wine cellar please contact your JCR representative with any queries.

## **How to Pay**

**Cheques** should be made payable to 'New College' Please write your member number (found on battels statement) on the back of the cheque. Cheques may be left in the letterbox outside the Bursary at any time or posted via the internal mail.

**Card payment** can be made online at the Meal and Payment website <http://food.new.ox.ac.uk> Login using your Single Sign On. Click on 'Fees and Charges' then enter your payment details.

**UK Bank transfers** can be made online via Flywire. To ensure your payment can be identified, please enter your College Member Number in the 'College Member Number' field and your invoice number in the 'Reference Number' field on the Payer info page. <https://payment.flywire.com/pay/payment>

**International payments** can be made online in your local currency via Flywire.

Flywire are an easy-to-use payment solution that provides international payers with a streamlined payment experience <https://payment.flywire.com/pay/payment>.

We **do not** accept any payments in cash.

If you have, any queries then please email [student.finance@new.ox.ac.uk](mailto:student.finance@new.ox.ac.uk)

**You can see your current battels transactions at the Meal and Payment Website by clicking on Fees and Charges tab, or EPOS transactions by clicking on the EPOS tab.**