



NEW COLLEGE  
OXFORD

## BATTELS INFORMATION

### STUDENT GUIDE 2017-2018

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

College charges ('Battels') are payable by mid-day of the Friday of Week 1 in each Term (please note the Bursary is closed from 12.00 until 2.15 for banking). Your battels statement will be e-mailed to you on arrival and at the beginning of 0th Week each of the following terms. 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.

If you are not able to pay at once, please make an arrangement via the Bursar's P.A. Telephone: 01865 (2)79550 or email [linda.goodsell@new.ox.ac.uk](mailto:linda.goodsell@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 and 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's 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Week 3 will also lead to the student concerned being 'crossed'; meaning that all credit facilities in College will be withdrawn.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.

#### University & College Fees

Failure to pay via College the University academic fee 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, and any student who anticipates difficulty in paying the University academic 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 University and College Fees can be found in the '[Financial Guide for Undergraduates](#)'.

In recent years, no new undergraduate at New College has failed to pay the University academic fee by the deadline of Friday of Week 1 in the October Term, except in the few cases where an instalment arrangement was agreed as detailed above. For 2014/15 the College anticipates that in the region of 24% of its undergraduates will be entitled to support from New College Bursaries, 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 which *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 [linda.goodsell@new.ox.ac.uk](mailto:linda.goodsell@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 are charged £20.61 per day if you occupy your room outside of the dates covered by your room rent. If you do not request vacation residence and returned 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 [joan.fraser@new.ox.ac.uk](mailto:joan.fraser@new.ox.ac.uk) to inform her of the change of dates.

#### **Room rent**

This is your accommodation charge for this term. Your insurance charge will be shown separately.

#### **Meal Prepayment**

If you have opted to live in catered accommodation you are charged £394.20 for 60 evening meals (Tuesday of nought week to Friday of eighth week) in advance. If you attend guest night dinners or bring guests into dinner then you will be charged extra on your next battels statement

#### **Meals taken**

This shows the evening meals that you have been charged for the previous term.

#### **Meals refunded**

You will receive a rebate of £4.56 for each meal that you sign off.

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

The outstanding balance on your till account (Bar/Cafe and Buttery charges) at the end of the previous term. If you have a credit balance it will only be transferred back to your battels at the end of TT (unless requested).

**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**

This is an automatic fine of **£50** 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**

The £20.50 fee is charged *only* in your first year and entitles you to lifelong membership of the New College. You will receive publications like 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.

**Reach Oxford**

The payment made each term helps to provide a scholarship for an overseas student to study at New College. This is a non-compulsory charge and you should talk to the Bursary if you do not wish to participate.

**JCR Levies (Women's Fund, Charities, Art, Hardship)**

Voluntary contributions organised by the JCR. If you did not intend to contribute to any of these charges you need to contact the JCR Treasurer to request that you are signed off for the following term (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 are 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**

This is a donation towards the staff Christmas party and is charged during Trinity term only. This is an optional charge please let the Bursary know if you do not wish to donate.

## **Gown Hire**

This is the charge for the gown that you will hire for your Graduation Ceremony.

## **Guest Rooms**

Bookings and cancellations are made through Ms Joan Fraser, the Assistant Home Bursar. If you wish to query these charges you should speak to 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 (even if you failed to attend the event) must be paid for.

## **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). Cheques may be left in the letter box outside the Bursary at any time or posted via the internal mail.

Cash payments may only be made in person at the Bursary (4OB) during opening hours which are 9.30 to 12.30 and 2.15 to 15.30.

Payment can be made online using credit/debit card (1.9% surcharge for credit cards) at the meal web-site <http://food.new.ox.ac.uk> Login using your Single Sign On. Click on Fees and Charges then on Tuition fee balance or Battels button and enter your payment details.

We also offer the option of paying both fees and battels via Western Union Globalpay for Students. For further information and a quote for battels and fees due in your local currency please go the link <https://student.globalpay.wu.com/geo-buyer/newcollege>

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

**You can see your current battels transactions at the Meal and Payment Website by clicking on Fees and Charges. If you click on the date of your last statement (highlighted in green on the calendar) you will also be able to see your previous statements.**