

[accounts.manager@stx.ox.ac.uk](mailto:accounts.manager@stx.ox.ac.uk)

Tel: +44 (0) 1865 278491

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### **METHOD OF PAYMENT 2018/19**

Home/EU students: The preferred method of payment is directly to the following bank account.

Barclays Bank plc, Account No: 50889199, Sort Code: 20-65-46

Account Name: University of Oxford St Cross

SWIFTBIC: BARCGB22

IBAN: GB14BARC20654650889199

International/EU students:

If paying by International Bank Transfer please refer to the college web site:

<http://www.stx.ox.ac.uk/fees-and-payments>

and also:

[www.geoforeducation.com/stcrosscollege](http://www.geoforeducation.com/stcrosscollege)

Please also see Western Union Business Solutions details below

Payment may also be made by cheque, payable to St Cross College.

### **University and College Tuition Fees for Self-Funded Students (Excluding Students Funded by US Federal Loans, UK Professional Career Development Loans, and UK Government Loans)**

A fees invoice for University & College fees will be issued to you, and you are expected to pay your fees in one instalment by one week before Matriculation (pay no later than Friday 05 October 2018).

<http://www.stx.ox.ac.uk/fees-and-payments>

**Please note that you will not be permitted to Matriculate (become an official student of Oxford University) if fees have not been paid.**

### **College Accommodation**

To secure accommodation, once you have been informed that a room has been allocated to you, a deposit of **£550** (single room), or **£850** (flat) must be paid within 14 days. You will then be invoiced for 14 weeks rental from 24 September, October, November & December. Payment must be received by the end of August. Thereafter rental is payable for 13 weeks, on 1 December for January to March rental, and for 13 weeks on 1 March for April to June rental. Rental for July, August and up to 8 September 2019 will be due on 1 June. Please refer to your tenancy agreement for details regarding early arrival charges. Should you choose to withdraw from College Accommodation once a room has been allocated to you, an administration fee of 100.00 will be retained from your deposit. However if you withdraw from the University of Oxford, then your deposit will be refunded to you in full.

A single payment of **£4.75** will be added to your invoice to ensure that your personal possessions are covered by Insurance. Please see above for payment methods. Interest will be charged at the rate of 2% if payment is not made within 14 days of the due dates.

### **College Expenses**

You will be sent a termly account at the beginning of December, April & August when you will be charged for your College dinners, photocopying and various other expenses which you may choose to incur. This is known as your 'Battels'. Please see above for payment methods.

Students on courses less than 1 year will be invoiced for their final term at the end of their course. Interest will be charged on late payments at a rate of 2% or £1.00 per month whichever is greater after 30 days.

A battels deposit invoice of £100.00 will be issued prior to arrival. **This must be paid no later than 5 October 2018.**

Lunches must be pre-paid separately by loading credit to your University card.

**All deposits are entirely refundable.** Please note your Battels deposit will be refunded once your course has been completed, all charges have been settled, keys/fobs returned and on completion of the deposit form.

If you require any help or further information concerning payment, please contact **Judith Ledger**.

## Western Union Business Solutions – Bank Transfers

St Cross College has partnered with Western Union Business Solutions to provide a simple and cost effective service to pay your fees using a bank transfer whether you are an International or UK student. Please access the following URL: <http://www.geoforeducation.com/stcrosscollege>

Using this system will provide you with the following benefits:

- It allows you to make payment of your fees in your own currency giving you transparency and a clear understanding of the cost of course fee.
- Obtain a guaranteed exchange rate for a period of up to 72 hours.
- Make the payment using internet/telephone banking or at your local bank.
- Ensures that 100% of the funds transferred reach the college and that no expensive bank charges are deducted that may delay your registration.
- Ensures that the payment can be easily identified and allocated by the College giving you peace of mind.
- It is a secure and quick way to make the transfer ensuring that the College receives the payment promptly.
- No charges are made by Western Union Business Solutions or the College for this service.
- You will be notified upon receipt of your payment.

Please note that direct transfers from an overseas bank account (without using Western Union) may incur charges.

The College must receive the full amount as shown on the invoices for fees, rents and all other expenses. Any bank charges must therefore be paid by the person making the payment - the Remitter.

### **Contact details**

If you have any questions regarding the service, we have arranged for Western Union to provide a dedicated Customer Service team that can aid you with any additional information on the service and its benefits and/or walk you through the process. For any of the above or any other related queries please contact:

Phone: +44 (0)1733 294 459

Email: [education@westernunion.com](mailto:education@westernunion.com)

Please be aware of the opening hours if making contact by phone: Monday - Friday 8am to 5.30pm UK Time.

### **How to pay online**

Once you have accessed the payment service via the link above simply follow the next few steps to complete:

- Enter your student information. Boxes marked with a \* are required. Click 'Next'.
- Enter the amount(s) of tuition and / or accommodation fees in the relevant fields in £ sterling. Click 'Continue'.
- Choose your home country, this will automatically convert your fee amount to your home currency (if your home currency is unavailable it will default to the next best option e.g. USD). Click 'Continue'.
- You will be quoted an amount to pay instantly. This amount will be guaranteed for 72 hours.
- Next, you will be emailed simple instructions in PDF format detailing which bank your fees need to be transferred to in your home country. You can either make this payment using online banking, telephone banking or in person at your bank in the same way that you would make a standard bank transfer. The PDF instructions provided can also be emailed directly to a family member if they are making the payment on your behalf.
- Accept the conditions of use.

These instructions will contain an important reference that you must ensure your bank quotes when making the payment. This reference allows St Cross College to identify and allocate your fees quickly.

### **WeChat Pay FAQs for Chinese Students.**

#### **How can students make a payment in WU® GlobalPay for Students using WeChat Pay?**

1. Student goes onto the WU GlobalPay for Students platform and selects WeChat Pay
2. Student enters required Chinese payer information
3. A QR code is generated
4. Student opens their WeChat Pay app on their phone and scans the QR code
5. Transaction information populates onto their WeChat Pay app then student inputs password or thumb-print to approve transaction

#### **Is there a cap on how much a student can pay in one transaction using WeChat Pay?**

Transaction limitations differ according to various factors such as whether the student has verified their identity, what bank account they have linked to their e-wallet and their banking partner

# Request for return of outstanding deposits

Unclaimed deposits more than 3 months after your departure will be put in the Student Hardship Fund.

Once the refund has been approved and processed by the accounts office, the funds will take a minimum of 10 working days to clear UK accounts and a minimum of 14 working days to clear non UK accounts. If refunding into an overseas account a £5 transfer fee will be deducted.

You need to ensure that you have returned your fob and/or accommodation key to the College Lodge with your signature

**KINDLY NOTE THAT THE ONUS IS ON YOU TO PROVIDE THESE DETAILS.**

Deposits will not be returned to you unless you inform us of these details.

## To be completed by the College Member

Name	
Date College fob returned	
Date accommodation key returned (if applicable)	
Non-Oxford email address	
Forwarding mail address	

## Credit or debit card details - preferred method please print numbers clearly

16 digit card number	
Expiry date	

Unfortunately the College cannot refund to American Express cards.

## OR Bank transfer details

Bank account number (8 digits)	
Sort code (6 digits)	
Other (non UK accounts)	
IBAN number	
Swift Code	
Employee Number if previously employed by UofO/STX (usually starts with a 2 or 6)	

## To be completed by Accounts

Battels deposit	£	Deductions			Accommodation Key
		Battels	£	<input type="checkbox"/>	
				Date	
Accommodation deposit	£	Wolfson	£	<input type="checkbox"/>	Fob Stonemason
				Date	
University card funds	£	Rent	£	<input type="checkbox"/>	
				Date	
Total deductions	£	Tuition fees	£	<input type="checkbox"/>	Fob Leaver
				Date	
Amount refunded PRF	£	Transfer fee	£	<input type="checkbox"/>	Received by College
				Date	Fob Continuer
Amount refunded PDQ	£	Other	£	<input type="checkbox"/>	Re-issued to Student
				Date	