



St Hilda's College

UNIVERSITY OF OXFORD

From the Accounts Office  
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accounts.office@st-hildas.ox.ac.uk

## Payment Policy

Students' battels invoices are issued at the beginning of each term and emailed to the students. Fees invoices are issued once a year.

- Payment of fee invoices is due by the seventh day of full term as per the University exam regulations. The College has to inform the University of non payment of fees.
- Battels invoices are payable within 14 days from the date of invoice.
- An e-mail reminder will be sent to all students informing them of the £25 charge if the invoice is not paid by the deadline.
- A £25 charge will be levied if battels are not fully paid by the due date.
- If payment is not made within 7 days of the first charge, a further charge of £50 is imposed.
- If the invoice is still outstanding, the student must meet with the Bursar to explain the reason for late payment.
- If this meeting is not attended, or the reasons for late payment are not acceptable, then a formal summons to the Dean will be made.
- The college reserves the right to use a third party to recover long standing debts.

Students who have justifiable reasons for not completing payment of their battels on time, e.g. late SLC grant arriving; overseas money transfer difficulties, agreed payment schedules, and genuine hardship cases, should contact the either the College Accountant or the Bursar before the payment deadline.

Returning students who have not fully paid up their debts from the previous term will not be allowed to draw their room keys. Bills can either be paid at the Accounts Office, online or via bank transfer.

July 2025