

# 2021/22 Fees Information

**For Programme Students and Spouses**

This document provides information about the College’s tuition and accommodation fees for full and part time programme students and their spouses. Please read it in conjunction with the current Programmes Handbook where you will find full details of our undergraduate and postgraduate programmes.

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## Section 1: Tuition Fees

Please see Section 3 to see what the tuition fees include and when the Middlesex University Registration Fee is payable.

### a. Undergraduate programmes

		Full time	Part time
<b>CertHE:</b>	<b>Certificate of Higher Education Theology</b>	1 year	2 years
<b>DipHE:</b>	<b>Diploma of Higher Education Theology</b>	2 years	4 years
<b>BA (Hons):</b>	<b>Bachelor of Arts (Honours) Theology</b>	3 years	6 years
<b>MTheol*:</b>	<b>Master in Theology Theology</b>	4 years	6 years

\*The MTheol is a 4-year integrated undergraduate Masters programme. Years 3 & 4 may be taken full time only.

<b>Full time</b>	per year	<b>£9,350*</b>
<b>Part time</b>	Fees are charged each semester according to the credit rating of the modules taken that semester (see table below). Part time students normally take 60 credits per year. As an indicator, £4,740 is the figure for a 60 credit year of study	<b>Charged per module (see table below)</b>
Middlesex University Registration Fee		<b>£784</b>

Credits per Module	Part time undergraduate module fee to credit	Part time undergraduate module fee to audit
10	£790	£475
20	£1,580	£950
30	£2,000	£1,200

\* Please see Section 3.i for details of the lunch allocation

- Tuition fees are payable each year; normally, there is an increase in Oak Hill College tuition fees of approximately 3-5% each year.
- The Middlesex University Registration Fee is subject to annual review by the University.

### b. Postgraduate programmes

		Full time	Part time
<b>MA:</b>	<b>Master of Arts Theology</b>	12 months*	22-24 months*
<b>MTheol (3<sup>rd</sup> year direct entry): Master in Theology Theology</b>		2 years	n/a
<b>PGDip:</b>	<b>Postgraduate Diploma Theology</b>	1 year	2 years
		<b>Pathway A</b>	<b>Pathway B</b>
<b>PGCert**:</b>	<b>Postgraduate Certificate Theology</b>	1 year	2 years

\*to distinguish from a 'year' which is normally an academic year of 10 months

\*\*PGCert Pathway A students will be registered as full time. Full time with reference to the PGCert means doing two modules in the same academic year and is not the same as being registered as a full time student on other Oak Hill programmes.

<b>MA</b>	full time	<b>£9,850*</b>
	part time (payable for each of two years)	<b>£4,900</b>
<b>MTheol</b>	full time (payable for each year)	<b>£9,350*</b>
<b>PGDip</b>	full time	<b>£9,350*</b>
	part time (payable for each of two years)	<b>£4,675</b>
<b>PGCert</b>	Pathway A	<b>£4,675</b>
	Pathway B (payable for each of two years)	<b>£2,338</b>
<b>Top-up from Oak Hill PGDip to MA (dissertation only)</b>	part time (payable for one year)	<b>£2,060</b>
Middlesex University Registration Fee		<b>£784</b>

\* Please see Section 3.i for details of the lunch allocation

- Tuition fees are payable each year; normally, there is an increase in Oak Hill College tuition fees of approximately 3-5% each year.
- The Middlesex University Registration Fee is subject to annual review by the University.

### c. Additional costs

Please note that

- All students required to have a DBS check done before they arrive will be encouraged to sign up for the Update Service, which is £13 per year. Details of the DBS check will be provided in the summer before the programme starts; details of the DBS Update Service can be found at <https://www.gov.uk/dbs-update-service>
- There may be additional costs related to the DBS check for students who have been living outside the UK prior to starting at Oak Hill
- Students may incur additional expenses for travelling to their weekly church placements. Ordinands may be able to claim these back from their diocese
- The optional module DM4.2, which is a month-long cross-cultural mission placement followed by a written assignment will incur additional costs. MP2.8, the optional ministry/mission experience placement may also incur additional costs, particularly if done overseas
- The elective module BS6.8 Biblical Geographies will incur extra costs for the field trip
- Some of the compulsory and elective modules have a required text to purchase. Up to date details are provided to new students from July onwards prior to starting at college.
- Handouts are normally provided on the VLE (Virtual Learning Environment) 48hrs ahead of each class and are not provided in paper format, unless there are particular pedagogical or copyright reasons. Students are responsible for the cost if they choose to print handouts.
- For printing and photocopying, students are charged 5p per page of A4 for black and white and 13p per page of A4 for colour (10p and 26p respectively for A3)
- Students are responsible for library material held on loan and are expected to pay the replacement cost of anything lost or damaged whilst in their care.
- In the case of failing an assessment, please note that resit fees will be charged as follows:
  - Non-exam component: £60 per component
  - Exam resit: £90 per exam
- After graduating with an award, former students are welcome to request an additional Diploma Supplement/Transcript. There is an administrative charge currently of £40 for this (£60 for pre-2001 leavers)

- Graduates who request a replacement graduation certificate from Middlesex University will be charged the replacement fee which is currently £65.

These fees are subject to annual review. Any changes will be notified to students, normally through the annual publication of this document

#### d. Part time programme students taking extra modules for audit or credit

Modules may be taken in one of two ways:

- **Auditing** a module means attending lectures but not submitting any assessments, and therefore no mark, credits or feedback are received at the end
- **Crediting** a module means attending lectures, undertaking all of the assessment for a module and receiving a mark, credits and feedback at the end

Fees are charged according to the credit rating of the module and whether it is taken for audit or credit. Fees are payable in the semester the module is running. For modules lasting two semesters, the full fee is charged and payable in the first semester of the module.

Credits per Module	Student fee to audit internally	Student fee to credit internally
10	£475	£790
20	£950	£1,580
30	£1,200	£2,000

Normally there is an increase in fees of approximately 3-5% each year.

A weekly church placement module may be taken as an optional additional module by independent postgraduate students, for whom placements are not part of the programme. Where this is agreed, there will be no additional charge for taking it.

*Oak Hill College reserves the discretion to charge appropriate tuition fees in the case of a special programme being agreed for any student.*

## Section 2: Accommodation Fees

### a. College-Owned Accommodation Fees

<b>Single students</b>	52 week accommodation*	<b>£7,957</b> (£663.08 per calendar month)
<b>Married students</b>	<b>Property size (subject to availability)</b>	<b>Rent ranges (per calendar month)</b>
	1 bedroom	£1,013-£1,130
	2 bedroom	£1,247-£1,329
	3 bedroom	£1,360-£1,396
	4 bedroom	£1,531
	Initial deposit on all married accommodation	£500

*\*See below for reduced fee for final year students*

College reserves the right to increase rental charges each year within a range of 3%-10%. For the 2022/23 academic year there is a planned increase of 10% on all accommodation charges, subject to a review of market rates at the time. For single and married accommodation, rental increases apply from 1 August of the relevant year.

- Please note that only full time students are eligible to apply for college accommodation. Part time and PG Cert students are not eligible to apply for college accommodation.
- Part time students have the opportunity to book guest accommodation for the nights that they wish to stay in College. For 2021/22 the price per night (bed and breakfast) for part time students is £30 per night for single occupancy; £45 per night for double occupancy. Information about availability and booking will normally be published at the start of each academic year.

#### **b. Single students**

- The single student accommodation fee is charged for the period 1 August 2021 to 31 July 2022.
- Please see the section 3g for details about billing, students in their final year and new students arriving in September 2021.

## **Section 3: Supplementary Information**

#### **a. What does the tuition fee include?**

- For the **full time CertHE, DipHE, BA (Hons), MTheol, PGDip and MA**, the tuition fee includes:
  - All tuition, including induction, teaching and admin support
  - Personal tutorials
  - Pastoral Care
  - Fellowship Group
  - Library and VLE facilities
  - Study facilities
  - Internet access in the Academic Centre, all rooms and flats in the Main Building and all single accommodation
  - Lunch each weekday during term time, when college meals are provided (see section 3.i for details).
- For the **PG Cert (both Pathway A and Pathway B) and the part time CertHE, DipHE, BA (Hons), PGDip and MA**, the tuition fee includes:
  - All tuition, including induction, teaching and admin support
  - Regular group meeting for part time students (this is different to Fellowship Groups for full time students)
  - Library and VLE facilities
  - Study facilities
  - Internet access in the Academic Centre and Main Building
  - N.B. Students on these programmes may book in for college lunches during term time via the meals booking in system. They will then be billed each semester for whatever they book in for. Please see the meals section below for details of costs.

## b. When are tuition fees payable?

- **Full time CertHE, DipHE, BA (Hons), MTheol, PGDip, MA students; PGCert Pathway A and Pathway B students; part time PGDip and MA students:** tuition fee bills are issued after the start of the academic year and tuition fees are normally payable in two instalments in October and February.
- **Part time CertHE, DipHE and BA (Hons) students:** tuition fees are charged per semester according to the credit rating of the modules taken that semester.

## c. What are the fees arrangements for Church of England ordinands?

The normal expectation for ordinands starting training in September 2017 onwards is that funding for a candidate's fees is provided by Ministry Division to the sponsoring diocese, who in turn pay the training institution, and that the sponsoring diocese will cover living expenses and advise their candidate of additional grants available. Ministry Division set the fee and maintenance figures for ordinands.

## d. What is the Middlesex University Registration Fee?

Oak Hill College is a Validated Partner of Middlesex University. Its validated programmes have been developed, are delivered and assessed by the College; they are awarded and quality assured by Middlesex University. This means that our students are liable for registration fees.

## e. When and how often is the Middlesex University Registration Fee payable to Oak Hill?

The registration fee is payable for two years of study on each programme. In practice, this normally means it is payable for:

	<b>Full time</b>	<b>Part time</b>
<b>CertHE</b>	First year	First & second years
<b>DipHE</b>	First & second years	First & second years
<b>BA (Hons)</b>	First & second years	First & second years
<b>PGDip</b>	First year	First & second years
<b>MA</b>	First year	First & second years
<b>MTheol (3<sup>rd</sup> year direct entry)</b>	Third & fourth years	N/A
	<b>Pathway A</b>	<b>Pathway B</b>
<b>PGCert</b>	First year	First & second year

- Students who complete a qualification and then decide to enrol for further study on a higher qualification may incur a further registration fee.
- The registration fee is normally included in the tuition bill at the start of each relevant academic year.

## f. Can I audit modules in addition to my full time or part time study?

- Full time and part time students may audit additional modules within certain parameters as outlined below:

<b>Audit taken during the Academic Year (i.e. Semesters 1 and 2 and Summer Intensives)</b>		
<b>Mode</b>	<b>Total Programme Credits</b>	<b>Maximum Audited Credits Permitted</b>
Full time	100 (min)	40*
	120 (norm)	20
	140 (max)	0
Part time	40 (min)	40*
	60 (norm)	20
	80 (max)	0

\* Permissible only at the discretion of the College

- Full time undergraduate students may credit and audit extra modules within the parameters of the table above, and with the appropriate permission granted, at no extra charge.
- Part time undergraduate students may credit and audit extra modules within the parameters of the table above, and with the appropriate permission granted, and will be charged the relevant credit/audit fee per module.
- Postgraduate students (MA, PGDip, PGCert) may audit at no extra charge up to two additional modules, regardless of credit rating or level, over the duration of their programme i.e. this would normally mean 2 modules in one year for full time students and 1 module per year for part time students. Any modules taken for audit above the limit of two would be charged at the internal auditing charge (see Section 1d above). For postgraduate students, auditing modules is subject to the approval of their personal tutor or the Director of Postgraduate Studies, as appropriate.

#### **g. When are accommodation fees payable?**

- Students in married accommodation pay rent on a monthly basis by standing order.
- Single students are billed for tuition and 52 week accommodation for the year at the same time after the start of the academic year and the bill is normally paid in two instalments in October and February (or other agreed payment plan).
- The 52 week accommodation fee for single students covers the period 1 August to 31 July.
- Single students starting in September 2021 are able to arrive and move in on either Thursday 2 or Friday 3 September; an earlier move date may be requested via the Admissions Office which will be accommodated where at all possible. The accommodation bill will be adjusted to take into account your arrival date.
- Single students who are leaving college in summer 2022 will be reimbursed accordingly for the numbers of days between their date of departure (after Tuesday 7 June 2022) and 31 July.
- The per-night charge for reimbursement purposes is £21.80.

#### **h. What charges are there for study options for spouses of Oak Hill students?**

##### **Spouses of full time students (with the exception of PGCert students)**

- who study full time will be charged the normal full time fees
- who study part time on an award programme will be charged half price for each module and full price for the registration fee
- who credit individual modules without working towards an award will be charged half price for each module and the full registration fee for each module
- may audit modules at no charge

### Spouses of part time students (with the exception of PGCert students)

- may audit up to 20 credits worth of modules per year at no charge; any additional modules which are audited will be charged at the normal internal price
- who undertake any other credited study, whether full or part time, will be charged at the normal price

### Spouses of PGCert students (Pathways A and B)

- may audit modules up to 10 credits per semester (in each semester that the student is studying) at no charge; any additional modules which are audited will be charged at the normal internal price
- who undertake any other credited study, whether full or part time, will be charged at the normal price

For any full time study, part time study or crediting of individual modules, spouses need to apply separately and by the usual closing dates for receiving applications; registering for spouse auditing in the first year of study will be done just before starting at college. Please contact the Admissions Office for more details on [admissions@oakhill.ac.uk](mailto:admissions@oakhill.ac.uk)

The following tables summarise the crediting and auditing fees for spouses of students:

<b>Spouse of full time student (with the exception of PGCert students)</b>		
<b>Credits per Module</b>	<b>Fee to credit</b>	<b>Fee to audit</b>
10	£395	Free
20	£790	Free
30 (postgraduate)	£1,000	Free

<b>Spouse of part time student (with the exception of PGCert students)</b>		
<b>Credits per Module</b>	<b>Fee to credit</b>	<b>Fee to audit*</b>
10	£790	£475
20	£1,580	£950
30 (postgraduate)	£2,000	£1,200

<b>Spouse of PGCert student</b>		
<b>Credits per Module</b>	<b>Fee to credit</b>	<b>Fee to audit**</b>
10	£790	£475
20	£1,580	£950
30 (postgraduate)	£2,000	£1,200

\* the first 20 credits that are audited are free

\*\* the first 10 credits that are audited are free

### Registration fees

- Those who *credit* individual modules without working towards an award will be charged an additional Middlesex University Registration Fee of **£67** per 40 credits. The Middlesex University Registration Fee is subject to annual review by the University.
- There are no registration fees payable for modules which are audited.

### **i. How much do lunches cost?**

- Full time students are entitled to five lunches per week during term time, in the weeks that college meals are provided for students. An element of the tuition fee is allocated to food costs. For 2021/22 that allocation is £500.
- All others (e.g. PGCert students, part time students, Flexible Learners) may book in for college lunches during term time. They will be charged £4 for each lunch they book in for.
- There are no rebates for meals not taken.
- If a full time student exceeds their lunch entitlement by booking other people in, they are charged £4 per lunch.
- Single residential ordinands have historically been entitled to three meals a day, seven days a week during term time. As college does not provide breakfasts, weekday evening and weekend meals, a nominal rebate is provided for single residential ordinands.
- The meal pricing structure is subject to annual review. Students will be informed of any increases for the following year as soon as possible.
- **If the college is unable to provide lunches in 2021/22 due to Covid-19 reasons, the tuition fee for full time students will be reduced by £500.**