

2022/23 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 programme information on the College website; the information is also contained in the Programmes Handbook where you will find full details of our undergraduate and postgraduate programmes (also available on the website).

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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
CertHE:	Certificate of Higher Education Theology	1 year	2 years
DipHE:	Diploma of Higher Education Theology	2 years	4 years
BA (Hons):	Bachelor of Arts (Honours) Theology	3 years	6 years
MTheol*:	Master in Theology Theology	4 years	6 years

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

Full time	per year	£9,600*
Part time	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	Charged per module (see table below)
Middlesex University Registration Fee		£800

Credits per Module	Part time undergraduate module fee to credit	Part time undergraduate module fee to audit
10	£790	£475
15	£1,185	£712.50
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
MA:	Master of Arts Theology	12 months*	22-24 months*
MTheol (3rd year direct entry):	Master in Theology Theology	2 years	n/a
PGDip:	Postgraduate Diploma Theology	1 year	2 years
		Pathway A	Pathway B
PGCert**:	Postgraduate Certificate Theology	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.

MA	full time	£10,100*
	part time (payable for each of two years)	£4,900
MTheol	full time (payable for each year)	£9,600*
PGDip	full time	£9,600*
	part time (payable for each of two years)	£4,675
PGCert	Pathway A	£4, 675
	Pathway B (payable for each of two years)	£2,338
Top-up from Oak Hill PGDip to MA (dissertation only)	part time (payable for one year)	£2,060
Middlesex University Registration Fee		£800

* 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:

1. 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>
2. Prior to the DBS check, new students will be asked to complete a residency form. Those who have lived outside of the UK at any point since the age of 18 may be asked complete additional checks such as obtaining an overseas criminal record check. In this scenario the new student will be responsible for any costs incurred.
3. Students may incur additional expenses for travelling to their weekly church placements. Ordinands may be able to claim these back from their diocese
4. 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
5. The elective module BS6.8 Biblical Geographies will incur extra costs for the field trip
6. 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.
7. 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.
8. For printing and photocopying, students are charged
 - a. 5p per page of A4 for black and white
 - b. 13p per page of A4 for colour
 - c. 10p per page of A3 for black and white
 - d. 26p per page of A3 for colour
9. 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.
10. In the case of failing an assessment, please note that resit fees will be charged as follows:

- a. Non-exam component: £60 per component
 - b. Exam resit: £90 per exam
11. The charge for replacing an ID/Access card is £5.
 12. 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)
 13. Graduates who request a replacement graduation certificate from Middlesex University will be charged the replacement fee which is currently £65.
 14. 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
15	£712.50	£1,185
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

- i. Single students in shared accommodation are charged the fee below; they will receive and sign a 'licence to occupy'. This means single students are not liable for extra rent if other occupants of their flat/house move out for any reason.
- ii. Married students are charged according to the size of their property; they will receive and sign a rental agreement and are liable for all Council Tax and utility bills in addition. The utility charges for a small number of properties for married students are included in the rent; this will be made clear at the point at which a property is offered.

Single students	52 week accommodation*	£8,030 (for 2022/23) (£669.17 monthly)
Married students	Property size/type (subject to availability)	Monthly rent for 2022/23
	1 Bed Upper Floor Flat, Founders Court	£1,061.00
	1 Bed Ground Floor Flat, Founders Court	£1,138.00
	1 Bed Bungalow	£1,170.00
	1 Bed Flat, Main House	£1,417.00
	2 Bed Flat	£1,215.00
	2 Bed Bungalow	£1,350.00
	2 Bed House	£1,440.00
	2 Bed Flat, Main House	£1,575.00
	3 Bed Flat	£1,305.00
	3 Bed Terrace	£1,485.00
	3 Bed Semi	£1,521.00
	3 Bed Detached	£1,535.00
	4 Bed Mid-Terrace	£1,710.00
	4 Bed End-Terrace	£1,755.00
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 2023/24 academic year there is a planned increase of between 1%-10% on all accommodation charges, following a review of market rates at the relevant 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 PGCert students are not normally 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 2022/23 the price per night (room only) for part time students is between £25 and £50 per night (including VAT), depending on the accommodation and whether it is single or 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 2022.
- Ordinands: please see section 3g for details of vacation accommodation costs.

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 lunches 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 when College lunches are provided via the lunch booking form. They will be billed at the end of each block of lunch bookings for whatever lunches are booked in for. Please see the lunches 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.

Single ordinands will receive from their diocese a budget form to complete and will be asked for vacation accommodation dates. Please see Section g below for details.

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:

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

Audit taken during the Academic Year (i.e. Semesters 1 and 2 and Summer Intensives)		
Mode	Total Programme Credits	Maximum Audited Credits Permitted
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?

1. Students in married accommodation pay rent on a monthly basis by standing order.
2. 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).
3. The 52 week accommodation fee for single students covers the period 1 August to 31 July.
4. Single students starting in September 2022 are able to arrive and move in on either Thursday 1 or Friday 2 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.
5. Single students who are leaving college in summer 2023 will be reimbursed accordingly for the numbers of days between their date of departure (after Tuesday 6 June 2023) and 31 July.
6. The per-night charge for reimbursement purposes is £22.00.
7. The vacation dates for 2022/23 that apply for single ordinands are:

Period	From	To
Christmas	17/12/22	2/1/23
Inter-Semester break	14/1/23	29/1/23
Easter	1/4/23	16/4/23
Summer	24/6/23	31/7/23

Single ordinands will be billed as follows for the vacation periods during 2022/23:

- a. October 2022 – £675.80 – to cover for August 2022 (only students continuing from 2021-22)
- b. January 2023 - £517.00 – to cover Christmas break (and the charge also covers the first week of the inter-Semester break)
- c. April 2023 - £495.00 - to cover Easter break (and the charge also covers the second week of the inter Semester break)
- d. July 2023 - £814.00 to cover from 24/6/23 to 31/7/23 (if it is your final year, you would be charged for the days you choose to stay beyond 24/6/23, but you would not be required to stay beyond 24 June)
- e. October 2023 - £682.00 to cover for August 2023 (only students continuing from 2022-23)

If you have any questions about how to translate these dates and figures onto your budget form, please contact the Admissions Office on admissions@oakhill.ac.uk

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

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

Spouse of full time student (with the exception of PGCert students)		
Credits per Module	Fee to credit	Fee to audit
10	£395	Free
15	£592.50	Free
20	£790	Free
30 (postgraduate)	£1,000	Free

Spouse of part time student (with the exception of PGCert students)		
Credits per Module	Fee to credit	Fee to audit*
10	£790	£475
15	£1,185	£712.50
20	£1,580	£950
30 (postgraduate)	£2,000	£1,200

Spouse of PGCert student		
Credits per Module	Fee to credit	Fee to audit**
10	£790	£475
15	£1,185	£712.50
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 **£70** 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?

1. Full time students

- a. Full time students are entitled to five lunches per week during term time, in the weeks that College meals are provided for students. For 2022/23 this equates to 168 days in the year when lunch is provided.
- b. An element of the tuition fee is allocated to food costs. For 2022/23 that allocation is £750.
- c. There are no rebates for meals not taken.
- d. If a full time student exceeds their lunch entitlement by booking other people in e.g family or friends, they are charged £5 per lunch (£2.50 for a child lunch 3-11yrs).

2. All other students (i.e. PGCert students, part time students, Flexible Learners)

- a. may book in for College lunches during term time.
- b. will be charged £5 for each lunch they book in for.

3. Single residential (living in College accommodation) 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 rebate is provided for single residential ordinands as follows: £450.24 in October 2022 and £450.24 in February 2023.

4. The meal pricing structure is subject to annual review. Students will be informed of any increases for the following year as soon as possible.