

# 2024/25 Fees Information

**For Programme Students and Spouses**

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## Introduction

- This document provides information about the College’s tuition and accommodation fees for full and part time programme students and their spouses (where applicable).
- Please read it in conjunction with the programme information on the College website and in the Programme Handbooks.
- The fees vary depending on whether you’re studying full time or part time, and in some cases whether you’re studying at undergraduate or postgraduate level.
- It will be worth looking at Section 3a to see what the tuition fees include as they cover provision of a number of things. For example, if studying full time the fees include the provision of lunches; all fees include Middlesex University Registration Fees, and more.
- If you have any queries about anything in this document, please contact the Admissions Office on [admissions@oakhill.ac.uk](mailto:admissions@oakhill.ac.uk)

## Section 1: Tuition Fees

### 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>£10,350*</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, £4,980 is the figure for a 60 credit year of study	<b>Charged per module (see table below)</b>

Credits per Module	Part time undergraduate module fee to credit	Part time undergraduate module fee to audit
10	£830	£475
15	£1,245	£712.50
20	£1,660	£950
30	£2,490	£1,200

*\*Please see Section 3g 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.

## b. Postgraduate programmes

	Full time	Part time
<b>MA: 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: Postgraduate Diploma Theology</b>	1 year	2 years
	<b>Pathway A</b>	<b>Pathway B</b>
<b>PGCert**: 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>£10,850*</b>
	part time (payable for each of two years)	<b>£5,200</b>
<b>MTheol</b>	full time (payable for each year)	<b>£10,350*</b>
<b>PGDip</b>	full time	<b>£10,350*</b>
	part time (payable for each of two years)	<b>£4,980</b>
<b>PGCert</b>	Pathway A	<b>£4,980</b>
	Pathway B (payable for each of two years)	<b>£2,490</b>
<b>Top-up from Oak Hill PGDip to MA (dissertation only)</b>	part time (payable for one year)	<b>£2,810</b>

\*Please see Section 3g 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.

## 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. For those who have been living outside the UK for a significant period of time, an equivalent check may be required in addition from the relevant authority in the country/those countries of residence. If needed, the student will be asked to obtain this check, and information about these requirements will be provided before the start of the academic year. The 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.
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 optional module BD6.6 Biblical Geographies will incur extra costs for the field trip.

6. Some of the compulsory and option 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 Acorn, the College's 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 (shown by one of the following grades: F, 13-14, N, 15), please note that resit fees will be charged as follows:
  - a. Non-exam component: £60 per component
  - b. Exam/online assessment 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. The administrative charge for this is currently £50 (£80 for pre-2001 leavers).
13. Graduates who request a replacement graduation certificate from Middlesex University will be charged the replacement fee. For 2023/24 this was £65; it may be subject to increase for 2024/25.
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	£830
15	£712.50	£1,245
20	£950	£1,660
30	£1,200	£2,490

- 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

### What accommodation does Oak Hill have for full time students?

We offer two broad types of on-site accommodation:

- *Tenancy Agreement* for properties ranging in size from 1-bedroom flats through to 4-bedroom houses each normally occupied by a single household. This could be a student living alone, a married couple or a student with children. This accommodation is unfurnished; normally white goods are provided (a fridge, freezer, washing machine, cooker and, where space allows, dishwasher and tumble dryer).
- *Licence to Occupy Agreement* for shared accommodation where each student has their own study bedroom and shares common areas such as bathroom, kitchen and living room. This is single-sex accommodation. The accommodation is furnished and a pillow, duvet and bed linen are provided.

### What is a Tenancy Agreement at Oak Hill?

- Oak Hill offers Assured Tenancy Agreements in unfurnished accommodation until the end of July in the final year of the student's study or unless they request a move to a different property.
- A £500 deposit is payable at the beginning of the tenancy. For those opting to live in flats in the Main College Buildings, the utilities are included in the rent, but the student is responsible for managing their own Council Tax status. In all other properties on the estate, the tenant is responsible for covering utilities except water, and requesting any Council Tax discounts available. Tenants in houses with gardens are responsible for maintaining a tidy garden.
- At the end of the tenancy all tenants are required to carry out an end of tenancy clean.
- A *joint tenancy* applies when two students live in the property. For a joint tenancy, both students are liable for the rent both jointly and individually, plus utilities. This means that one student would be held responsible for the *whole* rent in the event of the other giving up their studies or moving out.

### What is a Licence to Occupy Agreement at Oak Hill?

- Oak Hill offers Licence to Occupy Agreements in furnished flats that accommodate up to 6 individual students.
- A £500 deposit equivalent is payable at the beginning of the licence period.
- The accommodation fee payable is for the sole occupancy of one study bedroom and shared use of the communal areas. There are no additional charges for utilities or Council Tax. Students are only responsible for their own fees and do not become liable for the fees of any student moving out.
- The agreement lasts for a maximum of 12 months. A new agreement is issued and signed each academic year. A student in their final year vacates their room by 31 July.
- All occupants are individually responsible for the cleaning of their room and corporately responsible for the cleaning of communal areas.

<b>Licence to Occupy Agreement</b>	Licence to Occupy Agreement	£8,400 (£700 monthly)*
<b>Tenancy Agreement Main College Buildings – rent includes utilities</b>	1 Bed Upper Floor Flat, Founders Court	£1,155
	1 Bed Ground Floor Flat, Founders Court	£1,205
	1 Bed Flat, Main House – standard	£1,565
	1 Bed Flat, Main House – large	£1,740
	2 Bed Flat, Main House – standard	£1,740
	2 Bed Flat, Main House – large	£1,930
<b>Tenancy Agreement – rent excludes utilities</b>	1 Bed Bungalow	£1,290
	2 Bed Flat	£1,425
	2 Bed Bungalow	£1,490
	2 Bed House	£1,590
	3 Bed Flat	£1,440
	3 Bed Terrace	£1,640
	3 Bed Semi	£1,740
	3 Bed Detached	£1,775
	4 Bed Mid-Terrace	£1,885
	4 Bed End-Terrace	£1,935
	Initial deposit on all accommodation	£500

*\*Please see Section 3e for reduced fee for final year students.*

College reserves the right to increase rental charges each year within a range of 3%-10%. Rental increases apply from 1 August of the relevant year.

- Please note College is normally not able to allocate accommodation for part time students. In exceptional circumstances, a part time student may be able to apply for tenancy agreement accommodation which would be reviewed annually. If this is of interest to you, please contact the Admissions Office in July.
- Part time students have the opportunity to book guest accommodation for the nights that they wish to stay in College. For 2024/25 the price per night (room only) for part time students is £33. Information about availability and booking will normally be published at the start of each academic year.

## 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
  - Middlesex University registration fees
  - 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
  - Lunch each weekday during term time, when College lunches are provided (see section 3.g 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
  - Middlesex University registration fees
  - 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?

#### C1 – all Church of England Ordinands

- The normal expectation is that an ordinand's tuition fees are paid to the training institution by the Ministry Development Team (MDT) and that the sponsoring diocese will cover living expenses and advise their candidates of additional grants/allowances available. The MDT set the fee and maintenance figures for ordinands.



## C2 – additional information for single Ordinands in Licence to Occupy Agreement accommodation

- Single ordinands in Licence to Occupy Agreement accommodation will receive from their diocese a budget form to complete and will be asked for vacation accommodation dates. The vacation dates for 2024/25 that apply for these ordinands are:

Period	From	To
Christmas	21/12/24	05/01/25
Inter-Semester break	18/01/25	02/02/25
Easter	05/04/25	21/04/25
Summer	28/06/25	31/07/25

- Single ordinands in Licence to Occupy Agreement accommodation will be billed as follows for the vacation periods during 2024/25:
  - January 2025: £506.25 - to cover Christmas break (the charge also covers the first week of the inter-Semester break).
  - April 2025: £528.75 - to cover Easter break (the charge also covers the second week of the inter-Semester break).
  - July 2025: £742.50 - to cover from 28/6/25 to 31/7/25 (if it is your final year, you would be charged for the days you choose to stay beyond 28/6/25, but you would not be required to stay beyond 28 June).
  - October 2024: £697.50 - to cover for August 2025 (only students continuing from 2023-24).
- 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](mailto:admissions@oakhill.ac.uk)
- Single residential ordinands living in College Licence to Occupy Agreement accommodation 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 ordinands living in College Licence to Occupy Agreement accommodation. For 2024/25 this will be £975.52 and will be issued in October 2024.

## d. 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.

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

##### **Tenancy Agreement accommodation**

- Students with a Tenancy Agreement pay rent on a monthly basis by standing order.

##### **Licence to Occupy Agreement accommodation**

- Students with a Licence to Occupy Agreement 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).
- Standard billing is from 1 September 2024 and adjusted to take into account your arrival day, as agreed in writing with the Site Office.
- Students who are leaving College in summer 2025 will be reimbursed accordingly for the numbers of days between their date of departure (after Friday 13 June 2025) and 31 July.
- The per-night charge for reimbursement purposes is £22.50.

#### **f. 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
- who credit individual modules without working towards an award will be charged half price 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	£415	Free
15	£622.50	Free
20	£830	Free
30 (postgraduate)	£1,245	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	£830	£475
15	£1,245	£712.50
20	£1,660	£950
30 (postgraduate)	£2,490	£1,200

<b>Spouse of PGCert student</b>		
<b>Credits per Module</b>	<b>Fee to credit</b>	<b>Fee to audit**</b>
10	£830	£475
15	£1,245	£712.50
20	£1,660	£950
30 (postgraduate)	£2,490	£1,200

\*the first 20 credits that are audited are free.

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

## **g. 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 2024/5 this equates to 161 days in the year when lunch is provided.
- b. An element of the tuition fee is allocated to food costs.
- 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 £5.50 per lunch (£2.75 for a child lunch 3-11yrs).

### **2. All other students** (i.e. PGCert students, part time students)

- a. may book in for College lunches during term time.
- b. will be charged £5.50 for each lunch they book in for.

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