Financial Declaration Form: Essential Information
Graduate Courses – Part-Time 2027/28

Guidance notes

A. Points you must consider in your financial planning

1. The Financial Declaration Form

Submitting this form gives your college/department and, through it, the University of Oxford an assurance that you will be able to pay your fees and otherwise support yourself financially during the whole period of your studies at Oxford. If you are admitted, you understand that neither the University nor the colleges can commit to support you financially, and that non-payment of fees may lead to suspension or withdrawal from the University and college (as explained at paragraphs 10 and 11 below) and you will be liable to pay any outstanding debt (including any funds unpaid by third parties). Please do not complete and submit the form until you are sure that you will be able to meet your fees and living costs for the duration of your course.

2. Part-Time Modular Courses

Some part-time courses are offered on a modular basis and may therefore have course fees that vary depending on the modules chosen in a particular year. Fees included on the Financial Declaration may be based on an estimate of the expected fees for year 1 of the course. By returning the Financial Declaration you are confirming your understanding of and commitment to pay module fees for all modules taken, as well as any other fees associated with the course (such as registration or dissertation fees). For further information on these courses and their fee arrangements see https://www.ox.ac.uk/students/fees-funding/fees/modular or speak to your admissions contact.

3. University and college scholarships

University and college scholarships are almost always awarded during the application process before you join the University. It is vital that you do not rely on being able to obtain such scholarship funding once you start your course. You should only list a University or college scholarship as a form of funding on these forms if the University or your college has notified you in writing that you will be receiving an award. Most Oxford scholarships are awarded by the end of June (for an October start course).

4. Paid work

You are required to read the University's Paid work guidelines, available at: www.ox.ac.uk/admissions/graduate/fees-and-funding/funding/employment. The guidelines advise that part-time graduate students should ensure that any paid work does not interfere with the commitment of time required for their course. If you wish to begin or continue with paid work, you are encouraged to speak to your department or faculty in advance about how it could fit with your course. You are also encouraged to speak to your employer to ensure that any study leave requirements may be accommodated. If you are an international student with a UK visa, you should also check your visa to make sure you understand the limitations on paid work.

5. Specific course-related costs and other additional costs

The living costs set out on this form do not include specific costs which may be related to some courses of study, such as travel to and from modules in Oxford, field trips and consumables. You should consult the individual graduate course pages, accessible via https://www.ox.ac.uk/admissions/graduate/courses to see whether any such costs are likely to apply to you. You will need to cover any course-related costs in addition to your fee and living costs. You may incur other additional costs if you need a student visa or to travel internationally between your home and Oxford.

6. Living costs for students not based in Oxford

The graduate living cost rates on this form are based on single, full-time graduate students living in Oxford for a 12-month period. Whilst it may be the case that, as a part-time student, you will not be based in Oxford during your studies, you will still need to cover your cost of living on a full-time basis. If this applies to you, you should calculate your exact living costs to be sure that you have sufficient funding to meet these costs for the duration of your course. In particular, part-time students who are not based in Oxford will need to calculate travel and accommodation costs carefully. Please note that living costs outside Oxford may be different from the figures quoted on this form. For more information about living costs, please see: https://www.ox.ac.uk/admissions/graduate/fees-and-funding/living-costs.

7. Annual inflationary increases to fees and likely living costs

Estimated course fees for future years are calculated using the most recently available fee rates and include an estimated inflationary increase of 6% year on year. Actual increases may be higher than those estimated but will not exceed 6% each year, or the Consumer Price Index (CPI) if higher. Increases made by reference to CPI will use the March CPI published by the Office for National Statistics in the April immediately preceding each September when new fees are published, to apply to the following academic year (so there is a time-lag of 18 months between the CPI figure consulted and the point when the increased fees become payable). The percentage increase may vary between subjects. See https://www.ox.ac.uk/admissions/graduate/fees-and-funding/fees-and-other-charges/changes-to-fees-and-charges for full details.

Estimated living costs for future years are calculated using the most recently available rates and include an estimated increase of 3% year on year, although this rate may vary depending on the national economic situation. Increases to both fees and likely living costs should be expected annually. The most up-to-date information on fees and likely living costs can be found at https://www.ox.ac.uk/admissions/graduate/fees-and-funding.

8. Exchange rates

If your source(s) of financial support are not in GB pounds (£), your financial planning should allow for variations in the currency exchange rate.

9. Dependants

The living costs provided for guidance on this form are for a single person on a full-time course: you will need to plan carefully how you will fund any dependants whom you will be supporting during your studies (where they are eligible to come to the UK). For students who will be based in Oxford, advice on the likely costs which might be incurred by any dependants (e.g. a partner or a child) is published on the University website at https://www.ox.ac.uk/admissions/graduate/fees-and-funding/living-costs#living-costs-for-dependants. It is your responsibility to ensure that you have enough funds to meet the living costs of your whole family. In particular, please note that childcare costs can be high.

10. University's Terms and Conditions

By accepting your offer of a graduate course place, you have entered into a contract with the University (see: www.ox.ac.uk/students/new/contract) which includes a legal obligation to pay the fees and charges due from you to the University. A failure to pay fees when due may lead to your access to University premises and facilities being suspended or removed and may lead to withdrawal from the course.

11. College student contract – if applicable

You will also have a contract with your college (if applicable) and will have a legal obligation to pay the fees and charges due from you to the college. A failure to pay fees and charges when due may lead to

consequences imposed by the college, which may include suspension for non-payment, and you may be excluded from college premises and domestic services.

12. A note on any separate financial checks for college accommodation – if applicable

The Financial Declaration form is an integral part of the admissions process. Colleges may separately undertake rent assurance processes (e.g. credit control, deposits, tenancy agreements) for students who apply for college accommodation and colleges may require you to provide evidence of your ability to pay for your college accommodation if applicable. Rent assurances are undertaken outside of the Financial Declaration process and are unrelated to the process of satisfying the conditions of an offer of admission to the University of Oxford.

B. Where can I find more information about fees and living costs?

Information about fees and living costs is provided on the individual graduate course pages at: https://www.ox.ac.uk/admissions/graduate/courses. The University's Fees and funding website at https://www.ox.ac.uk/admissions/graduate/fees-and-funding also provides information and advice about fees and funding at Oxford and explains what course fees are. The Living costs section of the Fees and funding website (https://www.ox.ac.uk/admissions/graduate/fees-and-funding/living-costs) gives the likely living costs for graduate study for single, full-time, students who are based in Oxford (using a minimum-maximum range, to account for differing lifestyle choices), explains what living costs you will need to budget for and helps you consider other costs (e.g. the cost of dependants and set-up costs) that you may incur.

The standard period for which you will be liable to pay course fees is usually the same as the standard length of your course. If you complete the standard period of fee liability and remain on course beyond this period, the University may levy a continuation charge, and you will also need to budget for living costs to cover this period. Further information is available on the fee liability (https://www.ox.ac.uk/admissions/graduate/fees-and-funding/fees-and-other-charges/course-fees-and-fee-liability) and Continuation charges (https://www.ox.ac.uk/admissions/graduate/fees-and-funding/fees-and-other-charges/continuation-charges) webpages. The college may also levy a continuation charge which will be detailed in your college initial offer letter and on the individual college pages (https://www.ox.ac.uk/admissions/graduate/colleges).

Visa Information

If you require a visa to study at Oxford, you can only apply once you have met all the academic and financial conditions of your offer. Submitting the Financial Declaration is an important part of the process of meeting your financial conditions for both your college and University offers (as the University condition is met once the college or department is satisfied). Please note that any evidence you may need to provide for your visa application (www.gov.uk/guidance/financial-evidence-for-student-and-child-student-route-applicants), could be different from the financial information that you use to complete the Financial Declaration form. More information about applying for your visa is available at: www.ox.ac.uk/students/visa.

C. Funding sources

Sanctions and Anti-Money Laundering

In accordance with the University's legal obligations, checks will be carried out during the offer stage to verify that your source of funding is compliant with UK and international legislation on sanctions (as detailed at www.gov.uk/guidance/uk-sanctions) and may be carried out to ensure compliance with anti-money laundering legislation. For this to occur, information included in your Financial Declaration Form which relates to your source of funding may be shared by the department or college considering your Financial Declaration with the University's Central Finance Division. If the University and/or your college are not satisfied that your source of funding is compliant by the deadline set in your offer letter (or other deadline communicated to you) then your offers will, in most cases, have to be withdrawn on the grounds that you have not satisfied the University's and college's financial conditions.

You therefore need to provide information regarding the specific source(s) of funds being used to fund your studies at Oxford, including who will be making the payment(s) and from where. The University may request further details if necessary. Please submit copies of documentation detailing any scholarships, loans, savings or

other funding which you will use to meet your course fees in Year 1 only of your course. If your funding for your course fees for Year 1 is coming from multiple sources, you must provide relevant evidence for each source. All supporting documentation should be provided in written English; where an original is not available in English, both the foreign language document and a translated copy are required. Please convert all non-UK currency into GB pounds (£).

- Scholarship or award - An official communication is required from the award sponsor, confirming the specific amount of funding that will be provided towards your Year 1 fees.
- Funding from family, private sponsors and self-funding - If a grant or loan is expected from parents or other persons, you should include a letter from them, accepting responsibility for meeting your Year 1 fees costs and confirming the specific amount and duration of the funding being provided. This letter should be accompanied by supporting evidence from a professional adviser, such as an accountant or lawyer, showing that sufficient funds are available and vouching for the ability and willingness to pay of the funder. In exceptional circumstances where a statement from a professional adviser cannot be obtained, copies of bank statements showing a consistent level of available funding may be accepted, at the discretion of the body issuing the Financial Declaration. If you are self-financing, you should arrange for similar statements and evidence to be sent. Employment contracts relating to your period of study must be in accordance with the University's Paid work guidelines.
- Guaranteed income or pension (if this source meets the University's Paid work guidelines) You should include a letter from your employer confirming both the length of your contract, and that you will receive a regular salary that is at a sufficient level to support your Year 1 fees (pay slips alone will not be acceptable). For pension funds, you should include a letter from your pension provider, or provider of similar support, stating both the amount and timing of the payments which will cover your Year 1 fees.
- University employee support – You should provide a letter from your Head of Department confirming the level of support provided by your department towards your Year 1 fees. If the employment contract is shorter than the anticipated length of Year 1 of the course, the letter must confirm that the department will cover fees at the stipulated level if the contract is not renewed. If department funding does not cover the whole of your Year 1 fees, other funding must be shown to be available to cover any shortfall.
- Previously paid deposits – If you have already paid a deposit towards your fees you should include this payment on your form. You should provide evidence of this payment, for example a receipt from the relevant department.

Definition of a Politically Exposed Person (PEP)

A Politically Exposed Person (or PEP) is an individual with a high-profile political role such as a Government Minister or Member of Parliament, or someone entrusted with a prominent public function, such as ambassadors, senior judges or high-ranking military personnel. The definition extends to immediate family members and known close associates.

D. Fees after Year 1 and living costs

You need to plan how you will fund the cost of fees for any years beyond Year 1 of your course, and your living costs, but you do not need to provide supporting documentation to show how you will meet these.

If you are expecting to receive a US federal loan or US private loan the University's US Loans Team (us.loans@admin.ox.ac.uk) are able to confirm likely eligibility ahead of any formal notification if this is required to secure college accommodation.

E. Continuing Oxford students

If you are a current Oxford student who has been accepted onto a new course of study, you will be asked to complete a new Financial Declaration and will not be covered automatically by any previous form.

F. Data Privacy

The University will use the information you have provided on your Financial Declaration Form in accordance with the postgraduate applicant privacy policy, available at https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/postgraduate-applicant-privacy-policy. Once you enrol and commence your studies the University will use the information in accordance with the Student Privacy Policy at https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/student-privacy-policy.