Financial Declaration Form: Essential Information Postgraduate Certificate of Education (PGCE) - 2027/28

Guidance notes

A. Points you must consider in your financial planning

1. The Financial Declaration Form

Submitting this form gives your college and, through it, the University of Oxford an assurance that you will be able to pay your Course 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 9 and 10 below) and you will be liable to pay any outstanding debt (including any fees unpaid by third parties who previously agreed to fund your studies). 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. UK Government funding

If you are a Home PGCE student you will usually be eligible to access UK government funding for the full amount of your course fees, and Home (UK) students will usually be able to access help with living costs. Students from the Republic of Ireland (ROI) or those who have been granted settled or pre-settled status under the EU settlement scheme will be charged fees at the Home rate as long as they meet the residence requirements.

Please visit www.gov.uk/student-finance for more details on all UK government support available and how to apply.

3. Oxford Bursary

If you are a Home student who has applied to be means tested by your regional funding agency, and you are not in receipt of a teacher training bursary or scholarship, the University will automatically assess you for an Oxford Bursary from the September prior to your arrival in Oxford. Student Fees and Funding will notify you and your college if you are eligible to receive an Oxford Bursary. For details of Oxford's support, visit www.ox.ac.uk/funding.

4. Paid work

Typically, students do not take on paid work during term time. Academic work should be your priority throughout term, and any paid work should not interfere with this. Undergraduates and PGCE students should refer to college rules and guidance before seeking paid work during term time. Generous non-repayable bursaries are available to eligible UK/Home students from lower-income households each year to help with the costs of studying and living in Oxford. For details of Oxford's support for new entrants, visit www.ox.ac.uk/funding. Colleges and the University may have opportunities for limited paid employment for undergraduates and PGCE students.

Some undergraduates and PGCE students undertake paid work outside of term time, but are reminded that academic work is also expected of them during each vacation and it should take priority over other

commitments. 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

The living costs set out on this form do not include specific costs which may relate to some courses of study, such as field trips or consumables. These costs will usually increase annually in line with inflation and more information can be found at www.ox.ac.uk/ffchanges-fees. If you are a PGCE student your course will last up to 10 months and your living costs may be higher.

You should consult your Course Information Sheet or the course pages accessible via www.ox.ac.uk/courses to see whether any course-related costs apply to you. You will need to cover any such costs in addition to the fee and living cost amounts set out on this form.

6. Annual inflationary increases to fees and likely living costs

The University limits the amount by which it can increase its fees annually and more information about this and how any increase will be calculated can be found at www.ox.ac.uk/ffchanges-fees. 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 www.ox.ac.uk/ffchanges-fees for full details. For full-time, Home undergraduate and PGCE students, current University policy is to charge fees at the level of the cap set by the government.

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. Please note that for students undertaking a year abroad as part of their course, the living costs will vary from those shown, depending on the destination and the activity undertaken. The most up-to-date information on fees and living costs can be found at www.ox.ac.uk/funding.

7. 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.

8. Dependants

The living costs set out on this form are for a single person; you will need to plan how you will fund any dependants whom you plan to bring to Oxford with you. Please review the living costs for dependants (e.g. a partner or child) information included on the University website at www.ox.ac.uk/uglivingcosts. Information on government funding available for Home (UK) students with dependants can be found at www.gov.uk/student-finance/extra-help.

9. University Terms & Conditions

The University's Terms & Conditions (see: www.ox.ac.uk/students/new/contract) include your 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.

10. College student contract

You will also have a contract with your college and will have a legal obligation to pay the fees and charges due from you to your college. Failure to pay fees and charges when due may lead to consequences imposed by your college, which may include suspension for non-payment, and you may be excluded from college premises and domestic services.

11. A note on any separate financial checks for college accommodation

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 University's Fees and Funding website at www.ox.ac.uk/funding. The website gives likely living costs for study at Oxford, explains what living costs you will need to budget for and helps you consider other costs (e.g. cost of dependants, set-up costs).

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. Supporting documentation for Year 1 of your course fees

(i) Home fee status

If you have applied for a tuition fee loan, you must submit a copy of your Financial Notification (Student Finance Breakdown) from your funding agency so that your college is aware of any UK government fee support that you will receive. If you have not yet received a copy, please ensure that you send this to your college as soon as it is available. You should keep your college informed of any changes to the information provided in the declaration form.

(ii) Overseas fee status

You are required to submit copies of documentation detailing any scholarships, loans, savings etc. 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 – you must provide official communication from the award sponsor, confirming the specific amount of funding that will be provided towards your Year 1 fees.

- Family Funded / Private Sponsor / Self-Funded – If you expect a grant or loan from parents or other persons, you should include a letter from them accepting responsibility for meeting your Year 1 fees, confirming the specific amount of funding provided. This letter should be accompanied by supporting evidence, from an employer or professional adviser (such as an accountant or lawyer) showing that sufficient funds are available. In exceptional circumstances where a statement from a professional adviser cannot be obtained, your college has discretion to accept copies of bank statements showing a consistent level of available funding. If you are self-financing, you should provide supporting evidence from an employer or professional adviser, or copies of bank statements, as described above.

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.

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 should plan how you will fund your fees for subsequent years of your course, and your living costs, taking into account any government or other expected support. However, you do not need to provide supporting documentation to show how you will meet these costs. More information on annual increases to fees and charges can be found at www.ox.ac.uk/ffchanges-fees.

E. Students who have previously studied at Oxford

You must provide a new Financial Declaration if you are a current Oxford student who has been accepted onto a new programme of study.

F. Data Privacy

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