

From: The Senior Tutor
Dr M P Pobjoy
Tel: 01865-276064
Email: senior.tutor@magd.ox.ac.uk
<http://www.magd.ox.ac.uk>



Magdalen College
Oxford
OX1 4AU

August 2023

TO: All new Home (UK) or ROI students entering Magdalen in October 2023

We look forward with great pleasure to welcoming you this autumn.

Attached to this letter is a **form to provide contact and financial information**, which you will need to complete and return to the Tutorial Administrators by the specified deadline. The webpage from which you have downloaded this letter includes your **College Contract**, **University Card Form**, and a **College Library form**, which also need to be returned to the Tutorial Administrators. Also on the webpage is a link to the **online medical registration documents** for the College Doctor to be completed by the specified deadline, so that informed medical care, if necessary, can be available to you from the time you enter College.

The College induction programme is also available on the webpage. There will be introductory meetings with your tutors, with the JCR, and with Oxford SU at the beginning of October.

Please note carefully the following:

1. The College invites all new undergraduates to **dinner in Hall**, at which **gowns will be worn**, on Wednesday 4 October, to meet tutors and fellow undergraduates. Please inform Louise Robson and Emma Booth, the Tutorial Administrators at Magdalen (tutorial.administrator@magd.ox.ac.uk), **by noon on Monday 4 September** if you have any dietary requirements. Table plans will be displayed in College.
2. **Matriculation** is the formal ceremony of admission to the University of Oxford, and the main ceremony next term will be on Saturday, 14 October in the Sheldonian Theatre in Oxford.
3. Having read the following information, please also return the attached form relating to financial arrangements.

The Financial Declaration form sent to you earlier this year emphasized the need to make financial arrangements well in advance, and in particular to apply online, and thereby to establish your eligibility for Government support. Eligibility is established by your status as a Home or ROI student embarking on a first undergraduate degree, and has nothing to do with family income levels. If you have decided to take up your entitlement to the Tuition Fee Loan, the Student Loans Company (or the relevant body for Scotland, Wales, or Northern Ireland – see <https://www.gov.uk/student-finance/who-qualifies>) will pay the University Tuition Fee directly to the University on your behalf (please contact the Student Loans Company if you have any questions about repayment of this Loan). **Otherwise, you will need to pay the full Course Fee (£9,250 in 2023-24) yourself to the College by Friday of 1st Week of Michaelmas Term (13 October).**

The College is required by the University to satisfy itself that you have understood the fees and likely living costs associated with your course so that you can plan your finances to ensure that you have sufficient funds to complete your course without hardship and financial worries. To cover Living Costs (accommodation, food, and other costs), it is essential that you have at least £11,610 in 2023-24, which is the University's estimate of the lower range of Living Costs for an Oxford undergraduate living for 3 terms of that year in College accommodation. It is not realistic to expect to supplement your income by working part-time or during the Christmas and Easter vacations, as reading and preparation for tutorials is a full-time activity, and tutors will normally prescribe work to be done during the vacations. We do not require detailed information about your financial position on the following page, but simply need to assure ourselves that you have the matter in hand and that your arrangements are on a sound footing.

PLEASE COMPLETE AND RETURN THE ATTACHED FORM TO THE TUTORIAL ADMINISTRATORS BY NOON ON 4 SEPTEMBER AT THE LATEST, AND PLEASE REMEMBER TO SEND A PASSPORT-STYLE PHOTOGRAPH OF YOURSELF.

4. Term dates for the year 2023-24 are:

MICHAELMAS TERM – 8 October to 2 December 2023

(you arrive on 1 October)

HILARY TERM – 14 January to 9 March 2024

TRINITY TERM – 21 April to 15 June 2024

Except for your first term, when you will arrive on Sunday 1 October, junior members must return to Oxford by 5.00 p.m. on the last Thursday of each vacation (i.e. Thursday of Noughth Week).

Please excuse the official nature of this note. It is very important that you complete all the necessary documentation by the deadline given so that you and others do not experience subsequent inconvenience, and we are concerned to ensure as far as possible that you do not suffer unnecessary financial hardship during your time at Oxford, as this can be very disruptive to your studies.

Mark Pobjoy

PLEASE COMPLETE AND **RETURN** TO LOUISE ROBSON AND EMMA BOOTH, TUTORIAL ADMINISTRATORS, BY EMAIL (tutorial.administrator@magd.ox.ac.uk) AS SOON AS POSSIBLE, AND **NO LATER THAN NOON ON 4 SEPTEMBER 2023**.

FAMILY NAME/SURNAME:

GIVEN NAMES:
(All names, in full, as they appear on your birth certificate/passport. Note: if these differ from the names that you gave on your UCAS application form, including missing middle names, you will need to bring your birth certificate or passport to the Academic Administrator, Liz Howdill (liz.howdill@magd.ox.ac.uk), after you arrive and request that the University database is updated with your correct details.)

PREFERRED NAME:

HOME ADDRESS
(with postcode):

Home Telephone number:

Mobile number:

Email:

NAME OF YOUR PARENT OR NEXT OF KIN:

THEIR ADDRESS, IF DIFFERENT FROM THAT GIVEN ABOVE:

Home Telephone number (if different from that given above):

LIVING COSTS

You should by now have a good idea of the amount of Student Loan you will be able to take out. Please give below an estimate of how you are planning to put together at least the estimated lower-range Living Costs of £11,610 in 2023-24, itemising your expected sources of support, e.g. parental contribution, sponsorship, trust funds, Student Loan, other loans, etc. Please enclose a copy of any official arrangements (you should already have sent us your Financial Notification (Student Finance Breakdown or equivalent) from the Student Loans Company, but if you have not, please enclose that also).

Signed:

Name: Date: