

## ***ANNUAL FACILITY FEE***

There is an annual charge, called the **Facility Fee Subscription**, which covers the cost of the term card (programme of events) and its distribution to you, information updates, etc. It is payable by all members whilst they are in Oxford, and is due at the *end* of each academic year to which it relates. **It is a requirement under the Rules that all members currently in Oxford pay the Facility Subscription.**

This may be paid by annual standing order, but this cannot be arranged via email due to bank restrictions. If it is impractical to complete a standing order (eg you have a foreign bank or need to return your form by email), then it is possible to pay the **Facility Fee Subscription** in advance, but *only* for the full duration of your course (ie £27 for a course lasting three years). This amount should be added to your membership payment, and should be renewed if you stay for post-graduate studies.

Anyone *not* paying the **Facility Fee Subscription** will not only not receive a term card, updates, etc but will be in breach of the Rules of the Union.

This Facility Fee payment should still be completed even if you pay for your membership on-line.

## ***AFTER YOUR COURSE***

Once you complete your course (*and any subsequent graduate studies*) and leave Oxford, you should inform the General Office at the Union that you are leaving and wish to be removed from the mailing list. If, as many members do, you wish to continue receiving the term card to any UK address - and as life members you will *always* be entitled to attend debates etc and use the facilities - then you should inform the Office that you wish to have your mailing address switched to your *home* address when you leave, and take out a standing order for the annual **Facility Fee Subscription** - ask the office for an Annual Facility Fee form.