



St Hugh's College, Oxford

DINING HALL CASHLESS CARD SYSTEM

The College operates a cashless card system for all dining hall transactions. CASH will not be accepted in the dining hall. To purchase your food and drink from the hall you will need your University Card (Bodleian Card) which acts like a debit card within College, and money must be credited to the card prior to use.

A £10 token will be automatically added to your card by the College, which will be invoiced to you with your deposits. Payment of this will be expected before or on arrival, or via direct debit if this is in place. This token is non-refundable and will remain on your card until it has been spent.

Additional "Top-ups" should be done online via the website WWW.UPAY.COM.

This site enables you to see your usage history, check your balance and add money to your card. You can also set up an automated top-up system for when your balance drops below a certain amount.

To register you will need to log onto the above website, click 'Create New Account,' then follow the online instructions.

<p>The company ID: 34 User ID: Single Sign On login (e.g. SHUG1234).</p>
--

Until you set up your account with UPAY, you *will* be able to top up in the finance office Monday – Friday 8.30am-4.30pm; however you are encouraged to set up your UPAY account as soon as possible. Payment is accepted by credit/debit card or cash.

The card does not have an overdraft facility so it is important that you know the balance prior to purchasing food. As stated previously, you can find out your balance online, or at any till in the hall. If you do go over your balance there is a surcharge of £5, so please make sure you check your account before using your card.