St John's College Member Portal – Bod Card Top Ups

You now have the ability to top-up your University Card a.k.a 'Bod card' (EPOS) balance online using your bank debit card.

The Online Top-up System is currently accessed through the College Member Portal or through the College Intranet (Catering – Member Portal) with your Single Sign On.

St John's College Member Portal

For meal bookings, card top-ups, Battels account and online payments

Click to Enter Member Portal

Meal Bookings   EPOS (Till) receipts   Battel transactions

Note the new system has replaced the old one and uses SSO, therefore you no longer need the separate meals password.

Card Top Ups

You can top up your Bod Card (University card) through the member portal using a credit or debit card. This is a secure system that uses a third-party provider to process your payment. None of your card details are held on College servers and the top-up is credited to your University card in real time for immediate use.

1. Click Enter Member Portal
2. Once logged in, select 'EPOS' from the Menu.

This shows your available balance and you can view a report on your transaction history. You can also top up your Bod Card (University card) via this window using the 'Payments' option.

How to top up your Bod Card

1. Enter the £ amount that you wish to top up (minimum is £1.00).
2. Tick the box to accept the Terms and Conditions (Appendix A at the foot of this document)
3. Click on 'Make Payment'

This takes you to the payment page of our payment service provider, Monek Secure Hosting:

Enter the required details in the form:

1. Personal details: Name, email address (for sending receipt), phone number (in case of query) and Cardholder Address (for verification).
2. Card details: Standard details required for online transactions.

3. IMPORTANT! If your card has a 'Start' or 'Valid From' date, you MUST enter this.
4. Click Complete Payment

When the payment is completed you will receive an on-screen confirmation:

Transaction Complete	
Your transaction has been authorised and your card will be billed for GBP 1.25. Please note your transaction reference number: **141856189**	
Your payment	
Item Description	Amount
TOP UP CARDS	GBP 1.25 GBP
You should also receive a confirmation Email shortly. Please check both your inbox and spam folders within your Email client.	
Click here if not automatically redirected	

And you will be sent an email receipt:

St Johns College Oxford <email address>
Thank You for Your Payment
Thank you for your payment just placed via our web site.
Name : STUDENT NAME
Transaction Reference Number : 141856189
Transaction Date : 2021-08-26
Transaction Time : 10:30:43
Transaction Amount: 1.25 GBP
Please keep this email for your reference
Regards
St John's College Oxford

You will then be returned to the EPOS page of the Meal Booking System where you will see your revised balance.

Having trouble connecting?

If you have trouble connecting, note that for security purposes you can only connect to the meal booking system from the Oxford Network or via VPN.

St John's College Member Portal – Bod Card Top Ups

Appendix A

Online Payments - Terms & Conditions

This online payment system is provided by St. John's College, Oxford (the College) and its third-party supplier/s. The College may update these terms from time to time and any changes will be effective immediately on being set out here. Please ensure you are aware of the current terms. The country of domicile for St. John's College, Oxford is the United Kingdom.

Terms & Conditions

Please read these terms carefully before using the online payment facility. Using the online payment facility on this website indicates that you accept these terms. If you do not accept these terms do not use this facility. All payments are subject to the following conditions:-

All deposits/payments are in GBP - UK pound Sterling

We cannot accept liability if payment is refused or declined by the credit/debit card supplier for any reason.

If the card supplier declines payment the College is under no obligation to bring this fact to your attention. You should check with your bank/credit/debit card supplier that payment has been deducted from your account.

In no event will the College be liable for any damages whatsoever arising out of the use, inability to use, or the results of use of this site, any websites linked to this site, or the materials or information contained at any or all such sites, whether based on warranty, contract, tort or any other legal theory and whether or not advised of the possibility of such damages.

The College does not accept American Express cards for online payments.

The College does not guarantee that use of this website will be compatible with all hardware and software which may be used by visitors to this site.

Refund Policy

Refunds, if applicable, will only be made to the debit/credit card used for the original transaction.

Security

The College at no time collects or stores any card details, the payment process is completed on our third party's secure site. The College shall not be liable for any failure by the person making payment to properly protect data from being seen on their screen by other persons or otherwise obtained by such persons during the online payment process or in respect of any omission to provide accurate information in the course of the online payment process.

Service Provider

Online Payments can be made by credit or debit card. These payments are not collected by the College directly but by the Service Provider.

Contact Details

Should you require any further details at all in relation to any part of the online payment process, please contact the Finance Officer for Battels or Operations Manager.