

HOW TO MAKE YOUR GIFT

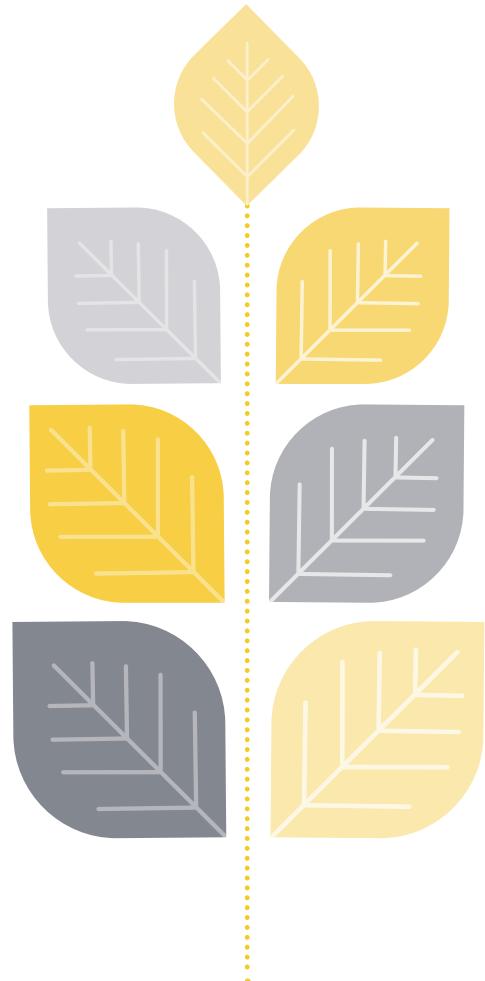
Suggested wording for your Will

Making a planned gift to Oxford Brookes in your Will is straightforward. All you need to do is tell your solicitor the amount or proportion of your estate you wish to give. Your solicitor may find our suggested wording useful when writing or amending your Will.

WRITING YOUR WILL

We suggest your solicitor includes the following in your Will:

I give ***[insert as a percentage]*** % of my residuary estate OR the sum of £ ***[insert as an amount of money]*** to Oxford Brookes University, Gipsy Lane, Oxford, OX3 0BP, UK ('the University') to support its general purposes as an educational charity OR ***[insert the specific area your gift will support]***. If at my death this area is fully funded or is no longer an area in which the University is actively involved, I wish my gift is used to support activities that are as close as possible to my original intentions at the discretion of the University. On realisation of the bequest, a receipt from the University's Registrar or other authorised officer shall be sufficient discharge for my Executors.



AMENDING YOUR WILL

If you do not intend to update your Will for some time, you can still make an amendment to it – known as a codicil.

Here is an example of a codicil that your solicitor may wish to refer to when amending your Will:

I **[name]** of **[full address]** declare this to be a **[first/second/etc as appropriate]** codicil to my Will dated **[date in words]**.

In addition to any other legacies given in my Will I give **[insert as a percentage]** % of my residuary estate OR the sum of £ **[insert as an amount of money]** to Oxford Brookes University, Gipsy Lane, Oxford, OX3 0BP, UK ('the University') to support its general purposes as an educational charity OR **[insert the specific area your gift will support]**. If at my death this area is fully funded or is no longer an area in which the University is actively involved,

I wish my gift is used to support activities that are as close as possible to my original intentions at the discretion of the University. On realisation of the bequest, a receipt from the University's Registrar or other authorised officer shall be sufficient discharge for my Executors.

In all other respects I confirm the will and any other codicils to it.

Please note, a codicil must be signed by you and two witnesses who are not beneficiaries, executors, or a spouse of a beneficiary or executor, in your current Will. Codicils should be stored with – but not attached to – your Will.

This information is for guidance only. Please seek professional advice from a solicitor when writing your Will or codicil.