



**Emmanuel College**  
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**Catherine Webb BA, MA**  
**Bursar**

Dear Postgraduate Student,

Many congratulations on your new academic journey!

I am pleased to welcome you at Emmanuel College, an inclusive, vibrant and friendly community. Thank you for choosing Emmanuel College, a place where we aim to equip every member with the knowledge and skills they need to flourish, for life. I hope that your journey with us is enjoyable, and I very much look forward to meeting you in person before too long.

### **To all new Postgraduate students**

This letter sets out the arrangements for paying the bills that cover your fees and other charges such as food and rent. Please read it carefully, and if you have any queries regarding this letter or financial matters in general, please do not hesitate to contact me.

### **Before you come to Cambridge**

Postgraduates will be required to make a First payment at the start of their studies. The First payment is held as a credit against your account and once your studies are completed will be allocated to your final bill. The purpose of the First payment is to cover any expenses in your final term, hopefully to leave a small amount due/owed to the College, therefore minimising any financial burden prior to leaving. If you arrive before October 1<sup>st</sup> an initial bill will be issued, which will need to be paid and will fall outside of your 'first payment'.

You must complete and return the form "Details of Funding for University Composition Fees" to [student-billing@emma.cam.ac.uk](mailto:student-billing@emma.cam.ac.uk). This tells us who to bill for the University Composition Fees for your course. This may be your department, a funding body or you personally. All Postgraduates should return this form by 1<sup>st</sup> September.

Postgraduates who expect their University Composition Fees to be paid by a UK grant making body, for example a Research Council, The Wellcome Trust, University Department etc, must provide the Graduate admissions team with a copy of the formal award letter from the grant making body, or their Department in Cambridge, notifying them of the award. Please send this to the [postgrad-admissions@emma.cam.ac.uk](mailto:postgrad-admissions@emma.cam.ac.uk) by 1<sup>st</sup> September.

All Postgraduates are required to obtain a guarantor to sign a legally binding contract accepting responsibility for the payment of their University Composition Fees. The guarantor may be the student themselves, a parent or the funding body named on the Details of Funding for University Composition Fees form mentioned above. The Form of Guarantee is enclosed with this letter. The guarantee must be sent to [student-billing@emma.cam.ac.uk](mailto:student-billing@emma.cam.ac.uk) together with the Funding for University Composition Fees form, by no later than 1<sup>st</sup> September.

## First Payment and College Bills

For European and Overseas students, we strongly recommend you obtain your visa before making the First Payment, as without a visa you will not be able to enter the UK.

All Postgraduates are required to make a First Payment. This is **£2,660** if you are living in college accommodation, or **£532** if you are living in privately owned accommodation or in a couple's flat. The Payment is not a deposit, but rather a credit against your college bill. The amount is calculated as the likely average bill for a term, so that when you come to the end of your course your bill will be close to zero. Any remaining credit will, of course, be returned to you.

For Postgraduates receiving scholarships from Emmanuel College, if you wish your First Payment to be paid from your scholarship funds, please contact [student-billing@emma.cam.ac.uk](mailto:student-billing@emma.cam.ac.uk) and let them know as soon as possible.

If for any reason you are unable to make the First Payment in time or will experience hardship as a result of making your First Payment, please contact me as soon as possible.

Until your First Payment has been paid you will not be able to collect your room key. The Porter's Lodge will be able to check that your payment has cleared. If you arrive at the Porter's Lodge without either having paid the First payment or being granted a special permission by the Bursar, you will need to pay the First Payment by credit card to the Porters.

Postgraduates who decide to move out of College accommodation may have 80% of their First Payment returned as a credit against their College bill. Conversely, those students who have paid the reduced First Payment will be required to pay the balance if they take up College accommodation.

## Payment of Termly Bills

Please note, if you take up residence in your room before 1<sup>st</sup> of October, you will be charged for rent from the arrival date to 30<sup>th</sup> September. Payment for this will be due by mid-October.

The dates by which Termly bills must be paid during the academic year 2023-24 are as follows:

Michaelmas Term 2023	by 17 <sup>th</sup> January 2024
Lent Term 2024	by 27 <sup>th</sup> April 2024
Easter Term 2024	by 21 <sup>st</sup> August 2024
Long Vacation 2024	by 16 <sup>th</sup> October 2024

Your bills will be sent to you by e-mail from [student-billing@emma.cam.ac.uk](mailto:student-billing@emma.cam.ac.uk). If you have any queries about your bill, please get in touch via the same email.

Reminders will not be sent, and if you do not pay your bill on time, you will be subject to a £50 College Fine.

Please note that the First Payment cannot be offset against any interim debts to the College.

Postgraduates who are unable to pay their bill on time should immediately contact the Postgraduate Tutor who will, in appropriate cases, make special arrangements on account of hardship. Please see below the list of tutors assigned on surname basis:

A to H	Mr Jeremy Caddick
I to P	Professor Clare Pettitt
R to Z	Professor Cathie Rae

During your final year, special procedures will apply.

Postgraduates with a course end date of September, your Easter Term bill will be due 7 days before your intended departure date. If your dissertation is over-running for any reason the Easter Term bill will be due by the second Wednesday in October.

Postgraduates with a course date end of June, please be advised that credit facilities for rent will no longer apply after 30<sup>th</sup> June in your final year, and rent will be charged monthly in advance for July, August and September. Invoices will be raised on the first of each of these months and if not paid within 7 days you will be required to vacate your college accommodation. A final bill for any other (non-rent) long vacation charges will be sent to you at the end of September and will be due for payment with the Easter Term bill. If you leave before the end of September, you must pay these additional charges along with your Easter Term bill before you leave.

If your course end date over-runs, and you remain in college accommodation, you will be billed monthly in advance for your rent until you vacate college accommodation. Other personal charges will continue to be billed to you on a termly basis.

Postgraduates are required to inform the College of their impending departure no later than two weeks before your planned leaving date by using the Online Exeat system available at <https://www.emma.cam.ac.uk/contact/students/exeat>.

Postgraduates are also required to leave a forwarding address by updating their First Destination and/or Home address on CamSIS so they remain contactable.

### **Overseas Postgraduates and those Postgraduates responsible for discharging their own University Composition Fees**

Overseas Postgraduates and those Postgraduates responsible for payment of their own University Composition Fees, either from a grant paid directly to them or on a personal basis, will be required to pay the fees to the College by no later than the following dates:

Michaelmas Term 2023 fees	18 <sup>th</sup> October 2023
Lent Term 2024 fees	17 <sup>th</sup> January 2024
Easter Term 2024 fees	27 <sup>th</sup> April 2024

If your course starts at the beginning of October you will receive a proforma bill on arrival at the College and will be required to pay the first fee instalment by 18<sup>th</sup> October 2023.

A formal fees bill for all University fees due from you in three instalments will be also sent to you mid-November, which should be identical to the proforma bill received at the beginning of Michaelmas term. Please adjust the formal bill by deducting the one third of fees you have already paid and pay half of the balance of the invoiced fees by the above due dates. For further clarification please see Appendix 1.

If your normal residence is overseas, in your first term it may be possible to defer payment of your fees to allow time for you to open a UK bank account. Payment may only be delayed until two weeks after the beginning of full term, details on the University term dates can be found here <https://www.cam.ac.uk/about-the-university/term-dates-and-calendars>

If you are in financial difficulty, you should speak to your Postgraduate Tutor at the earliest opportunity.

## Payments to students and bank account requirements

During your time at Emmanuel, it is likely that the College will make a payment to you, perhaps for a Prize, Award, or Scholarship, or a grant for travel or hardship. Please be advised that the College will only remit to your personal UK bank account. Please use the online bank form on the College's website to request a bank letter that will enable you to open a UK bank account if you don't have one. Any unclaimed balances within 24 months of your course finishing will be treated as a donation to the College.

If you do not have a UK bank account you should be aware that in order to obtain one it will be necessary to supply various proofs of identity (for example your current valid passport with visa, letter of introduction from the College - by contacting Tutorial Office at [tutorial-office@emma.cam.ac.uk](mailto:tutorial-office@emma.cam.ac.uk) list of College fees, confirmation of sponsorship or bursary and University card). In addition, you will need to explain the reason for your residence in the UK. If you are in any doubt about your ability to pay via the banking system, travellers' cheques are an alternative method of payment.

## Financial transfers from home and overseas banks to the College

All payments for student accounts should be made using the below bank account details.

Transfers may be made from home and overseas banks directly into the College bank account as detailed below:

Barclays Bank plc  
9-11 St Andrews Street  
Cambridge  
CB2 3AX

Account name: Emmanuel College Income Account  
Bank sort code: 20-17-68  
Bank account no: 00347183  
IBAN: GB 98 BARC 201768 00347183  
Swift Code: BARCGB22


In all cases your CRSID or your full name MUST be quoted as a reference.

You will be expected to meet any bank charges related to these transfers personally.

Payments from overseas accounts can also be made via Transfermate by accessing the following link:  
<https://emmanuelcollegecambridge.transfermateeducation.com/>

If you have any queries regarding this letter or financial matters in general, please do not hesitate to contact me: telephone number 01223 334225 or e-mail [csw28@emma.cam.ac.uk](mailto:csw28@emma.cam.ac.uk).

I look forward to welcoming you to Emmanuel in the autumn,



Catherine Webb, Bursar

## Appendix 1

### Applicable to overseas students responsible for paying their own University and College fees

<b>On or after 1st Oct</b>	<b>Proforma Fees bill issued</b>	£30,000.00
Mid-October 1st instalment is due		£10,000.00
Total remainder, payable as per the bill breakdown		£20,000.00
<b>Mid-November</b>	<b>Formal fees bill issued, as per proforma bill</b>	£30,000.00
By mid-November students should have paid the first fee instalment shown on proforma bill as such, off the total due 1/3rd should be deducted		£10,000.00
Total remainder, payable as per the bill breakdown		£20,000.00