



EMMANUEL COLLEGE

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**Bursar**

July 2016

## **TO ALL NEW GRADUATES**

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!

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

- The College requires a **prepayment** from each Graduate (see below) of an amount that is approximately the value of a normal bill for the final term of your course. This amount is then held as a permanent credit on your account and is set against your final bill for your last term. A prepayment is required because rent and charges are billed a significant time in arrears (termly). If your expenditure follows a normal pattern then your final bill should be close to zero. Your first bill for rent and other charges will not be due for payment until January. The prepayment **cannot** be offset against any interim debts to the College.
- You must complete and return the form **Details of Funding for University Composition Fees**. 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** Graduates must complete this form that must be returned by **12<sup>th</sup> September**.
- Graduates who expect their University Composition Fees and other expenses to be paid by a UK grant making body (for example a Research Council, The Wellcome Trust, University Department etc.) must provide the College Registrar with a copy of the formal award confirmation. For example from the grant making body, the relevant University Department etc. Please ensure the confirmation arrives by no later than **12<sup>th</sup> September**.
- All Graduates are required to obtain a guarantor to sign a legally binding contract accepting responsibility for the payment of University Composition Fees. The guarantor may be the same person or 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 returned, together with the Funding for University Composition Fees form, by no later than **12<sup>th</sup> September**.

### **Prepayment of College Bills**

- **Before** taking up residence in College accommodation Graduates are required to make a payment of **£2,036**.
- Those Graduates who choose to reside out of College accommodation including married graduates living with spouses, are required to make a reduced payment of **£509**.
- **In order to collect a room key, Graduates will need to present at the Porters' Lodge with a hard copy of an e-mail confirmation that the prepayment, as set out above, has been received by the Bursary.** This e-mail confirmation will be sent as soon as a payment is received for you. **To enable an e-mail to be sent to you, please email to [student-billing@emma.cam.ac.uk](mailto:student-billing@emma.cam.ac.uk) to advise when you have made a payment.**

Important, please note:

(i) **It is NOT possible to collect a room key or take occupation of a College room without presenting the e-mail confirming that a payment has been received from you.**

(ii) If for any reason you are unable to make the prepayment before you wish to take occupation of your room, please contact the Bursar as soon as possible. In appropriate circumstances the Bursar will be able to provide a letter authorising the Porters' Lodge to issue a room key. Email:- [Bursar@emma.cam.ac.uk](mailto:Bursar@emma.cam.ac.uk)

(iii) If you arrive at the College Porters' Lodge without either the e-mail confirmation described above or a letter from the Bursar, payment will only be accepted from you **in cash**. Cheques or credit card payment will not be accepted, and a room key will **not** be issued to you.

(iv) You will not be permitted to matriculate if payment has not been received from you.

- For **UK Graduates** in order to ensure that your payment appears in the College bank account at least one week before the beginning of term payment should be made by bank transfer by close of business on **Monday 5<sup>th</sup> September 2016** (payment must be received by the College **before** your arrival in Cambridge) - the College bank account details are given at the end of this letter. Alternatively, you may send a cheque to the Bursary payable to "Emmanuel College" – this must be received by the Bursary no later than 5<sup>th</sup> September.
- Before arrival in Cambridge **European and Overseas Graduates** are strongly advised to make a payment by transfer of funds into the College bank account. This is possible (via a bank) in most countries. The College bank account details are given at the end of this letter. Payment should be made by close of business on **Monday 5<sup>th</sup> September 2016** or at least 7 days **before** your planned arrival in Cambridge if that date is earlier. Travellers cheques may also be sent to The College Accountant, Emmanuel College, St Andrews Street, Cambridge, CB2 3AP to arrive no later than Monday 5<sup>th</sup> September 2016. **Before making this payment you must obtain a visa, without which you will not be permitted entry to the UK.**
- Graduates leaving College accommodation may receive 75% of their prepayment held by the College as a credit against their current College bill. However, this **must increase to the full prepayment (currently £2,036) if they return into College accommodation at any time.** Those Graduates who have paid the reduced prepayment will be required to pay the full prepayment (currently £2,036) if they take up College accommodation at a later date.

#### **Payment of Termly Bills and Payment of Fees**

- Bills for the Michaelmas, Lent and Easter Terms must be paid by the second Wednesday of the following Full Term. The dates by which Termly bills must be paid during the academic year 2016-2017 are as follows:

Michaelmas Term 2016	by <b>11<sup>th</sup> January 2017</b>
Lent Term 2017	by <b>19<sup>th</sup> April 2017</b>
Easter Term 2017	by <b>23<sup>rd</sup> August 2017</b>
Long Vacation 2017	by <b>18<sup>th</sup> October 2017</b>

- Bills will be sent to you by e-mail. Any suspected error in the calculation of a bill should be raised via e-mail to [student-billing@emma.cam.ac.uk](mailto:student-billing@emma.cam.ac.uk) or by visiting the Income Section of the Bursary (A3 Staircase).

**Reminders are not sent, and any bill not paid by the appropriate settlement date will be subject to a College Fine.**

- Graduates who find themselves unable to pay their bill by the settlement date should **immediately contact the Graduate Tutor**
- **During your final year, special procedures will apply:**

Graduates with a course end date of September:- the 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. If your dissertation is over-running and you remain in College accommodation past 30th September, 45% of your prepayment will be offset against this bill.

Credit facilities for rent will no longer apply after 30th 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 continue to 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.

No later than two weeks before your planned leaving date Graduates are required to use the web based Exeat system available at <https://www.emma.cam.ac.uk/contact/students/exeat/> to inform the College Registrar of their impending departure date. Graduates leaving early are required to leave a forwarding address with both the Bursary ([student-billing@emma.cam.ac.uk](mailto:student-billing@emma.cam.ac.uk)) and the College Registrar.

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

- Overseas Graduates and those Graduates responsible for payment of their own University Composition Fees, either from a grant paid directly to them or on a personal basis including parental funds, are required to obtain a guarantor to sign a legally binding contract accepting responsibility for the payment of University Composition Fees. The **Form of Guarantee** is enclosed with this letter, together with the **Details of Funding for University Composition Fees** form, and both **must** be signed and returned to the Bursary by no later than **12<sup>th</sup> September**.
- Overseas Graduates and those Graduates 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 these fees to the College by no later than the following dates:

Michaelmas Term 2016 fees :	<b>12<sup>th</sup> October 2016</b>
Lent Term 2017 fees by:	<b>11<sup>th</sup> January 2017</b>
Easter Term 2017 fees by:	<b>19<sup>th</sup> April 2017</b>

- During the term of arrival in Cambridge it may be possible for Graduates whose normal residence is overseas to defer payment of their fees to allow time for a UK bank account to be opened. Payment may only be delayed **until two weeks after the beginning of full term**. The College bank details necessary to make a payment are given at the end of this letter.

**Any Graduate in financial difficulty should discuss the matter with the Graduate Tutor at the earliest opportunity.**

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

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

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

Bank sort code: 20-17-19

Bank account no: 00347183

Account name: Emmanuel College Income Account

IBAN: GB 76 BARC 20171900 347183

Swift Code: BARCGB22

**In all cases the Graduates full name MUST be quoted as a reference.**

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

Payment may also be made by cheque (drawn in pounds Sterling) which should be sent to the following address, clearly setting out the name of the Graduate to whom the payment relates:

**Income Section  
The Bursary  
Emmanuel College  
Cambridge  
CB2 3AP  
UK**

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 [bursar@emma.cam.ac.uk](mailto:bursar@emma.cam.ac.uk)

Yours sincerely

