



EMMANUEL COLLEGE
St Andrew's Street
Cambridge CB2 3AP
Telephone: (01223)
334200 Enquiries
334225 Direct

M J Gross, Ph.D.
Bursar

July 2020

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 !

Before you come to Cambridge

- The College requires a **First Payment** from each Postgraduate (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 the final bill for your course. A First Payment is required because rent and charges are billed a significant time in arrears (termly) and if your expenditure follows a normal pattern then your final bill should be close to zero. If you arrive in October your first bill for rent and other charges will not be due for payment until January, but if you arrive before October 1st an initial bill will be issued – see below.
- The First Payment **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** Postgraduates should complete this form that must be returned by **7th 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 College Registrar 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 Bursary by **7th September**.
- All Postgraduates 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 student 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 returned, together with the Funding for University Composition Fees form, by no later than **7th September**.

First Payment of College Bills

- **Before** taking up residence in College accommodation Postgraduates are required to make a First Payment of **£2,216**.
- Those Postgraduates who choose to reside in non-College accommodation, or married Postgraduates living with spouses out of College, are required to make a reduced First Payment of **£443**.
- **In order to collect a room key Postgraduate students will need to present at the Porters' Lodge a hard copy of an e-mail confirmation that the First Payment, as set out above, has been received by the Bursary.** This e-mail confirmation will be sent when payment is received from you. **To enable a confirmation e-mail to be sent to you please e-mail 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 First Payment in time to take occupation of your room, or might experience significant cash-flow difficulties when paying, please contact the Bursar as soon as possible. In appropriate circumstances he will be able to provide a letter authorising the Porter's Lodge to issue a room key. Email : bursar@emma.cam.ac.uk

(iii) If you arrive at the Porter's Lodge without either the e-mail confirmation described or a letter from the Bursar, you will only be able to pay the First Payment 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 **all students** payment should be made by bank transfer **before arrival in Cambridge** - the College's bank account details necessary in order to make the payment are given at the end of this letter. Alternatively you may send a cheque made payable to "Emmanuel College" – this must reach us **before arrival in Cambridge**.
- For **European** and **Overseas students** it is recommended **before making the First Payment, you must obtain a visa, without which you will not be able to enter the UK.**
- If you take up residence in your room before 1st October you will be charged for rent from the arrival date to 30th September. Payment for this will be due by mid-October.
- Students leaving College accommodation may receive 80% of their First Payment held by the College as a credit against their current College bill, **but must increase their First Payment if they return into College accommodation at any time**. 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 and Payment of Fees

- Bills for the Michaelmas, Lent, Easter Terms and the Long Vacation period must be paid by the third Wednesday of the following Full Term. The dates by which Termly bills must be paid during the academic year 2020-2021 are as follows:

Michaelmas Term 2020	by 20th January 2021
Lent Term 2021	by 21st April 2021
Easter Term 2021	by 25th August 2021
Long Vacation 2021	by 20th October 2021

- Bills will be sent to you by e-mail. Any queries about the calculation of a bill should be raised via e-mail to 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 £50 College Fine.

- Postgraduates who find themselves unable to pay their bill by the settlement date should **immediately contact the Postgraduate Tutor** who will, in appropriate cases, make special arrangements on account of hardship.
- **During your final year, special procedures will apply:**

Postgraduates 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 First Payment 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.

Postgraduates are required to inform the College Registrar and Bursary 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 with the College Registrar.

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 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 **7th September**.
- 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 these fees to the College by no later than the following dates:

Michaelmas Term 2020 fees:	21st October 2020
Lent Term 2021 fees by:	20th January 2021
Easter Term 2021 fees by:	21st April 2021

- During the term of arrival in Cambridge it may be possible for Postgraduates 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 Postgraduate in financial difficulty should discuss the matter with the Postgraduate 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: 20-17-68

Bank account no: 00347183

Account name: Emmanuel College Income Account

IBAN: GB 98 BARC 201768 00347183

Swift Code: BARCGB22

In all cases the Postgraduate's full name MUST be quoted as a reference.

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

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

**Income Section
The Bursary
Emmanuel College
St Andrew's Street
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

Yours sincerely



Bursar