



EMMANUEL COLLEGE

Cambridge CB2 3AP

Telephone: (01223)

334200 Enquiries

334225 Direct

762547 Facsimile

**M J Gross, Ph.D.**

**Bursar**

July 2018

### **TO ALL NEW GRADUATE 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 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 First Payment 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 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** Graduates should complete this form that must be returned by **10<sup>th</sup> September**.
- Graduates 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 **10<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 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 **10<sup>th</sup> September**.

#### **First Payment of College Bills**

- **Before** taking up residence in College accommodation Graduates are required to make a First Payment of **£2,098**.
- Those Graduates who choose to reside in non-College accommodation, or married graduates living with spouses out of College, are required to make a reduced First Payment of **£420**.
- **In order to collect a room key Graduate 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 as soon as 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](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 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](mailto: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 prepayment 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**.
  - 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 prepayment if they return into College accommodation at any time**. Conversely, those students who have paid the reduced prepayment 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 and Easter Terms 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 2018-2019 are as follows:

Michaelmas Term 2018	by <b>16<sup>th</sup> January 2019</b>
Lent Term 2019	by <b>17<sup>th</sup> April 2019</b>
Easter Term 2019	by <b>21<sup>st</sup> August 2019</b>
Long Vacation 2019	by <b>16<sup>th</sup> October 2019</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 £50 College Fine.**

- Graduates who find themselves unable to pay their bill by the settlement date should **immediately contact the Graduate Tutor** who will, in appropriate cases, make special arrangements on account of hardship.
- **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.

Graduates 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>

Graduates are also required to leave a forwarding address with 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 **10<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 2018 fees:	<b>17<sup>th</sup> October 2018</b>
Lent Term 2019 fees by:	<b>16<sup>th</sup> January 2019</b>
Easter Term 2019 fees by:	<b>17<sup>th</sup> April 2019</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: 20-17-68

Bank account no: 00347183

Account name: Emmanuel College Income Account

IBAN: GB 98 BARC 201768 00347183

Swift Code: BARCGB22

**In all cases the Graduate's 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) made out to Emmanuel College and 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

