

# Graduate Students –

## Guide to your Tuition Fee Invoice

### Invoicing Schedule 2014/15

Admission Term	Invoice Items	Invoice Date (on or around)	Payment Due
Michaelmas	Graduate Fee - Invoice for the <u>FULL</u> academic year	7 <sup>th</sup> October 2014	14 days from Date of Invoice
Lent	Graduate Fee - Invoice for Lent & Easter term	13 <sup>th</sup> January 2015	14 days from Date of Invoice
Easter	Graduate Fee - Invoice for Easter term	21 <sup>st</sup> April 2015	14 days from Date of Invoice

- If you or a family member is responsible for paying your Tuition Fees, your invoice will be e-mailed to your **Cambridge e-mail address** (@cam.ac.uk) as per the above schedule. Please ensure that you also check your Spam in-box.
- If you are being sponsored by a third party or University Department for the FULL amount of your Tuition Fee (and the agreement states that Fees will be payable direct to the College), your invoice will be e-mailed (preferred method) or posted directly to your Sponsor. The above invoice schedule is applicable so please ensure that they are made aware of the terms.
- If you are being sponsored for a proportion of your Tuition Fee and you are responsible for paying the remaining amount, you will receive an invoice for your amount and your Sponsor will be invoiced separately for their amount.
- If you are in receipt of a Bursary or Award to cover a proportion of your Tuition Fee and you are responsible for paying the remaining amount, you will receive an invoice for your amount.

#### **Please Note:**

A Full year's fee will be required, where applicable, each subsequent academic year.

Refunds will be made if applicable.

## **Sales Invoices**

You/your Sponsor will be issued with a Sales invoice detailing the Tuition Fee amount for the relevant number of terms kept during the academic year (as per invoicing schedule).

An invoice for payment will have an invoice number beginning with 'SLS'.

## **Statements of Account**

A Statement of Account will be issued to all students/Sponsors with outstanding/credit balances 14 days after the payment due date. If your account is up to date and has a £0.00 balance, no statement will be issued.

A further Statement of Account will be issued at the end of term.

Your Statement will list ALL Sales invoices, Credit invoices and payments made on your account, for both Tuition Fees (if you are paying this yourself) and College Billing invoices.

**Please note that it will only show the invoice number and total, and NOT the full breakdown of items. For this reason it is important that you retain ALL invoices that are sent to you.**

Sponsor statements will detail items invoiced directly to them ONLY.

## **Payment of Invoices**

Payments can only be accepted in UK sterling and should always include your 8 digit College Account number. You will find your College Account number on your invoice.

**College strongly encourage ALL students to open a UK bank account upon arrival, to avoid any payment delays.** Please note where payments are made from an International Bank account any charges incurred will be passed on to the student. Suitable methods of payment include:

- Internet bank transfer using your UK online banking facility (preferred method). Payment details are included at the top of your invoice.
- UK cheque made payable to Murray Edwards College. Please include 'Remittance Advice' slip.
- Sterling Bank drafts (obtainable from any International bank).

Any student who is responsible for paying their own Tuition Fee and experiences financial difficulty should contact her Tutor or the Tutorial Office Manager in the first instance for information and advice. There are a number of University funds to which students, if eligible, may apply to assist in cases of hardship. For further information refer to the Student Support Funds section on the Finance web page.

### **Late Payment Charges for Over Due invoices**

Late payment charges will be levied on all accounts at the following rate:

- A first charge will be levied two weeks after the Due Date (as per the above schedule).
- A second charge will be levied at the end of Term.
- Thereafter, overdue accounts will attract monthly charges on the outstanding amount at each month end, provided that at least 30 days have elapsed since the second fine.

The level of charge is:

- £5 if amount overdue = £50 - £250
- £10 if amount overdue = £251 - £500
- £15 if amount overdue =£501+

### **IMPORTANT: Unpaid Tuition Fees**

**Should there be any amount owing to College at the time of Graduation, this may affect your ability to graduate.**