

Undergraduate Home/EU Students –

Guide to your Tuition Fee Invoice

Self/Partial Student Finance Tuition Fee Loan

If you are NOT taking a **FULL** Tuition Fee loan from Student Finance the following schedule is applicable:

Invoicing Schedule 2014/15

Term	Invoice Items	Invoice Date (on or around)	Payment Due
Michaelmas	University Composite Fee – Invoice for 25% of the FULL academic year fee, or 25% of your personal liability	7 th October 2014	14 days from Date of Invoice
Lent	University Composite Fee – Invoice for 25% of the FULL academic year fee, or 25% of your personal liability	13 th January 2015	14 days from Date of Invoice
Easter	University Composite Fee - Invoice for 50% of the FULL academic year fee, or 50% of your personal liability	21 st 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 taking a partial Tuition Fee loan you will be invoiced, as per the above schedule for the amount that you are paying yourself. A separate invoice will be sent to Student Finance for your Tuition fee loan amount.
- If you are in receipt of a Bursary or award to cover a proportion of your Tuition Fees you will be invoiced, as per the above schedule, for the amount that you are paying yourself

Full Student Finance Tuition Fee Loan

If you taking a Tuition Fee loan from Student Finance to cover the FULL amount of your Tuition Fee you will not receive an invoice for your Fees and do not need to take note of the following pages.

IMPORTANT: If a copy of your Student Finance **Financial Notification/Finance Breakdown** has NOT been received in College by 7th October 2014 you will be liable to pay your fees and will be invoiced direct as per the above Tuition Fee schedule.

Sales Invoices

You will be issued with a Sales invoice detailing the University Composite Fee as per the above invoice schedule. The amount due for payment will be shown at the bottom of the invoice. 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 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.

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 your 'Remittance Advice' slip.
- Sterling Bank drafts (obtainable from any International bank).

Should you be experiencing financial difficulties and are unable to settle your account, please contact Dr S Horrell - Financial Tutor, immediately (sh111@cam.ac.uk) to discuss your situation, if your situation is of a pastoral nature please contact your Tutor.

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.