

# Undergraduate Students –

## Payment of Invoices to College

### 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).

### Financial Hardship

Students sometimes experience financial difficulty for a variety of reasons. If that is the case then you are encouraged to speak to your Tutor or the College Finance Tutor, Dr Sara Horrell ([sh111@cam.ac.uk](mailto:sh111@cam.ac.uk)) who can advise you. All matters will be dealt with in strictest confidence.

There are a number of Government and University funds to which students, if eligible, may apply to assist in cases of hardship. For further information refer to the College funding and awards section on the College Life, Finance and funding web page.

### Late Payment Charges and consequences of non-payment

**The College reserves the right after consideration of the circumstances of the matter, to decline to present for any degree, diploma or other qualification any member who is in debt to the College.**

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 College Bill / Rents** A reservation made in a room ballot for the next academic Year will lapse if there are overdue rents owing to the College for whatever reason on 15<sup>th</sup> August.