

# Undergraduate Students –

## Guide to your Termly College Bill

### Invoicing Schedule 2016/17

The College will send you a bill (“invoice”) for services provided to you

Term	Invoice Items	Invoice Issue Date (on or around)	Payment Due
Michaelmas	Freshers – Michaelmas term standard charges including Caution Money Deposit  Continuing Students – Full term standard charges, plus Easter term ‘ad-hoc’ charges relating to the prior academic year	4 <sup>th</sup> October 2016	14 days from date of invoice
Lent	All students – Lent term standard charges, plus Michaelmas term ‘ad-hoc’ charges	17 <sup>th</sup> January 2017	14 days from date of invoice
Easter	All students – Easter term standard charges, plus Lent term ‘ad-hoc’ charges	25 <sup>th</sup> April 2017	14 days from date of Invoice
Final Invoice - Graduands	Any additional accommodation charges outside of Licence agreement to the end of University term, plus Easter term ‘ad-hoc’ charges where applicable	16 <sup>th</sup> June 2017	<b>25<sup>th</sup> June 2017*</b>
Continuing Students	Any additional accommodation charges outside of Licence agreement to the end of University term		14 days from date of invoice
Continuing Students – Summer Accommodation	If applicable, invoiced in advance for the duration of your stay	1 <sup>st</sup> July 2017	14 days from date of invoice

Invoices will be e-mailed to your **Cambridge e-mail address** (@cam.ac.uk). Please ensure that you also check your Spam in-box.

**Standard Charges** – comprise of accommodation charge (if living in College accommodation), Network charge (internet connection) in applicable College rooms/houses and an overhead charge for the relevant term in which you have been invoiced.

Students living in private (i.e. non-College) accommodation are required to pay the overhead charge at a reduced rate.

Other standard charges each term comprise of Medical Taxi Scheme and a charity donation (administered by JCR). The charity donation is optional and should you wish to opt out you must notify [student-accounts@murrayedwards.cam.ac.uk](mailto:student-accounts@murrayedwards.cam.ac.uk).

**Ad-hoc charges** – comprise of printing, replacement Key/University card, late payment charges, linen charge, bed pack & mattress hire etc. and are charged in arrears in the following term.

For further information on understanding your invoices and payment of invoices, please see College website College Life>Finance and Funding and select the appropriate download guide.

# SAMPLE College bill invoice - issued at the start of Michaelmas, Lent & Easter terms

Undergraduate students living in College



**Murray Edwards**  
College *founded as New Hall*

Huntingdon Road  
Cambridge CB3 0DF  
Telephone: (01223) 762241 Fax: (01223) 763110  
Email: [student-accounts@murrayedwards.cam.ac.uk](mailto:student-accounts@murrayedwards.cam.ac.uk)  
VAT No. 732 1332 75  
Registered Charity No: 1137530

Ms. Test Student Room Number Murray Edwards College
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**Please note that our payment terms are 14 days from issue of invoice**

All payments should be made in Pounds Sterling

**Invoice**

To pay by direct bank transfer (preferred method)  
Account Name: Murray Edwards College  
Sort Code: 20-17-19 Account No: 60670987  
IBAN REF: GB82 BARC 2017 1960 6709 87  
SWITFBIC REF: BARCGB22  
Cheques made payable to Murray Edwards College  
Please reference your College A/c No. (Shown below)

Invoice Number	SLS00017096
Invoice Date	04/10/2016
College A/c No.	STUT0001

Bank details to pay by bank transfer

DATE	DESCRIPTION	AMOUNT (£)
04/10/2016	Caution Money Deposit	200.00
04/10/2016	Accommodation charge	1,542.00
04/10/2016	Overhead charge	214.00
04/10/2016	Network connection	38.00
04/10/2016	Medical taxi scheme	3.30
04/10/2016	Charity donation (optional)	3.00

One-off charge included in 1<sup>st</sup> college bill invoice (Michaelmas term) ONLY

Please quote your College Account number as reference with all payments

Please Note: Accommodation charge is based on Pearl House rooms, and varies for accommodation in other buildings/houses.

MICHAELMAS TERM 2016  
College Bill Invoice

Payment is due within 14 days of invoice 2000.30

Amount to be paid – please DO NOT round Up or Down

REMITTANCE ADVICE - PLEASE DETACH AND FORWARD WITH YOUR PAYMENT

College A/c No.	Date of Issue	Invoice Number	Remittance
STUT0001	04/10/2016	SLS00017096	2000.30

If paying by cheque, please detach and return with payment