

# Undergraduate Students –

## Understanding your invoices

### Tuition Fee invoices

#### Self-Funded - Home/EU Students

You will be issued with a termly invoice detailing the amount of University Composite Fee due based on the proportion of fee you have opted to self-fund:

Michaelmas term - 25% of the total fee (or proportion of fee you are self-funding)

Lent term - 25% of the total fee (or proportion of fee you are self-funding)

Easter term – 50% of the total fee (or proportion of fee you are self-funding)

If you have opted to take out a Student Loan from Student Finance for the full amount of your Tuition, you will NOT receive a Tuition fee invoice.

#### Overseas students

You/your Sponsor will be issued with an invoice detailing the University Composite Fee and College Fee for the FULL academic year. Items on the invoice will be totalled and the amount due for payment for the academic year will be shown at the bottom of the invoice.

This invoice may be paid IN FULL, or paid in 3 equal instalments as detailed on your invoice and in the Invoicing Schedule.

If you/your Sponsor decide to pay in 3 equal instalments, you **WILL NOT** be sent a further invoice or reminder for the following instalments. It is your/your Sponsors responsibility to remember to pay the instalments when they fall due.

#### College Accommodation invoices (all students)

All students will be issued with a termly invoice in Michaelmas, Lent and Easter terms, detailing the 'standard charges' and any 'ad-hoc charges' (relating to the previous term). Items on the invoice will be totalled and the amount due for payment will be shown at the bottom of the invoice.

Please Note: Should you have a 'Balance Brought Forward' on your termly invoice, this will relate to charges outstanding/overpaid in a prior term. Please review your prior invoice for details.

#### Amendment to Invoices

If for any reason there are amendments to charges required to an invoice, a revised invoice will be issued - this will detail the reason for the revision – should there be a reduction in a charge, this will show as a MINUS (-) figure.

### **Awards/Financial Support**

If you receive an award/financial support towards your College living costs, this will normally be applied to your initial invoice.

In the event that an award exceeds charges, you will be sent an invoice for information purposes. The amount due will be shown as a MINUS (-) figure (credit amount). Please DO NOT PAY this amount, as it is owed to you, not by you.

### **Credit Balances**

Where there is a credit amount of £50.00 or over on your account resulting from an award or an amendment to charges on your initial invoice, you will be requested to supply your bank account details so that any 'credit' amount may be paid directly to you by the College. Any amount under £50 will be off-set against your next invoice.

### **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, payment due from you at this point should be settled immediately. 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 bill charges.

**Please note that it will only show the invoice number, and NOT the detail 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.