

# Undergraduate Students –

## Guide to your Termly College Bill

### Invoicing Schedule 2014/15

Term	Invoice Items	Invoice Date (on or around)	Payment Due
Michaelmas	Freshers – Full term standard charges including Caution Money Deposit. Continuing Students – Full term standard charges	7 <sup>th</sup> October 2014	14 days from Date of Invoice
Lent	All students - Full term standard charges, plus Michaelmas term 'Ad-hoc' charges	13 <sup>th</sup> January 2015	14 days from Date of Invoice
Easter	All students - Full term standard charges, plus Lent term 'Ad-hoc' charges	21 <sup>st</sup> April 2015	14 days from Date of Invoice
Final Invoice	All students - Easter term 'Ad-hoc' charges, plus where applicable, any additional accommodation outside of Licence agreement to the end of University term	12 <sup>th</sup> June 2015	<b>18<sup>th</sup> June 2015 (Graduands)</b> 14 days from Date of Invoice (continuing students)

Invoices for your college bill 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.

**Standard Charges** - comprised of Room Rent, Utility Charge (electricity, water etc), if living in College accommodation, Network Utility Charge (internet connection) in applicable College rooms/houses, and an overhead charge for the relevant term in which you have been invoiced (please see Undergraduate College Charges for a full breakdown of rents and charges).

Students living in private (i.e. non-College) accommodation are required to pay the overhead charge at a reduced rate of 50% of the full amount.

Other standard charges each term comprise of Medical Taxi Scheme and a charity donation to CamFed, 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** – i.e. printing, replacement Key/University card, late payment charges, accommodation outside of your licence agreement etc., are charged in arrears in the following term.

### **Continuing Students – Summer Vacation**

Some students may request College accommodation over the Summer Vacation period. If so you will be invoiced separately, in advance, on the first day of your stay. Payment terms are 14 days from date of invoice.

## **Sales Invoices**

You will be issued with a Sales invoice detailing the 'Standard charges' and any 'ad-hoc charges' (relating to the previous term) as per the invoicing schedule. Items on the invoice will be totalled and 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'.

## **Credit Invoices**

If there are ANY amendments to items detailed on your initial invoice, a separate CREDIT Invoice will be issued – this will detail the reason for the Credit amount and will show a MINUS figure (-) at the bottom. A Credit invoice will have an invoice number beginning with 'CR'.

- If you have NOT already settled your initial invoice, then any Credit invoice amount will need to be deducted from your initial invoice total.
- If you have settled your initial invoice, then the Credit amount will sit on your account and be off-set against your next invoice.

If you receive a Bursary/award towards your College living costs, this will be applied to your initial invoice, as per the Bursary/award scheme terms. In the event that your initial invoice is a Credit invoice (your Bursary award is more than the Standard & ad-hoc charges for that term) you will be sent a Credit Invoice for information purposes. Please DO NOT PAY this amount.

Where there is a Credit amount (of £10.00 or over) on your account resulting from a Bursary payment or award you will be requested to supply your bank account details so that any Credit amount may be re-paid directly to you.

## **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**

Payment of your College Bill is due 14 days from invoice date. If you have a query regarding any items charged on your invoice, this needs to be resolved as soon as possible to avoid Late Payment charges.

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.

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 Student Support Funds section on the College 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 (14 days from date of invoice).
- 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.

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