When are fees and charges payable?

The University Composition Fee (UCF) is collected by the College.

If you are personally liable for the payment of the UCF full payment must be made within two weeks from the start of term. For students starting in 2016-17 this means that you are expected to pay your full course fee by 18 October at the latest. Please note that failure to pay in due time may result in your not being permitted to continue your studies, or receive your degree.

If your UCF is being paid by somebody else (including the University) you will need to provide evidence of your funding either in soft or hard copy. This should be emailed to fees@wolfson.cam.ac.uk and tutorial@wolfson.cam.ac.uk or forwarded to the College Office and the Tutorial Office as soon as the information is available.

If you are funded by the Student Loans Company (SLC), your fees will be paid on your behalf by the loan provider. You will need to provide us with your most recent copy of your Student Finance paperwork. This should be emailed to fees@wolfson.cam.ac.uk and tutorial@wolfson.cam.ac.uk or forwarded to the College Office and the Tutorial Office as soon as the information is available.

Accommodation charges must be paid termly in advance, if you are staying in College. At the beginning of every term you need to make a payment that covers that term’s rent in advance. (There are four terms per year: Michaelmas, running from October to December, Lent from January to March, Easter from April to June and Summer from July to September)

For students starting in 2016-17 this means that you are expected to pay your full course fee and the first term’s rent (where applicable) by 18 October at the latest.

You will not be able to matriculate, i.e. be entered into the register of the University, unless the above guidelines are followed.

How can I pay?

Our preferred method of payment is bank transfer, but we also accept Sterling cheques and debit/credit cards (subject to a surcharge).

If paying by bank transfer, please include your NAME and COLLEGE ACCOUNT NUMBER (DXXXXXX) as a reference to enable us to identify your payment correctly. Please also email accounts@wolfson.cam.ac.uk with the exact amount, date and reference of the transfer. This is necessary in order to ensure your payment is correctly allocated to your account.

If paying by cheque please make the cheque/draft payable to “Wolfson College”. You can drop this at the College Office (where there is letter box for out of hours use) or leave it for our attention at the Porters’ Lodge or post it to the main address of the College for the attention of (FAO) the Finance Office.
If paying by card, please be aware that we can only accept card payment for UCF payments if a surcharge is added. This surcharge is currently 0.5% for UK debit cards and 2% for all other cards (overseas debit cards and all credit cards). These surcharges will be added to your College Account for payment subsequently. We do not make charges on card payments for any other costs such as accommodation rent, formal halls, etc. When paying by card please ensure the card used for payment is in your name or that the card owner is present at the time of the transaction.

International students may choose any of the above methods of payment or may prefer to use PaytoStudy. Please click on the following document for more information: PaytoStudy instructions

What are the College’s bank account details?

**BANK NAME:** LLOYDS BANK  
**A/C NAME:** WOLFSON COLLEGE  
**A/C NO:** 00463811  
**SORT CODE NO:** 30-13-55  
**SWIFT CODE NO:** LOYDGB 2L  
**BIC:** LOYDGB21035  
**IBAN:** GB44 LOYD 3013 5500 4638 11

When making a bank transfer from abroad you will need the IBAN and Swift Code numbers.

**You will need to include your NAME and COLLEGE ACCOUNT NUMBER as a reference (DXXXXXX) so that we can identify your payment. Please also email accounts@wolfson.cam.ac.uk with the exact amount, date and reference of the transfer. This is necessary in order to ensure your payment is correctly allocated to your account.**

Which debit/credit cards do you accept?

We accept VISA and Mastercard. We do not accept Diners Club or American Express. Please note that we will impose a surcharge, at 0.5% on UK debit cards and 2% on all other cards, for UCF payments. Please ensure the card used for payment is in your name or that the card owner is present at the time of the transaction.
Can you issue an Accommodation invoice directly to my sponsor?

Your accommodation invoice will be ready for you after you have arrived at Wolfson but it will be issued in your name as the Accommodation Office cannot issue individual invoices to third parties.

I would like to pay for my accommodation before I arrive? Can I do that and how much is it?

For greater accuracy and fairness charges accrue on a nightly basis. For this reason the exact amount of your College accommodation will appear on your College account statement after you have arrived.

However, if you would like to pay for your room before getting to Wolfson College please refer to the link below for weekly prices in our different units of accommodation.

http://www.wolfson.cam.ac.uk/accommodation/

From this you can roughly work out the termly charge by multiplying your weekly rent by the number of weeks you are staying in our accommodation. You can also request the exact amount from the Accommodation Office by emailing at accommodation@wolfson.cam.ac.uk or calling on 01223 335914.

If preferable, payment for the whole of the tenancy period can be made in one go. Otherwise, accommodation charges must be paid termly in advance. At the beginning of every term you need to make a payment that covers that term’s rent in advance. (There are four terms per year: Michaelmas, running from October to December, Lent from January to March, Easter from April to June and Summer from July to September)

Where is the College Office and when is it open?

The College Office is located on the ground floor of Bredon House, near the Selwyn Gardens entrance to the College. Please follow the link below for a map of the College:

http://www.wolfson.cam.ac.uk/tour/

Counter service is available from 8.15am to 12.30pm and from 1.30pm to 3.00pm. However, the office is normally staffed until 4.30pm on Monday to Thursday and until 3.30pm on Friday and urgent queries can be dealt with until these times if necessary.
What can I do if I am not able to get to the College Office during normal opening times?

You can make payments by bank transfer.

Alternatively, you can send a sterling cheque to our address (College Office, Wolfson College, Barton Road, Cambridge, CB3 9BB) or leave it for our attention at the Porters’ Lodge. We do not currently have the facility to accept payments online through our website.

Finally, you can pay by debit/credit card over the phone (01223 335915/6). We will need the card name, number, start and expiry dates and the security code at the back of the card. Please note that we will impose a surcharge, at 0.5% on UK debit cards and 2% on all other cards, for UCF payments.

What if I am sponsored/I have a scholarship/I have a part scholarship?

If you have a fees scholarship from within the University of Cambridge (Departments, Trusts, etc.) you will need to provide evidence of that either in soft or hard copy. This should be emailed to fees@wolfson.cam.ac.uk and tutorial@wolfson.cam.ac.uk or forwarded to the College Office and the Tutorial Office as soon as the information is available.

In this case, your course fees invoice will be issued to your sponsor directly. You will be expected to pay any additional charges due (such as the termly accommodation charge or any remaining course fees) at the beginning of Michaelmas Term (October 2016). You will then be given your matriculation form.

If you have a scholarship from outside the University (international agency, foreign governments, etc.) the invoice is likely to be issued in your name. This means you will be personally responsible for forwarding the invoice to your sponsor and making sure that payment comes through in time. You will receive your matriculation form once your fees are paid. You will need to provide evidence of your funding either in soft or hard copy. This should be emailed to fees@wolfson.cam.ac.uk and tutorial@wolfson.cam.ac.uk or forwarded to the College Office and the Tutorial Office as soon as the information is available.

Why do I need to matriculate? / What happens after my fees are paid?

After your fees and first term’s rent have been paid you will be able to matriculate, that is formally enter the Register of the University. You will be given your matriculation form by the College Office which you will then need to take to the College’s Praelector, Dr Brian Cox. More detailed instructions are given on that form in order for you to complete your matriculation.
**Do I need to pay a deposit to secure my place on the course?**

No deposit or prepayment is needed to secure your place on your course.

**I will be undertaking a pre-course that starts during September, how does that affect my fees?**

The course fees payable do not change but you will need to ask your department about the cost of your pre-course and how that can be paid directly to them. We do not charge or receive payments for pre-courses.

**What are the fees for my undergraduate course in 2016-2017?**

1. **UK/EU students who are eligible to pay fees at the standard UK/EU fees rate do not need to pay a separate College fee.** However, you will need to provide proof of your eligibility. This is usually the final award letter you receive from the SLC. **Without this** we cannot ascertain your eligibility for standard rate fees and **you will be liable for both College and University fees.** Your proof of eligibility should be emailed to fees@wolfson.cam.ac.uk and tutorial@wolfson.cam.ac.uk or forwarded to the College Office and the Tutorial Office as soon as the information is available.

2. **Students who are not eligible to pay fees at the standard UK/EU rate need to pay a College fee as well as a University Fee.** This usually applies to Overseas students and UK/EU students who already hold an honours degree (except those studying Architecture, Medicine and Veterinary Medicine).

**What paperwork do I need to give to the College regarding my fees?**

1. **Undergraduates taking out an SLC loan:** You will need to provide us with a copy of your most recent Student Finance award letter. This is usually 3 to 4 pages long. Tuition fee loan payments are made directly to the College from the SLC during the academic year. Please note that you also need to provide us with a copy of your award letter at the start of each subsequent academic year.

2. **Undergraduates taking out an SLC maintenance loan:** You will need to provide us with a copy of your most recent Student Finance award letter. This is usually 3 to 4 pages long. Once we have a copy of this letter we will confirm your attendance to Student Finance and your termly loan payment will be released to you within 3 working days. Please remember that you need to
do this at the start of every subsequent academic year if you continue to take out maintenance loans in those years.

3. **Undergraduate students in Medical and Veterinary Science**: When eligible, you will need to provide us with a copy of your NHS bursary letter as that will enable us to invoice them for your tuition fees. Without this we will have to invoice you for the tuition fees.

4. **Postgraduate or undergraduate students who are sponsored by a Cambridge University department**: Please provide evidence of this either in soft or hard copy. This should be emailed to fees@wolfson.cam.ac.uk and tutorial@wolfson.cam.ac.uk or forwarded to the College Office and the Tutorial Office as soon as the information is available. We will then invoice your Department/Faculty directly.

5. **Postgraduate or undergraduate students who are sponsored by other institutions**: You will need to provide evidence of your funding either in soft or hard copy. This should be emailed to fees@wolfson.cam.ac.uk and tutorial@wolfson.cam.ac.uk or forwarded to the College Office and the Tutorial Office as soon as the information is available. The invoice will be issued in your name. This means you will be personally responsible for forwarding the invoice to your sponsor and making sure that payments are made.

**How do I settle charges during the academic year?**

Every student has their own College account. All the charges that occur and payments that you make to us during the year show on your College account. The charges will cover fees, accommodation and additional sundry items such as linen and Formal Hall dining.

*Course fees need to be paid at the start of Michaelmas term, in October.* Invoices are issued at the beginning of the academic year and emailed to all students.

*If you are staying in College accommodation, rent is charged at the beginning of each term* but other charges are posted on your College account as they occur.

At the beginning of each term we send out statements to all students by email to their student e-mail account @cam.ac.uk. There are four terms per year: Michaelmas, running from October to December, Lent from January to March, Easter from April to June and Summer from July to September. Please bear in mind that even if you do not receive these termly reminders you are required to make a payment to clear the balance on your College account within the first 2 weeks of each term.

If payment is not received on time you may be charged a penalty or interest on the outstanding balance. Failure to pay fees will result in a student’s membership of the College (and therefore their status as a student of the University) being terminated.
Please note that it is possible to have a credit balance in your College account; this will offset any costs that are charged to your account in the future.

**I will be receiving US student loans during my studies, what do I need to do?**

Your loan instalments will be paid directly to the College. Please try to arrange for a maximum of 3 instalments with your lender as, even if your loan comes through in 4 instalments, payment for fees will normally be taken from the first 3 instalments.

If there is maintenance to be paid out to you this must be through bank transfer to a UK bank account. *This means that you will need to have a bank account in the UK in order to receive your maintenance.* Please ask the Tutorial Office (tutorial@wolfson.cam.ac.uk) for help on how to set up a bank account.

Please bear in mind that these loans are made out in US Dollars and, therefore, *the amount received in GB Sterling is subject to fluctuations of the exchange rate.* The College is not responsible for shortfalls in funding due to this, and students should bear this in mind when estimating their course and maintenance costs.

As it is not certain when exactly the first payment will be received, please make sure you have sufficient maintenance funds for the beginning of your course as no advances can be made.

You will receive your matriculation form once the first loan disbursement has cleared and your first term’s course fees and accommodation costs have been covered.

Please contact Miss Katerina Gargaroni at fees@wolfson.cam.ac.uk for any other queries regarding the disbursement of your US student loan. The Board of Graduate Studies deals with the US loans scheme administration and your contact there is Ms Jane Armitage, ja346@admin.cam.ac.uk.

**I will be studying for an MBA/MFin/MSt course, where do I pay my fees?**

You will pay your all course fees to your Department.

**I plan to take out a Career Development Loan (CDL) / Student Finance England (SFE) Postgraduate Loan in order to pay my fees. Does the College accept this?**

Our fees policy is for students to pay all academic fees in full at the beginning of the course. However, if you are going to be taking out a CDL or SFE loan this will be paid in instalments. We can accommodate such an arrangement under the following conditions:
i) that your loan application has been completed at the beginning of your course and the first instalment towards your fees is ready to be paid at the beginning of October, and

ii) that you will not be allowed to matriculate, i.e. officially register as a student of the University, until the first instalment has been paid.