When are fees and charges payable?

The *University Composition Fee (UCF)* is collected by the College. All UCF invoices will be issued at the end of September 2017 and emailed to students using the email address we have at the time.

*If you are personally liable for the payment of the UCF full payment must be made by 20 October 2017 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 Finance Office and the Tutorial Office.

*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 Finance 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 2017-18 this means that you are expected to pay your full course fee and the first term’s rent (where applicable) by 20 October 2017 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 for fees is bank transfer, but we also accept Sterling cheques.

*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 off at the Finance 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.
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
ADDRESS: 3 SIDNEY STREET, CAMBRIDGE, CB2 3HQ, UNITED KINGDOM

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 (DXXXXX) 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.

Can I pay by card and which debit/credit cards do you accept?

We accept card payments for costs other than fees, such as accommodation charges, formal halls, etc. We do not accept Diners Club or American Express. We accept VISA and MasterCard. When paying by card please ensure the card used for payment is in your name. If you can’t get to the Finance Office 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.

Can you issue my 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?

We cannot give you an exact amount for your rent before you arrive at Wolfson as the rent charge for the first term (Michaelmas term) will appear on your College account statement 2 days after you check in your room. By the end of August 2017 you will have been sent your Accommodation Licence which states your weekly rate (7 nights). From this you can calculate the nightly figure (by dividing by 7) as for greater accuracy and fairness accommodation charges accrue on a nightly basis. You can then multiply this by the number of nights you will be using each term to get the termly charge. You can also refer to the link below for weekly prices in our different units of accommodation.


If preferable, payment for the whole of the tenancy period can be made in one go at the beginning of the academic year. 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).

When do I pay for rent during the year?

*Accommodation charges must be paid termly in advance.* At the beginning of every term you will be emailed a statement that includes your termly rent charge. This should be paid within fourteen days unless otherwise agreed in writing. If payment is not made within such period, fixed penalties will be applied as follows:

1 – 14 days overdue - £50.00

15 – 28 days overdue – an additional £50.00

Any debts still outstanding after 28 days will be referred to the Senior Tutor.

Where is the Finance Office and when is it open?

The Finance Office (historically known as the College Office) is the financial hub of the College and it 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 Finance Office during normal opening times?**

You can make payments by bank transfer.

Alternatively, you can send a sterling cheque to our address (Finance 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) for all costs other than course fees. We will need the card name, number, start and expiry dates and the security code at the back of the card.

**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 this, including a contact name and address, 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 Finance 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 2017). You will then be eligible to matriculate.

- If you have a scholarship from **outside** the University (international agency, foreign governments, individual, etc.) the invoice will still 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. We have had difficulty with getting payments in the past so the onus is on the student to make sure fees are paid.
My sponsor needs an invoice in order to pay for my fees. Can you invoice them directly?

- If you have a fees scholarship from within the University of Cambridge (Departments, Trusts, etc.) you will need to provide evidence of this, including a contact name and address, 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 Finance Office and the Tutorial Office as soon as the information is available.

- If your sponsor is not within the University of Cambridge please forward your fees invoice to your sponsor as we do not invoice international sponsors directly. If they need an invoice addressed to them we can prepare this on an ad-hoc basis; please email your request to fees@wolfson.cam.ac.uk with the full name and address of the sponsor as that will show on the invoice.

My self-service account includes amounts for “Additional fees/costs (OS)” and “Student Maintenance”. How are these worked out and where should I pay them?

The only set figure is the one for your course fees (UCF). The rest of the figures quoted on your self-service account are only estimates and they are the minimum amount required to cover accommodation, food, travel, books, leisure, etc each academic year.

The College accepts payment only for the UCF and accommodation, if you are living in College. Please do not transfer the rest of your maintenance monies to Wolfson College. Usually, international students open a bank account once they are in the UK which allows them to transfer in personal funds and access them when needed but you are welcome to make any arrangement you find suitable.

Why/When do I need to matriculate?

We need to have received your full course fees and first term’s rent payment before you can matriculate, that is formally enter the Register of the University. All students need to matriculate in order to be able to take their exams and receive their degree. Failure to matriculate in time can also result in the loss of your free Formal Hall entitlement.

When all the required payments have been received by the Finance Office we will notify the Tutorial Office that your fees have been paid. You cannot matriculate until this has happened. The Tutorial Office will then contact you once you have completed all the steps needed in order to be eligible for 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 2017-2018?

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 Finance 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, including a contact name and address. This should be emailed to fees@wolfson.cam.ac.uk and tutorial@wolfson.cam.ac.uk or forwarded to the Finance 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**: The UCF 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. If they need an invoice addressed to them we can prepare this on an ad-hoc basis; please email your request to fees@wolfson.cam.ac.uk with the full name and address of the sponsor as that will show on the invoice.

**How do I settle my charges during the 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. 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.

**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.

**Accommodation charges must be paid termly in advance.** At the beginning of every term you will be emailed a statement to your student e-mail account @cam.ac.uk that includes your termly rent charge. This should be paid within fourteen days unless otherwise agreed in writing. If payment is not made within such period, fixed penalties will be applied as follows:

- 1 – 14 days overdue - £50.00
- 15 – 28 days overdue – an additional £50.00
Any debts still outstanding after 28 days will be referred to the Senior Tutor.

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.

**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 arrange 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 as soon as you start your course.

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 be eligible for matriculation 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 Student Registry deals with the US loans scheme administration and your contact there is Ms Jane Armitage, Student Loans Administrator at the Student Registry. Her contact details are 4 Mill Lane, Cambridge, CB2 1RZ, T: +44 (0) 1223 337971, E: 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 postgraduate loan this will be paid in instalments. We can accommodate such an arrangement under the following conditions:

i) that your loan application has been approved before your course starts and that the first instalment towards your fees is ready to be paid to us within the first month of your course

ii) that you provide us with the relevant paperwork that shows the amount you are borrowing and the payment dates of the loan instalments

iii) that at least 1/3 of your University Composition Fee (UCF) is covered in each of the Michaelmas, Lent and Easter terms

For students starting in October 2017 we will need a minimum 1/3 of the total UCF paid by the end of October, along with the first term’s rent payment, if living in College. You will be able to start your course and attend lectures as normal, however, you will only be eligible to matriculate, i.e. officially register as a student of the University, after the first instalment has been paid.