



## When are fees payable?

**College and University (tuition) fees are payable in full at the beginning of each year of your course.** Invoices are issued at the beginning of the academic year, in October, and full payment must be made by 15 October. New students need to pick up their invoices from the **College Office** at the beginning of their first term.

**Accommodation fees have to 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.

For 2013-14 students the above means that in October 2013 you are expected to pay your full course fee and the first term's rent, if staying in College.

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

## How can I pay?

It would be preferable to include **all charges** (College fee, University fee and first term's accommodation charge) **in one payment**.

For College and University fees you can pay by debit card, UK bank cheque, sterling draft, sterling travellers' cheque or bank transfer from the UK and from abroad. Payments take place at the College Office and the normal opening hours are from 8.30am to 12.45pm and from 1.30pm to 3.00pm, Monday to Friday (see next page for more details).

**If paying by bank transfer you will need to include your NAME and your COLLEGE ID or COLLEGE ACCOUNT NUMBER as a reference** so we can trace your payment. Please also email [accounts@wolfson.cam.ac.uk](mailto:accounts@wolfson.cam.ac.uk) with the exact amount, date and bank account name of the transfer. This is necessary in order to allocate your payment to your account and not to somebody else's.

**If paying by cheque or sterling draft please make the cheque/draft payable to "Wolfson College"**. You can also drop this in our letter box or leave it for our attention at the Porters' Lodge.

**Unfortunately, we cannot accept payment for course fees by credit card. We do accept credit card payments for all other charges such as accommodation charges, internet, etc.**

## Where do I pay?

You need to visit us at the **College Office**; we are 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/>



## What are the College's bank account details?

LLOYDS T.S.B. plc  
GONVILLE PLACE  
95 REGENT STREET  
CAMBRIDGE  
CB2 1BQ

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 your COLLEGE ID or COLLEGE ACCOUNT NUMBER as a reference* so we can trace your payment. Please also email [accounts@wolfson.cam.ac.uk](mailto:accounts@wolfson.cam.ac.uk) with the exact amount, date and bank account name of the transfer. This is necessary in order to allocate your payment to your account and not to somebody else's.

## Which credit/debit cards do you accept?

We accept VISA, Mastercard, Maestro and Solo. We do **not** accept Diners Club, American Express or VISA Electron.

## When is the College Office open?

Counter service is available from 8.30am to 12.45pm 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 till 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 pay by debit/ credit card (please note we do not accept payment for course fees by credit card) over the phone or email (01223 335915 or [fees@wolfson.cam.ac.uk](mailto:fees@wolfson.cam.ac.uk)). We will need the card name, number, start and expiry dates and the security code at the back of the card. You can also pay by bank transfer or by posting a GBP cheque to our address (College Office, Wolfson College, Barton Road, Cambridge, CB3 9BB) or by leaving it for our attention at the Porters' Lodge. We do not currently have the facility to accept payments online through our website.



## **I would like to pay for the first term's accommodation charge.**

### **How much is it?**

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

As a guide please refer to the link below for weekly prices in our different units of accommodation.

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

From these you can roughly work out the termly charge by multiplying your weekly rent by the number of weeks you are staying in our accommodation.

## **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 to the College Office. Please bring the relevant paperwork with you to the College Office so we can have a copy. Your course fees invoice will then 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 2013). You will then be given your matriculation form.

If you have a scholarship from **outside** the University (international agency, foreign governments, etc.) the invoice will be issued in your name. This means you will be personally responsible for forwarding that to your sponsor and making sure that payment comes through in time. Once your fees are paid you will receive your matriculation form.

## **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.

## **Can I pay for my fees in advance?**

If you are a new student you are advised to pay as close as possible to your course start date.



## Can I pay for my course fees in instalments?

We do not accept payment in instalments for fees. A one-off payment for fees needs to be made at the beginning of your course.

## 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 doing a pre-course that starts during September, how does that affect my fees?

The College and University fee 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 postgraduate course in 2013-2014?

Please see the table below for your **College fee**. Please note that where previous year's fees are shown, the figures are subject to an annual increase:

Course	Full time	Part time
PhD	£2,349 (2012/13)	£1,410 (2012/13)
MPhil, MSc, CPGS, MLitt, LLM, Diplomas, MMus	£2,349 (2012/13)	£1,176 (2012/13)
MSt, MEd	n/a	£471 (2012/13)
MBA	£2,349 (2012/13)	n/a
EMBA	n/a	1 <sup>st</sup> year: £2,349 (2012/13) 2 <sup>nd</sup> year: n/a
MASt	£5,400	n/a

Please check the link below, at the University of Cambridge website, for your **University fee**:

<http://www.admin.cam.ac.uk/offices/gradstud/funding/costs/>



## What are the fees for my undergraduate course in 2013-2014?

1. **Home/EU students who are eligible to pay fees at the Public Home/EU fees rate do not need to pay a separate College fee.** However, you will need to provide proof of your eligibility to the College Office. This is usually the final award letter you get sent from your Student Finance body. **Without this** we cannot ascertain your eligibility for the public rate fees and **you will be liable for both College and University fees.**

Please check the links below for your University fee.

<http://www.study.cam.ac.uk/undergraduate/finance/tuition.html>

[http://www2.wolfson.cam.ac.uk/files/forms/FEES\\_FOR\\_MATURE\\_AND\\_AFFILIATED\\_UNDERGRADUATE\\_STUDENTS.pdf](http://www2.wolfson.cam.ac.uk/files/forms/FEES_FOR_MATURE_AND_AFFILIATED_UNDERGRADUATE_STUDENTS.pdf)

2. **Students who are liable to pay fees at the Private rate need to pay a College fee.** This is usually Overseas students and Home/EU students who are undertaking a second undergraduate degree (except those studying Architecture, Medicine and Veterinary Medicine).

Please see the table below for courses beginning in 2013-2014:

Course	Full time	Part time
BA, MEng, MB, BChir	£5,400	n/a
BTh	£588 (2012/13)	n/a

Please check the link below for your **University fee**:

<http://www.admin.cam.ac.uk/offices/gradstud/funding/costs/>

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

1. **Undergraduates taking out a Student Loans Company (SLC) tuition fee loan:** You will need to bring a copy of your most recent Student Finance award letter to the College Office. 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 need to provide us with a copy of your award letter at the start of each subsequent academic year.



2. ***Undergraduates taking out a Student Loans Company (SLC) maintenance loan:*** You will need to bring a copy of your most recent Student Finance award letter to the College Office. This is usually 3-4 pages long. Once we have a copy of this letter we will confirm your attendance to the SLC 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:*** in the 2<sup>nd</sup> year of your course 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 bring proof of your scholarship to the College Office so we can have a copy. We will then invoice your Department/Faculty directly.
5. ***Postgraduate or undergraduate students who are sponsored by another institution:*** Please bring proof of your scholarship to the College Office so we can have a copy. We will then decide whether to invoice you or them directly.

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

Every student has her/his own College account. All the charges that occur and payments that you make to us during the year show on your College account. ***College and University fees need to be paid at the start of Michaelmas term, in October. 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, usually to your student e-mail account @cam.ac.uk. Please bear in mind that even if you do not receive these termly reminders ***you need 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 in 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 charges that debit 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 may take place over 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](mailto:tutorial@wolfson.cam.ac.uk)) for help on how to do that.

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 course fees and accommodation costs have been covered.

Please contact Katerina Gargaroni at [fees@wolfson.cam.ac.uk](mailto: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 J. Armitage, [ja346@admin.cam.ac.uk](mailto:ja346@admin.cam.ac.uk).

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

You will need to pay the College fee to Wolfson College and the University fee to your Department. The College fee invoice will be issued in and you can pick it up from the College Office during our normal opening hours. Once we have collected payment for your College fee we will be able to issue you with your matriculation form. You are responsible for paying tuition fees to your department.

## **I plan to take out a Career Development Loan (CDL) 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 this will be paid in instalments. We can accommodate such an arrangement under the following conditions: i) that your loan has been completed at the beginning of your course and the first instalment is ready to be paid to us in 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.

*Updated 28/03/2013*