PEMBROKE COLLEGE · CAMBRIDGE
Postcode CB2 1RF Telephone (01223) 338100
From the College Registrar *Direct Line (01223) 338112*
www.pem.cam.ac.uk/current-students/undergraduates/money/ *Email: becky.coombs@pem.cam.ac.uk*

Fees and charges: Information for Undergraduate Students 2018 - 2019

Fees

Home and EU publically funded students

University Fees for 2018/2019 are £9,250 (If your course started before October 2017 then University fees for 2018/19 are £9,000 and if your course started before October 2012 then University fees for 2018/19 are £3,465). If you have taken out a loan to cover your fees then this will be paid direct to the College. However if you paying the full fee amount direct to the College or are paying part of this amount yourself (and the remainder via a loan) then this must be paid by Friday 12th October 2018. ***If you have not told us how you intend to pay your fees then we will assume that you will be paying the full amount yourself.***

Please ensure that you send us a copy of any paper work (notably the paper entitled "*University or College Payment Advice")* you receive from Student Finance before 21st September as this will tell us how much loan you have applied for.

[Throughout this document Student Finance is used generically to refer to Student Finance England, Student Finance NI, Student Awards Agency for Scotland, Student Finance Wales]

EU students who satisfy the conditions for support from public funds can apply to the Department for Education and Skills on form EU3 for a fee loan. Please send Mrs Koseoglu a copy of your financial notification as soon as it is received.

Privately Funded Students

Both University and College fees must be paid in **FULL** at the start of the academic year.

- Any student new to the College must have paid their fees (in FULL) before **2nd October 2018**. If fees have not been fully paid then you will not be allowed to matriculate or start your course.

A few days before the start of the Michaelmas term we will send your fee bill to your @cam email.

Fees schedules are available on the University website.

Fee Payment

We strongly recommend that you make your fee payment in one of the following ways:

- By **bank transfer** from an overseas bank or a UK account to the College bank account:

Barclay's Bank, St Andrew's Street, Cambridge - Sort code 20-17-68

Account number 30712620 - Swift code - BARC GB22.

IBAN – GB94BARC20176830712620

N.B. *If you make a bank transfer please quote either your College account number (if known) or else your initials and surname in the transfer so that the funds are credited to the correct account.*

We strongly recommend that funds are transferred in **sterling** rather than in say dollars to avoid currency fluctuations.

Please allow at least one month for the transfer of funds. Therefore, arrangements for the full payment of fees before **2nd October 2018** should be made as soon as possible. There may be a

bank charge for the transfer of funds from an international account or a non Barclay's account to the College account; please enquire as to any additional charges you may incur.

If for any reason you transfer too much money then this will be offset against your first College bill.

- By bringing with you a **sterling banker's draft drawn on a United Kingdom bank**.
- **By debit card** (**not** credit cards) in the Finance Office (L8) in person or by telephone (01223 339854)

College Charges

- **Room rent** (where applicable). This includes background heating, electricity and ethernet. Rents range from £90.60-£138.39/week.
- **Vacation Rent**. This is payable by students for extra residence over and above the three termly rental periods. If you come into residence prior to the 29th September 2018 (or 30th September 2018 for students commencing their course in October 2018) then you will be charged a nightly pro rata rent for your room.

Please note that room keys must be returned and your card swiped before you leave College at the end of every term and again when you return into residence. If you forget to return your keys and swipe your College card at the end of term you will be liable for additional rent as above. Anyone who realises they have forgotten to return their keys or to swipe out during the vacation should ring the Porter's Lodge immediately and return the keys by recorded post. The additional rent calculated up to the date of receipt of returned keys will be converted to a **fine** of a lesser amount.

- **Kitchen Overhead Charge (KFC)** of £168.00/term for students living in College-owned accommodation and £84/term for students who live in private accommodation. This charge is consequent upon membership of the College, and is not related to actual use of the facilities of the Hall and Buttery in any term.
- **Meals.** Meals bought in the buttery are paid for using your meal account and accessed using your University card. You are allowed to accumulate up to £100 of debt on this account each term. You may need to pay into the account to keep it within this limit. At the end of each term any debit or credit balance on the meal account is transferred to your main College bill.
- Formal Hall is currently charged at £9.70; there is a charge of £15.00 for guests. These meals are also paid for using your meal account.
- **Faxes.** Personal incoming faxes are charged at 23p a sheet. Outgoing faxes are charged at 23p a sheet inland and 60p a sheet overseas.

Timetable for Payment of College Bills 2018-2019

Your College bill and, where applicable, Fee bill will be sent to you by email sometime during the week before the start of term; the email address used will be your @cam email. Please note that if you arrive before Saturday 29th September (or in the case of freshers Sunday 30th September) you will be charged a nightly pro rata rent for your room ***in addition*** *to your termly rental.*

Tuesday 2nd October 2018:	Final date for payment of University, and if applicable College fees
Friday, 12th October 2018:	Last date for payment of Michaelmas Term bill, i.e. Room Rent and Kitchen Overhead Charge
Friday, 18th January 2019:	Last date for payment of Lent Term bill
Friday, 26th April 2019:	Last date for payment of Easter Term bill - please see note on Estimated bills.
Friday, 9th August 2019:	Last date for payment of Long Vacation bill. This will cover the charges incurred during the Easter Term. You should receive the bill by the middle of July. If you are away during the summer please make arrangements for the account to be paid in your absence.

The Easter term bill for any student who will be leaving Pembroke definitively in June 2019 will include an **Estimated Bill** to cover the charges likely to be incurred during the coming term. You will be charged an amount to cover any anticipated rent during the Easter vacation as well as estimated amounts to cover your catering account, laser printing and other items. This can be substantial and will have to be paid before graduation. Your buttery swipe card permissions and laser printing rights will also be disabled on the day of Graduation. If we have over-estimated, then the difference will of course be refunded, along with your deposit, once the final bills are produced in July.

Undergraduates who are taking out a loan for their fees and who have not received their **FINAL** Financial Notification from Student Finance Direct by the 18th May 2019 will have to pay the FULL amount of tuition fees for the year. Final year students will not be allowed to graduate if fees remain unpaid.

How to pay your College bill:

College bills can be paid by:

1 debit card: -in person via the Finance Office (L8) or by telephone 01223 339854, between 10.00 – 14.00 Monday-Friday

2 bank transfer to the bank details listed on the second page

3 cheque – please ensure that your College account number is shown on the reverse of the cheque. Cheques may be left at the Porters' Lodge in an envelope clearly marked 'College Bill'.

The Finance Office will be open to deal with student enquiries from 10.00-14.00 Monday to Friday.

If you experience problems meeting the payment date of your College bill please see the College Registrar, Room (LL3) before settlement is due. A fine of £20 and interest charges will be levied on unpaid accounts.

Under no circumstances will any student be allowed to take his/her Degree until his/her account with the College has been cleared.

Additional financial information

Publically funded students

Any student who has applied to Student Finance (England, Northern Ireland, Scotland (SAAS) or Wales) for financial support is eligible to apply for a maintenance loan from the Student Loan Company (SLC). A further amount may be available as a means-tested loan. Student loans will ONLY be paid once the College has confirmed your attendance at the start of term; to confirm attendance you MUST see your Tutor to sign the attendance sheet. Student loans will be paid by bank transfer so it is imperative that the Student Loan Company has all the necessary instructions.

Any student from a household with a residual houshold income of <£25k is eligible, in principle, for a Cambridge Bursary. Further details are available here:

http://www.cambridgestudents.cam.ac.uk/cambridgebursary

or from the Tutorial Office.

Privately Funded Students

Those privately funded students whose primary source of income is in a currency other than the pound sterling are asked to note that the pound's exchange rate can show a considerable fluctuation in the course of a few months. This may involve gains or losses of perhaps as much as 20% or more on untimely conversions. **However, payment of fees by the due date is an absolute requirement of entry to your course.**

All Undergraduate students

Information concerning financial support that is available for all students (e.g. grants and awards for study trips, hardship awards and merit wards) as well as eligibility criteria and how to make an application for these awards is available in the booklet: Financial support for Pembroke Undergraduates available on the College website.

Your student maintenance loan will be paid by BACS and is only released once the College has notified the Student Loans Company that you are in attendance.