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| Postgraduate Sources of Finance Form 2022/2023 | St_Eds_logo_rgb_large-Gill |
| In order for the College to invoice correctly would you please complete this form by 30th June 2022 and return it by email to freshers@st-edmunds.cam.ac.uk. You will not be able to book accommodation until this form has been completed and failure to provide necessary information may mean that you are charged for all fees and charges upfront.  |
| It is essential that you inform the College if your fees will be paid by an external sponsor and that you provide the College with copies of your award letters and your sponsor’s billing address. If we do not receive this form and appropriate documentation showing that your fees are paid by someone else, you will be held responsible for the full cost of your fees and charges. It is essential that if you have a loan that you inform the College of this, so that we can made arrangements for you to pay in instalments which follow your loan receipts. Please provide a copy of your loan confirmation. If you do not provide this you will be asked to pay the full value of the invoice within 14 days of the date of that invoice. If you have any queries, please email freshers@st-edmunds.cam.ac.uk or ask on Teams.Please note that invoices are sent in pdf format and emailed to your Cambridge email address CRSID@cam.ac.uk . Please note that if you are given another Cambridge email address (e.g. CRSID@jbs.cam.ac.uk), these two accounts do not automatically link up and you are advised to enable automatic forwarding of one to the other. |
| YOUR INFORMATION |
| Family Name (Surname): | Given Name (Forenames): |
| Home address: |  Application number: |
| Date of Birth: |
|  |
| Course (PhD, MPhil, MBA, etc) and subject: | : |
| **TUITION FEES**  |
| *(Please check the appropriate box.)* |
|   I am responsible for my own Tuition fees which I will pay from funds already held by me or my family **And/or** I am responsible for my own Tuition fees and have arranged a loan.\* | **And/or** Please bill my external sponsor. **\*** |
| **\**Please attach a copy of your grant/scholarship/other letter detailing this award or your loan confirmation*** |
| Name of Sponsor: Contact name at sponsor: Email:  | Sponsor’s Billing Address: Tel:  |

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| **MAINTENANCE CHARGES (Rent, Caution Money, Alumni Society, CR Dues, Kitchen Minimum Billing, etc)** |
| Information on all college maintenance charges are found overleaf:  I am responsible for payment of my own rent (and utility charges if they apply). I am responsible for payment of my own caution money  I am responsible for payment of my own kitchen minimum billing (termly charge) I am responsible for payment of my own CR dues (termly charge) I am responsible for payment of my own Alumni Society (one-off charge on matriculation) |
|  |
| YOUR SIGNATURE |
| I hereby certify that the above information is correct and I will inform the College immediately if any of this information should change. I understand that all invoices are due for payment within 14 of the date of invoice unless my sponsor is paying my charges or if I am receipt of a loan. |
| Signed:  | Date:  |

### FOR OFFICE USE ONLY

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| --- | --- | --- | --- |
| *Univ fee:* | *Univ fee code:* | *College fee:* | *College fee code:* |

Registered Ch arity 1137454

**FINANCIAL INFORMATION FOR STUDENTS**

**2022/2023**

This sheet summarises the charges for the academic year 2021/2022, from 1.9.2021.

All charges are revised every year. No guarantee is given to maintain or hold increases at any particular level, although the College will always strive to minimise increases. Students should assume that rents and charges will increase by at least inflation.

The College cannot and does not give any undertaking of any kind, which would prevent its Governing Body from introducing new charges not shown here or from increasing charges in the future.

All amounts shown here are in pounds sterling (£). The pound sterling is the only currency accepted by the College. Overseas students need to bear in mind that exchange rates can fluctuate up as well as down. The College cannot and does not alter its fee structure to reflect exchange rates since it has no control over these external events. Therefore it would be prudent for overseas students to take into account the possibility of an unfavourable movement of exchange rates and to take appropriate precautions.

**PAYMENT OF FEES AND CHARGES**

Invoices for University Composition Fees and College Fees are presented at the start of each academic year, on or just after the first day of full term.

Invoices for College charges are presented at the beginning of each full term or monthly as appropriate.

*Invoices are sent as a pdf attachment to the @cam.ac.uk email address for each student.*

Invoices are payable immediately, but the College allows 14 days for students to prepare and transfer their payments. Students with a valid reason to delay payment must contact the Student Finance Officer within 14 days of receipt of invoice. Failure to do so may result in interest charges of 1.5% per month being levied on overdue accounts.

**COLLEGE FEE**

The College Fee is payable by all Overseas MAST students. This assessment will have been made by the Admissions Office and you should contact the Director of Admissions if you think you have been assessed incorrectly.

The College Fee for students who matriculate in 2022-2023 is £10,449 and is charged annually at the start of each academic year.

**COLLEGE MAINTENANCE/LIVING COSTS**

**College Charges (Alumni Society, CR Dues, Kitchen Minimum Billing, Rent, Caution Money)**

Outlined below are brief descriptions of the charges levied to students, the current amount and the frequency of the charge.

***Rent***
*All single undergraduates are guaranteed college accommodation. If you do rent from us, rent is billed quarterly. Information on rents can be found at* [*https://www.st-edmunds.cam.ac.uk/rents*](https://www.st-edmunds.cam.ac.uk/rents)*.*

***Caution Money***
*'Caution money' is a room deposit, equivalent to one month's rent, levied at the commencement of residence each year against possible loss or damage to decorations, fabric and furnishings, and is credited (as appropriate) to your account at the end of residence.*

**Alumni Society fee**

The Alumni Society fee provides lifetime membership of the Alumni Society. Half of the charge goes directly to the Alumni Society and the remainder is used to provide direct administrative support to the Alumni Society. £52 is charged once only.

**Combination Room (CR) Dues**

The Combination Room is a student association which promotes the social welfare of its members. The College collects a termly subscription of £25 from each student. This is passed to the CR Committee.

**Kitchen Minimum Billing (KMB)**

The College makes a compulsory charge to all students for the use of the dining hall and coffee shop. This is charged at the beginning of each term and a credit is placed on the student’s University card. The University card acts as a meal card and the credit can be used to purchase:

* Informal meals: breakfast, lunch, dinner
* Formal meals: Formal Hall and Guest Nights
* Snacks and drinks, during opening hours
* Graduation lunches and teas

Once this credit has been used, students may pay for further meals by ‘topping-up’ via the St Edmund’s Catering app or at Reception using a debit card or cash.

It is not College policy to refund unspent meal card balances.