



## SIDNEY SUSSEX COLLEGE

### Fees Payable by Graduate Students

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Graduate students are charged an Academic Fee (University Composition Fee), which is payable in full for the whole year, in advance (but not before the start of term), to the Tutorial Office. You are responsible for funding and managing your own maintenance costs and for the living expenses of any dependants who may accompany you.

For full details of the fees payable by you please visit the following web page (if you are unsure of your fee status, you will find this information on your offer letter from the Student Registry or on your self-service page on CamSIS):

<http://www.admin.cam.ac.uk/offices/gradstud/fees/costs/fulltime.html>

#### **Important:**

**a) If you are paying your own fees in full or in part (whatever the source of your private funds) then you are responsible for insuring that payment is made in full between the start of term on 3<sup>rd</sup> of October and 13<sup>th</sup> October 2017. Please do NOT pay any fees before the start of term. Also, international students arriving with a Tier 4 visa (Points Based Immigration) should not pay any fees before their entry to the UK.**

Payment methods:

1. Cheques should be made payable to *Sidney Sussex College* and sent to the address found at the end of this letter.
2. Debit or Credit Card Payments. (Unfortunately the College is unable to absorb the transaction charges on credit cards, currently 2.3%, and adds this amount to the transaction. Debit cards do not incur this surcharge.)
3. A Direct Bank Transfer can also be used to make a payment and further details are given below:

Barclays Bank Plc, St Andrews Street, Cambridge, CB2 3HY  
Sort Code: 20-17-19 Account Number: 80053511  
Account Name: Sidney Sussex College, SWIFTBIC: BARCGB22  
IBAN: GB29 BARC 2017 1980 0535 11

**Please use your name so that we can identify the origin of the payment.** If you are sending the payment electronically please email the Tutorial and Student Finance Manager with details when you have sent it (see contact details at the end of this letter).

**b) If you are in any way being funded by an academically recognized funding body that is via Scholarships, Bursaries, University Departments, Research Councils, and you were unable to confirm this on your College Registration Form prior to your arrival in Cambridge then you must provide the Student Finance Manager with full details by 13<sup>th</sup> October 2017.**



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#### **College Bill:**

At the beginning of each term you will receive a college bill for college services. Those in college accommodation will have their occupancy charge added to their bill along with the proportion of the Kitchen Fixed Charge (the set contribution towards kitchen overheads) for that Term, whilst those in private accommodation will only have the proportion of the Kitchen Fixed Charge added. The bills issued at the start of the Lent, Easter and Summer Terms will include additional charges (e.g. meals taken in Hall, Photocopying, printing) for the previous Term. This will be emailed to you at the start of each term and must be paid in full by the date given on the bill. If you anticipate difficulty in being able to meet these deadlines, please contact the Tutorial and Student Finance Manager as early as possible after receipt of your bill. In addition to the methods of payment listed above for the Academic Fee you can pay your College Bill through the College Website.

To access this service you will first have to sign on to the Sidney Student portal. You do this from the website home page by selecting the following options.

1. SidNet – You will be asked to enter your **CRSid and your Raven password**.
2. Students – You are now in the Sidney Student Portal
3. Finance
4. Pay your College Bill Online – This will now display your name and the balance due\* on your College Bill. If you are happy that this amount matches the bill that you have received then you can select your card type\*\* and press PAY. You will then be asked to enter your card details before confirming your payment.

\* When you make your payment through EPay it is not possible for you to alter the payment amount. Should a situation arise where you are unable to pay the balance in full or there is an error on your bill then you should contact the Student Finance Manager as soon as possible.

\*\* Credit Card payments made through SidNet are subject to a surcharge of 2.7%. [The difference from the surcharge specified in a) is due to the different methods of payment.]

#### **Deposit:**

All students are required to give a £250 deposit against their College Bill (irrespective of whether they elect to live in private or College-owned accommodation) and this will be added to the Michaelmas Term College Bill; it does not need to be paid in advance of your arrival. It will be returned at the end of your degree providing that you are not in debt to the College.

#### **David Graves**

Tutorial Office and Student Finance Manager  
Sidney Sussex College, Cambridge, CB2 3HU

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