STUDENT FEES - RULES FOR PAYMENT 2022-23

1. Residence Fees are due for payment within 14 days of the invoice date, which is the same date as the start of each term’s rental period. Students entering College accommodation for the first time are also required to pay a deposit of £150 with their first term’s rent, which is refundable at the end of their course less any amounts owed on their account, Student Welfare Contributions or other deductions for damages and/or extra cleaning. (Note – students previously in residence are not required to “top up” their deposit to the new level).

For double occupancy Higher Degree and PGCE rooms in Morley House, the deposit will be charged at £150 per student, not per room.

2. Student contributions to Tuition Fees are due in full at the beginning of the Academic Year unless Student Loan evidence has been provided or special arrangements are made with the College Accountant in advance and confirmed by him in writing. Where Tuition fees are due to be paid by a Sponsor and that Sponsor fails to pay, the liability to pay falls back on to the student.

3. Any student who believes she/he has good reason to justify delaying payment should apply to the College Accountant for special dispensation before their invoice becomes overdue. Any student suffering genuine and serious hardship should also consult the Finance Tutor for advice on applying for hardship funds etc. dk211@cam.ac.uk.

4. Any accounts overdue after the due date will attract a compulsory Student Welfare charge of £5.00, which will not be waived. The Senior Tutor will be advised a debt is due.

5. Accounts still overdue after 14 days will incur an additional £50.00 Student Welfare contribution charge (on top of the £5.00 charge already incurred) and the Senior Tutor will be advised of failure to pay a bill.

6. A student with fees outstanding from a previous term may not return to resume their course unless the Senior Tutor and Bursar are satisfied with regard to the student’s acceptance of her/his financial responsibilities to the College.

7. The College may decline to present a student for graduation pending settlement of outstanding debts to the College.

8. Legal proceedings may be taken by the College at any time that the Bursar judges necessary, in order to secure settlement of an outstanding student account.

9. Application and payment for extra nights over and above those covered by the residence agreement must be made no fewer than 7 days in advance of the first extra night required. Late applications must first be approved by the Senior Tutor before extra nights can be booked and will nevertheless incur a cost of £2.50 per night outside of the 7 day period.

- Standard Room: £17.90
- En-suite Room: £21.00
- Harrison House: £22.40
- Morley House (Standard Room): £22.40
- Morley House (Double Room): £30.80
- Purbeck Road: £21.00

Check-in time for extra nights is 2pm, check out time for extra nights is 10am (the 4pm late check-out time only applies to Travel Day).

10. A charge of £25.00 per night will be imposed for staying without permission. This is a deterrent charge that goes to Student Welfare and will not under any circumstances be waived. Undergraduate students should ensure that no luggage or personal belongings are left in the room after the end of the term other than in the lockable drawer in the Michaelmas and Lent Terms only. Failure to remove luggage or personal belongings will mean the appropriate daily rate being charged to the student for each day their belongings remain in the room. For the avoidance of doubt, handing room keys back to the Porters’ Lodge but leaving the room unlocked and/or with belongings either in the room or wedged in the doorway does NOT constitute signing out and will attract these charges. Please do not put College belongings in the lockable drawer.
11. Students who have not handed keys back when checking out will be charged for an extra night plus surcharge, which will not be waived as stated in the previous point. Key charges will also apply (see below).

12. There is a £25.00 cash charge where a resident signs out at the end of term but keys have not been returned to the Porters’ Lodge. This will be held at the Porters lodge for 14 days, where should the keys be returned within that time frame £20 will be refunded. If a student has not returned the keys within a week of checking out they will be treated as being lost and charged for accordingly. Lost key charges are applied as follows:
   - £25 for lost room keys / key fobs*
   - £15.00 for a locker key/Kitchen Cupboard key*

   No refunds will be issued after the 14 day grace period to return the key has passed. *Present all your remaining keys when reporting one as lost.

13. A visitor may conditionally be permitted to stay in a student room for up to 3 nights free of charge. To comply with fire safety regulations all visitors must report to the Porters Lodge on arrival and be recorded as a visitor staying and they must do that every time they come and stay.

14. You must speak with the Accommodation Office about booking guest nights for visitors for more than 3 nights. Student residential blocks are for student occupancy only. Non-student residents are not permitted. The property is only exempt from council tax if it is wholly occupied by full-time university or college students. Any student breaking these rules will be asked to speak with the College Accountant and Senior Tutor for an explanation and may be asked to leave residence along with their guest.

Undergraduate Students

15. At the end of term rooms must be vacated, locked and room keys handed in at the Porters’ Lodge (by 4pm if departing on or before travel day, or 10am if departing after travel day) and collected again at the beginning of term, when ‘signing in’ and ‘signing out’. Failure to comply will attract charges as stated above, and will NOT be waived or exceptions made. You must contact the Porters Lodge immediately if you believe you have encountered unforeseen circumstances that are preventing you from vacating in accordance with the rules.

Higher Degree and PGCE Students

16. At the end of the residence contract, rooms must be vacated, locked and room keys handed in at the Porters’ Lodge (by 4pm if departing on or before the day after the end of the residence contract, or 10am if departing after this) when ‘signing out’. Failure to comply will attract charges as stated above, and will NOT be waived or exceptions made. You must contact the Porters Lodge immediately if you believe you have encountered unforeseen circumstances that are preventing you from vacating in accordance with the rules.

In cases of double occupancy Higher Degree and PGCE rooms in Morley House, both occupants must have fully vacated the room to avoid extra nights being charged, as stated above. The charge will be split 50:50 per occupant, as per College policy.

17. Morley House

The Higher Degree and PGCE residential block built in 2016. It is purpose built for student occupancy only. Non-student residents are not permitted. Some rooms in the block will be single occupancy, others double. It is College policy to split rents 50:50, this is not negotiable. Students who reside together should work out the logistics of payment between themselves if they want rent charges split differently.

A full deposit will be charged to each student in the block, including those in a double occupancy room. Should one of the two require or wish to move out mid contract they must in the first instance speak with the Senior Tutor. If agreed the College Housekeeper will complete an interim inventory check which both parties must sign to confirm they agree with the chargeable items on it (or that nothing is wrong) before the other occupant departs. Failure to provide the signed paperwork will make both parties liable for any charges up until the end of the contracted period. It is College policy to split charges due at 50:50, this is not negotiable.