

Memo to: All Year 1, Year 2 and Year 3 Undergraduates
From: Tamsin James, Bursar
Date: June 2021

IMPORTANT CHANGES TO ARRIVAL/DEPARTURE DATES AND BILLING WEF - OCTOBER 2021

As we approach the end of Term, I wanted to let you know about some changes that are being introduced from Michaelmas Term 2021. These are changes to the dates you are expected to arrive and depart College and changes to the way in which College fees and charges will be billed and paid. You will need to pay your rent and Easter (and Long Vacation) bills in October, which is earlier than usual.

Dates of Arrival/Departure

From October 2021 onwards, you will be expected to arrive at College on the first day of the period of residence and to leave College on the last day of the period of residence. Your room licence will be for these periods (as currently). If you wish to stay in College outside of the period of residence then you can request a room via the accommodation office churchill.accommodation@chu.cam.ac.uk.

The periods of residence for 2021/22 are as follows:

Michaelmas Term - Saturday 2 October to Saturday 11 December 2021

Lent Term - Saturday 15 January to Saturday 26 March 2022

Easter Term - Saturday 16 April to Saturday 25 June 2022

Your room licence will be sent to you for acceptance in the second week of September. Please sign this electronically and return it as soon as you can.

Payment of Rent (Accommodation Charge)

From Michaelmas Term 2021, rent for the period of residence will be due in full at the **start** of term. This is a major change from the current system and so you must be prepared to pay this when you arrive at College.

If you currently live in College accommodation we will be holding an advanced deposit of £1,500, which you paid when you first arrived at Churchill. £1,250 of this will be released and used towards the rent payment that is due at the beginning of October 2021. If your termly rent is more than £1,250 you will be required to pay an additional amount – 10 weeks rent less £1,250. However, if your termly rent is less than £1,250 you will have a credit on your account. Both your Easter Term 21 College bill plus your rent for Michaelmas Term 2021 will be due for payment at the beginning of October (after your student loan grant has been received, where applicable). If you have a bill for Long Vacation, this will also be due in October.

Payment of College Account

As noted above, you will have paid for accommodation for Michaelmas Term 2021 on arrival at College. Any other costs that you charge to your College account will be billed monthly in arrears (currently billed termly in arrears). For most students the largest charge to their College account is their catering costs. Other costs such as printing, electricity, and additional accommodation outside of the period of residence will now be billed more frequently to help you to keep on top of your bills.

Membership Bond

All students will be required to pay a £250 membership bond, which will be held by College until you leave. This will be released when you leave College against your final account. If you currently live in College then the £1,500 advanced deposit will be used as follows: £1,250 will be released against your October 21 accommodation charge (as noted above) and the remaining £250 will be held as your membership bond. If you do not currently live in College accommodation then the £250 advanced deposit that is held by College will become your membership bond.

Methods of Payment

All charges – termly accommodation account, one-off membership bond and monthly College Accounts - should be paid by direct debit. The majority of students already pay by direct debit and so no action will be required. If we do not currently hold a direct debit instruction for you a direct debit mandate will be sent to you in the next few weeks. Please complete and return this to the students account office as soon as you can.

Direct debit collections will be made on or after 20th of each month. You will receive at least 10 days' notice of amounts to be collected so, unless you have any queries, you need do nothing further other than ensure you have sufficient funds in your bank account on the payment collection date.

The direct debit collections in October, April and July will include your accommodation charge as well as the previous month's College Account. We will not take payment from your bank account until after 20th of the month. This will allow sufficient time for your student loan payment to arrive in your bank account at the start of term, if applicable.

If you are responsible for the payment of your Tuition fees then these should continue to be paid by bank transfer or by Transfermate.

Reasons for the above changes

The removal of the advanced deposit and the requirement to pay your term's rent in advance means that you will always be paying the correct charge based on your choice of room. Currently all students living in College pay the same fixed amount of £1,500 regardless of whether they are living in the cheapest or most expensive rooms. This is clearly not equitable!!

The move to monthly billing for other charges means that you will always be on top of your costs. The requirement to pay by direct debit has been introduced as this is both the cheapest and most efficient method of collecting money and allocating it to your account. Most students already pay by this method.

The other main change concerns dates of arrival and departure to/from College. It is expected that most students will arrive and depart in accordance with the dates in their room licence ie the period of residence. Currently, a significant amount of administration is involved in asking students when they intend to arrive/leave, chasing those who don't provide their dates and then dealing with the large number of changes to those dates. You will still have the option of staying in College outside of the periods of residence and can make arrangements for this with the accommodation office.

I hope that most students will be happy with the above changes and will not have any concerns about paying by direct debit. However, each student's circumstances are different and if the above changes cause you any concern then please contact the Students Finance Office. Where possible and practical, individual arrangements can be put in place.

As always, if you find yourself in financial difficulty or have any concerns or queries about paying your bills, then please contact the Students Accounts office. They will help where they can or put you in touch with the relevant person if they are unable to assist you.

Finally

The current academic year has been one of the most challenging that students have faced. The student body as a whole has responded magnificently to the various obstacles produced by Covid 19 and I am very grateful for such a positive attitude. I look forward to welcoming you back to College next year when we hope that student life can return to normal. For those of you who are not returning to College, I wish you the very best for your future and I wish you all a very enjoyable summer.