

METHODS OF PAYMENT

By Cheque: We accept cheques only from UK banks and drawn in Sterling. Make your cheque payable to **Queens' College Bursarial Account** and post or bring them to **The Graduate Administrator, Queens' College, Cambridge, CB3 9ET, United Kingdom.**

- **By Debit or Credit Card:** We accept payments from debit or credit cards of UK banks and from overseas debit or credit cards of MasterCard or Visa.
- Please provide all the following information, and communicate it to us by one of these means:
- e-mail to **graduate.administrator@queens.cam.ac.uk**
- fill in this form; post to **The Graduate Administrator** (above), or fax **+44 1223 335522**

Name of Queens' student:	<input style="width: 100%;" type="text"/>
Credit or Debit card? Issuing bank:	<input style="width: 100%;" type="text"/>
Cardholder's name as on card:	<input style="width: 100%;" type="text"/>
Card number:	<input style="width: 100%; height: 20px;" type="text"/>
Expiry date MMY:	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Valid from date MMY:	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> if applicable
Issue number:	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> if applicable
Security number on back of card:	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> final group of 3 (sometimes 4) digits
Cardholder's address as it appears on card statements, including postcode: <i>This is used for card validation and for posting the receipt.</i>	<input style="width: 100%; height: 80px;" type="text"/>
Amount** to be charged to card:	<input style="width: 100%; text-align: left; border-bottom: 1px solid black;" type="text" value="GB £"/>
Cardholder's signature:	<input style="width: 100%; height: 40px;" type="text"/>
Payment in respect of:	<input style="width: 100%; height: 30px;" type="text"/>
Your telephone number if we have queries:	<input style="width: 100%; height: 25px;" type="text"/>
Your e-mail if we have queries:	<input style="width: 100%; height: 25px;" type="text"/>

**** If you use a *credit* card to pay, please add 1.37% to the amount due. No surcharge for *debit* cards.**
Queens' College undertakes to maintain the security of your personal data after it arrives in college and to destroy this form within three months of the card transaction being accepted.

By electronic transfer or internet banking:

The information you might be asked for is as follows:

Payee name: **Queens' College Bursarial Account**
 Payee's bank: **National Westminster Bank plc**
 Bank address: **23 Market Street, Cambridge, CB2 3PA, UK**
 Branch name: **Cambridge Market Street Branch**
 Sort Code: **60-04-23**
 Account number: **54605350**
 SWIFT code: **NWBKGB2L**
 IBAN: **GB69NWBK60042354605350**
 Payment description: **Use your surname, initials, and a brief description (i.e. JONES R-CONG LUNCH) as far as the limited space permits.**

After sending the transfer, please e-mail graduate.administrator@queens.cam.ac.uk confirming the date of the transaction and the reference you used in the Payment Description field.