Queens’ College, Cambridge

SCHEDULE OF FEES AND CHARGES TO MEMBERS 2018/2019

SECTION I. FEES

Students pay fees as follows, unless they hold a grant or loan which pays all Approved Fees:

1.  ♦ Undergraduates (including Affiliated Students and those in clinical years of study)
    ♦ Master of Advanced Study and Postgraduate Certificate in Education students

   a) Undergraduate rates of fees are paid by those reading:
      • All courses leading to the BA or BTh degrees;
      • Bachelor of: Medicine, Veterinary Medicine, Music;
      • Master of: Engineering, Natural Sciences, Mathematics, Advanced Studies;
      • If taken as the only course of study:
         • Diploma or Certificate in Modern Languages,
         • Certificate in Humanities Computing for Languages;
      • Postgraduate Certificate in Education;
      • Home and EU students reading Master of Philosophy in Architecture and Urban Design.

   b) The approved termly fees payable by all such students are both:

      • University Composition Fee at the appropriate rate set by the University. See Appendix A2 for details of these fees.

      • College Composition Fee (including College Union subscription)  
        (Not usually payable by Home and EU students who qualify for Student Finance tuition fee loans)

      For those students admitted in:

      | Year     | Per Year | Per Term       |
      |----------|----------|----------------|
      | 2018/2019| £9,009   | £3,003 fixed for the duration of the course |
      | 2017/2018| £8,499   | £2,833 fixed for the duration of the course |
      | 2016/2017| £7,941   | £2,647 fixed for the duration of the course |
      | 2015/2016| £7,947   | £2,649          |
      | 2014/2015| £7,653   | £2,551          |

   For students to be admitted in 2019/2020, the undergraduate College Composition Fee will be £9,279 per year (£3,093) per term.

   College composition tuition fee is fully funded for the majority of Home and EU students who would qualify for a Student Finance tuition fee loan. There are some rare situations where this is not the case and in these circumstances, we will let you know at the point of admission.

2.  ♦ Research and Graduate Students

   a) Postgraduate rates of fees are paid by those not listed in 1(a) above.

   b) The approved termly fees payable by all such students are:

      • Combined Composition Fee at the appropriate rate set by the University. See Appendix A2 for details of these fees. This includes the College’s fee.
SECTION II. ACCOMMODATION CHARGES with effect from 1 October 2018

1. Charges for College-provided accommodation are paid according to one of the following schemes. The conditions of each scheme apply for complete terms (or quarters); mid-term (quarter) changes of scheme are not permitted (except that you will be given the opportunity at the beginning of Michaelmas Term to apply to change from one scheme to another).

- **Termly Scheme** for students living in College: all students living in College will be charged on this scheme unless they have permission to transfer to the **Quarterly Scheme**. The charges under this Scheme cover periods which start at 12:00 on the Thursday immediately before Full Term, and which end at 12:00 on the Wednesday immediately after Full Term (Michaelmas, Lent) and on the Thursday immediately after Full Term (Easter) (the 70 day periods).

- **Quarterly Scheme**, for students living in College or Owlstone Croft: all students living in Owlstone Croft will be charged on this Scheme. On this scheme the quarterly charges starting at the beginning of October, January, April and July cover the periods from 12:00 on the Thursday immediately before Michaelmas Full Term until 12:00 on the Tuesday before Michaelmas Full Term in the next year. It is assumed that those on the Quarterly Scheme will remain on it until the end of June, but may be extended until the end of September. This extension is normally possible at Owlstone Croft, but is not available for most rooms in College.

- **Scheme C** is only for students living in College houses or flats and involves charges which cover the whole period from 12:00 on the Thursday immediately before Michaelmas Full Term until 12:00 on the Sunday fifteen days before Michaelmas Full Term in the next year.

2. **Accommodation Charges – College and Owlstone Croft only**

The charges numbered (i) and (ii) below are levied at the start of each term. Charges incurred under (iii) below relate to accommodation outside term under the Termly Scheme. There is no reduction from a full period’s charges in respect of occupation for less than a full period, except that:

- For mid-period changes of room within College provided accommodation the charges are apportioned on a daily basis between the rooms.
- Arrivals later than the beginning of the period may have charges apportioned on a daily basis only if the room has not been reserved for them from the start of that period.
- Provided that notice is given in writing to the Accommodation Officer before the end of November, February or May preceding the end of a quarter, or term, that the student intends to move out of College accommodation, no charge will be made for the non-occupation of that room in any subsequent period.
- A student living in College may apply to change between the Termly Scheme and the Quarterly Scheme on 1st January provided that advance notice is given by the end of November. These changes require the approval of the Domestic Bursar and those on the Quarterly Scheme may have to change rooms outside term.

(i) **Room Charges**, which vary according to room, are payable by all who reside in College provided accommodation. The level of charge reflects the fact that the nature of College buildings is such that it might not always be possible to maintain normal standards of service. The College will try to minimise such interruptions; no charge rebate will normally be granted in these cases.
(ii) Where two students share one set of rooms, the charge payable by each is calculated by taking the basic room charge, adding a *Shared Set Supplement*, and dividing by two.

For 2018/2019: The Shared Set Supplement is: £955 per term

The average room charge per person for a shared set, including half of the Shared Set Supplement is:

The average charge for a single study-bedroom is: £1,630 per term

The average charge for a single set is: £1,760 per term

(ii) *Central Heating Charge*

On the main College site central heating is provided from five days before Michaelmas Full Term until the President of the College Union requests that it is turned off. Outside this period, room heating is the residents own responsibility. Central heating is metered per building under gas (see Appendix A1) and will be charged to the students bill: for budgeting, allow £100 per term.

In Owlstone Croft central heating is provided from five days before Michaelmas Full Term until the President of the MCR requests that it is turned off. Central heating is metered under gas for the whole site and charged to the students bill.

If the central heating in an individual room fails and is not repaired within three working days of the fault being reported by the student on a Maintenance Requisition at the Porters’ Lodge, a rebate of pro rata the central heating charge will be allowed for each day that room is without normal central heating. The rebate is not provided if the failure is building wide, as that is allowed for by metering. To claim the rebate, the student should supply to the Senior Bursar (a) the email showing the original date of report, and (b) the email returned by staff showing the date of repair. Claims on the basis of requisitions made by others similarly affected will not be accepted, except that if the Domestic Bursar publishes a notice declaring a heating rebate for certain rooms; it is not necessary for those affected to claim their rebates individually.

(iii) *Excess Residence* (including the Long Vacation Period of Residence)

Students on the *Termly Scheme* may apply to reside outside the 70-day periods, but accommodation cannot be guaranteed. The Tutors will assign priorities to such applications, and the Domestic Bursar will be guided by those priorities, but the Domestic Bursar may have to refuse permission for excess residence if there is no spare accommodation. For residence outside the 70 day periods the *Excess Residence Daily Charge* is equal to 1/55 of the average termly room charge for a single study-bedroom. The day on which a student goes down counts as a day of residence, but as two days if the room is not cleared by mid-day. Excess residence will be charged for those periods which, following application through a Tutor, are authorised by the Domestic Bursar and notified to the student by the Accommodation Officer, whether or not any residence actually occurs. Excess residence without such authorisation will be charged at twice the excess residence rate.

For 2018/2019: The Excess Residence Daily Charge is £29.97 per day

For graduand students already in College accommodation, there will be no Excess Residence charge for the period from the end of residence in the Easter Term until Degree Day, but graduands or undergraduates in their third year of College accommodation, continuing to a fourth
year of study, must still apply for Excess Residence in the usual way, and claim the free period. Thereafter Excess Residence charges will apply in the usual way. **Students may only claim this free period of residence once.**

3. **Quarterly Scheme Accommodation Charges**

Charges are levied on the first day of each quarter (Oct, Jan, Apr & Jul). These charges are calculated by multiplying the corresponding termly charge payable under the *Termly Scheme* by 1.2 (i.e. 20% higher). There are no Excess Residence Charges under this scheme. If a student is required to move to another room, the charge will still be based upon the room that the student occupied for most of that term.

Undergraduate students in their third year of College accommodation on the main site, will be given a rebate equivalent to the charge for their room for the nights between the end of normal residence and the night before Degree Day on their Easter Term College bill. **Students are only eligible to receive this discount once**, even if they continue to study, they will not receive the rebate or free Excess Residence again.

4. **Scheme C Accommodation Charges**

A quarterly charge is levied on the first day of each quarter (Oct, Jan, Apr, Jul). Arrivals later than the beginning of the quarter may have the charge apportioned on a daily basis only if the accommodation had not been reserved for them from the start of that quarter. Houses and flats are let for the academic year. If a student moves out before the end of June, the student will be liable for the charge until 30 June, or until the accommodation is re-let, whichever is the sooner. After paying the full first three quarters of Scheme C residence in any academic year, a student at a College House or Flat may elect to be charged: *either* on a pro-rata daily basis until the day of departure; or one-half of the full quoted quarterly charge to pay for the period until the end of August and on a pro-rata daily basis from then until the departure date. Excess Residence rates are not applicable under Scheme C.

A minimum of four weeks notice must be given in writing to the Accommodation Officer if a student intends to move out of College accommodation.

Students on Scheme C are responsible for paying all gas, electricity, water and sewerage consumption charges (see Appendix A1). Students in a College House are jointly responsible for these charges, which will be divided equally between them, unless they all agree to an alternative division. Students whose liability is less than the full Scheme C period will have their utility charges apportioned on a daily basis. Utility charges for each quarter of occupation, will be charged on the basis of actual meter readings in arrears.

5. **Vacation Accommodation (other than Guest Rooms)**

Charges for periods of accommodation during the summer vacation will be as follows:

(a) Queens’ students
   (i) Residence of less than four weeks will be charged a daily charge equal to the *Excess Residence Daily Charge*.
   (ii) Residence of four weeks or more will be charged at the *Undergraduate Scheme termly charge* for the room occupied divided by 60 for each day.

(b) Academic visitors from educational institutions
   (i) Residence of less than four weeks will be charged a daily charge equal to
1.2 times the *Excess Residence Daily Charge*.

(ii) Residence of four weeks or more will be charged at the *Undergraduate Scheme termly charge* for the room occupied divided by 50 for each day.

(c) Others

Residence will be charged a daily charge equal to the nightly *Guest-Room charge*. (See Section V below).

All such bookings must be arranged with the Accommodation Officer.

**SECTION III. CATERING CHARGES with effect from 1 October 2018.**

a) *Meals* are paid for according to the food taken.

b) *Cover charge*: All non-members of Queens’ pay, in respect of each meal taken, a *Cover Charge*.

For 2018/2019: The Cover Charge is: 35% per item

**SECTION IV. CAUTION MONEY**

*Caution Money* is payable by all students. *Caution Money* is refunded to students in their final accounts after their course has finished.

For 2018/2019 the amount of Caution Money to be deposited is:

- For all commencing full time students: £300.00
- For all commencing part time students: £150.00

**SECTION V. CHARGES FOR GUEST ROOMS with effect from 1 October 2018.**

The *Guest-Room Charge* per person per night for prospective entrance candidates and for Final M.B. candidates (exclusive of meals charges and V.A.T.):

For 2017 this charge is £15.00 per person per night.

The *Guest-Room Charge* per night for any guest room (inclusive of breakfast but exclusive of all other meal charges) is:

For 2018/19: £43.75 per night for single occupancy, plus VAT £8.75 if applicable = £52.50
For 2018/19: £72.71 per night for double occupancy, plus VAT £14.54 if applicable = £87.25

In all cases the current rate of VAT is applicable except when the guest room is occupied by a student. Guest Rooms are booked via the Accommodation Officer.

Breakfast is not included for guest room bookings at weekends in full term.

Last revised 30/01/2019
SECTION VI. HIRABLE ROOMS with effect from October 2018.

Certain rooms within College may be booked for functions. For each room, a maximum charge is set which would be appropriate to a day’s letting at full commercial rates. For many student and academic functions, there are exemptions or discounts. Please enquire of the Catering Secretary for details. Not all rooms on this list may be booked by students.

For 2018/19 the charges are:

<table>
<thead>
<tr>
<th>Room</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitzpatrick Hall</td>
<td>£1,150</td>
</tr>
<tr>
<td></td>
<td>£950</td>
</tr>
<tr>
<td>Angevin Room</td>
<td>£225</td>
</tr>
<tr>
<td>Armitage Room</td>
<td>£125</td>
</tr>
<tr>
<td>Bowett Room</td>
<td>£250</td>
</tr>
<tr>
<td>Erasmus Room</td>
<td>£150</td>
</tr>
<tr>
<td>Munro Room</td>
<td>£300</td>
</tr>
<tr>
<td>Old Combination Room</td>
<td>£295</td>
</tr>
<tr>
<td>Old Hall</td>
<td>£800</td>
</tr>
<tr>
<td>Old Kitchens</td>
<td>£200</td>
</tr>
<tr>
<td>Stephen Thomas Seminar Rooms</td>
<td>£225</td>
</tr>
</tbody>
</table>
APPENDIX A1: Metered Services as at October 2018

At College, the electricity supply to all rooms is metered. At Owlstone Croft, the electricity supply to rooms is unmetered (electricity is included in the room charge, and total building consumption is considered when setting charges). Both College and Owlstone Croft have a metered gas supply, sub divided equally amongst the residents of a building. College Houses and Flats have metered supplies for both electricity and gas, and metered consumption and standing charges will be sub-divided equally amongst the residents. 65 Panton Street has separate electricity meters for each student room, in addition to communal gas central heating and hot water.

At College and Owlstone Croft, charges for water and sewerage services are included in the room-charge. Most College Houses, and all of the Boathouse Flats, have metered water supplies. At the houses and flats, charges for water and sewerage will be passed on to the residents.

In all cases, the utility services are registered in the name of the College; students must not seek “final accounts” from the utility-providers or to have the service terminated at the end of their occupation. The College can, on request, obtain meter readings and apportion bills accordingly.

Where applicable charges will be (subject to variation if costs change):

Electricity:

- **College:** 17.281p per kWh inc VAT
- **Houses & flats, day rate:** 14.24p per kWh inc VAT + quarterly fixed charge of £15.22
- **Houses & flats, night rate:** 7.91p per kWh inc VAT

Gas:

- **Houses, flats, College & Owlstone:** 60.30p per 100 cu ft inc VAT, or 21.07p/m³ inc VAT + daily fixed charges of:
  - 100p 71 Maids Causeway
  - 186p 73 Maids Causeway
  - 201p 96/100 Norwich Street
  - 149p Panton Street
  - 63p Flats
  - 1876p Owlstone Croft

- **+ termly fixed charges of £19.57 in:** College per single study bedroom

Water: Houses & flats 85.57p per cubic metre

Sewerage: Houses & flats 169.52p per cubic metre of water supplied

**Please note, the above figures may be subject to change.**

Students should be aware that their electricity and gas bills might turn out to be very large unless they take care to economise on consumption by using the various switches, thermostats, and time-switches available for their use.

Students are advised to take check readings of their house’s meters at the beginning and end of each quarter in order to verify the College’s charges, and at more frequent intervals in order to develop a sense of the rate at which they are using fuel.

At the College Flats, the telephone service is provided and owned by the College. Students must not seek to terminate the telephone service. Call charges will be passed on to students on their college bill.

APPENDIX A2: University Composition Fees: see tables attached.
The President
All Tutors
Bursars
Bursarial Committee
Chaplain
Accommodation Officer
Catering & Conference Manager
Housekeeper
Assistant Housekeepers
Porters’ Lodge Receptionist
Chief Clerk
Head of Tutorial Services
Financial Office
Admissions Secretary
Graduate Secretary

One copy should be filed in the history file of Charges documents in Repeats.
One copy should be filed in Repeats July.
E-mail to Emma for uploading on to the web