PAYMENT METHODS

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 it 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:	
Credit or Debit card? Issuing bank:	
Cardholder's name as on card:	
Card number:	
Expiry date MMYY:	
Valid from date MMYY:	if applicable
Issue number:	if applicable
Security number on back of card:	final group of 3 (sometimes 4) digits
Cardholder's address as it appears on card statements, including postcode: *This is used for card validation and for posting the receipt.*	
Total Amount to be charged to card: N.B. If you use a *credit* card to pay, please add 1% to the amount due. No surcharge for *debit* cards	GB £
Cardholder's signature:	
Payment in respect of:	
Your telephone number if we have queries:	
Your e-mail if we have queries:	

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: (e.g. CONG - Smith J)***

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.