

## Schedule of Payment for the Academic Session 2012/2013

### Oxford Court Hall

**Type of Hall:** Self-Catered Rooms with either Shared or En-suite Facilities, Single Study Bedroom with Ethernet Connection

**Contract:** 42 Weeks: 15<sup>th</sup> September 2012 — 6<sup>th</sup> July 2013

#### Payment by Instalment

Room Rates	Standard (2 Person Flat)	En-suite Room
<b>Total Fee</b>	£4,893.00	£4,536.00
<b>To be paid immediately</b>	£100.00	£100.00
<b>24<sup>th</sup> October 2012</b>	£1,677.55	£1,552.60
<b>23<sup>rd</sup> January 2013</b>	£1,677.55	£1,552.60
<b>19<sup>th</sup> April 2013</b>	£1,437.90	£1,330.80

#### Payment Methods:

**Please use the personalised online payment link provided in the offer email to pay your £100 advanced payment.**

The following methods can be used to pay the remaining 3 instalments:

**Recurring Card Payment (RCP):** Regular credit or debit card payments can be made by registering the card and the cardholders email address during your online registration. This ensures your account is never overdue. Automatic reminder emails are sent to the cardholder 5 days prior to payment dates and again after the payment has been collected.

**Direct Debit:** By completing a Direct Debit mandate you are sending instruction to your bank to allow money to be withdrawn from your account on specified dates (must be set up by 14 September at the latest).

**Credit/Debit card:** Please use the personalised online payment link within the arrivals email.

If you are experiencing financial difficulties and are unable to make the following payments by the due date, you must contact:

**£100 Advanced Payment:** Residential Services Office – 0161 247 2958

**Hall Fee – Direct Debit Line:** Finance – 0161 247 1837/1887

**Hall Fee – Non Direct Debit/RCP:** Finance – 0161 247 1852

[Important Notice - Please ensure that you fully understand the information below.](#)

- 1) If you cannot pay the advanced payment of £100 online please contact the Residential Services Office to discuss an alternative method of payment. Failure to supply the appropriate proof of payment by the specified date will result in the withdrawal of the offer of accommodation.
- 2) Under no circumstances will a room be held if the advanced payment is not made within the allotted time frame.
- 3) The advanced payment of £100 is only refundable if you notify the Residential Services Office that you wish to decline the room, in writing by 5pm on 31<sup>st</sup> August 2012.
- 4) If you leave the accommodation during the period of the contract without following the correct procedures (refer to terms & conditions) the full fee will still be payable. This includes personally contacting the MMU Residential Services Office in person.
- 5) Where payment is not made in line with the payment schedule, it is the University's Policy to litigate in order to secure payment. This can substantially increase the amount payable by you.
- 6) If a third party is making payment, please ensure that you have provided them with a copy of the schedule.