

Payment Terms 2018-19

The following information tells you about the payment options and also offers advice on bank charges and the importance of maintaining fee payments. Please note that you will not get your keys until you have signed up to a fee payment option.

Please ensure that your UK bank account allows direct debit payments, this may require upgrading to a Student Plus account.

1. Queen's Students accepting a contract of 8 weeks or less are required to pay their accommodation residential fee in full prior to taking up residence.

2. Queen's Students accepting a contract for one semester are required to pay their accommodation residential fee in full within one week of taking up residence.

3. Queen's International Students accepting a contract for 38, 39 or 51 weeks may pay by one of the following four options; these options are in line with the payment options for your academic fees:

A. Provide evidence of sponsorship or scholarship from a government or other official organization, OR

B. Pay the total accommodation fee at check-in. Please note that cash will be accepted at reception, OR

C. Pay an advance of 50% of their accommodation fee at check-in, the balance being payable by February 2019, OR

D. Pay by Direct Debit:

25% of the total fee must be paid at check-in. A Direct Debit form must be completed from a UK bank account once the account has been opened. Payments are taken directly from your bank in three equal payments on 1 January 2019, 1 February 2019 and 1 March 2019.

The direct debit payment facility is only available to those students who have a UK current bank account (not savings account) which is recognised by the Direct Debit Scheme. Help is available on how to open a UK bank account from the International Student Support staff who are located in the International and Postgraduate Centre.

4. All other Queen's students accepting a contract for 38, 39 or 51 weeks may pay by one of the following options:

A. FULL PAYMENT

If you wish to pay your accommodation fee in full by cheque or credit/debit card, your payment must be received by Saturday 15 September 2018. Please ensure you write your name and UCAS or QUB Student Number on the back of the cheque. Cheques should be made payable to 'Queen's University Belfast'. If your payment is not received by this date,

this option will no longer be available, and payment should be made via option (b) or (c) below.

B. DIRECT DEBIT – 3 Direct Debit instalments

You will need to enter your bank details online by logging in to your [accommodation account](#). The Residential Fees team must be in receipt of your bank details in order to process your check-in and allocation of accommodation key/fob. Please complete your bank details before check-in weekend, Saturday 15 September 2018.

Your accommodation fee will be collected from your nominated bank account in three Direct Debit instalments on 1 November 2018, 1 February 2019, and 1 May 2019. These dates are scheduled to coincide with student loan payment dates.

C. DIRECT DEBIT – 7 consecutive monthly Direct Debit instalments

You will need to enter your bank details online by logging in to your [accommodation account](#). The Residential Fees team must be in receipt of your bank details in order to process your check-in and allocation of accommodation key/fob. Please complete your bank details before check-in weekend, Saturday 15 September 2018.

Your accommodation fee will be collected from your nominated bank account in consecutive monthly Direct Debit instalments from 1 November 2018 to 1 May 2019 inclusive.

D. QUEEN'S POSTGRADUATES RECEIVING A SALARY FROM QUEEN'S UNIVERSITY

Postgraduate students receiving a Queen's salary or stipend can have their fee deducted at source in seven consecutive instalments from October 2018 to April 2019 inclusive. You will be sent a stipend deduction form before your arrival to accommodation. This form must be returned to reception by Saturday 15 September 2018. If your form is not received by this date, this option will not be available and payment should be made via option (b) or (c) above.

5. NB. Direct Debit - changes to bank account details

If you change bank account details during the year you MUST contact the Residential Fees team on 028 9097 5639 or residentialfees@qub.ac.uk

6. Bank Charges

Banks may apply differing charges for the transfer of funds. It is advisable to explore the most cost effective method of money transfer, in either pound sterling or another currency, and to be fully aware of any bank charges that will be applied to your account.

7. Administration Charges

An email reminder will be sent to you two weeks in advance of each due payment date, noting the due date and to advise you that an administration charge of £25.00 will be applied for failed Direct Debit payments. Any such charges will be added to your accommodation account, or will be deducted from your deposit at the end of the relevant academic year.

NB. if you wish to sign up for text reminders two weeks prior to your residential fees payment please contact a member of staff at reception.