



CLARE COLLEGE
UNIVERSITY OF CAMBRIDGE

April 2021

We look forward to welcoming you to Clare College in October.

College membership

This letter confirms your membership at Clare College, thus meeting the college membership condition of your formal offer of admission from the University of Cambridge. Your College membership will now have been updated automatically in the University's Applicant Self-Service Account.

Terms and conditions of College membership

By taking up your place at Cambridge you are agreeing to be bound by the College conditions, policies and procedures referenced below. You are strongly advised to read them before you start your course. Please note that they are subject to change prior to you coming to Cambridge and you are advised to re-read the documents nearer the point of admission.

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| Statutes and Ordinances | http://www.clare.cam.ac.uk/data/uploads/about/ClareCollegeStatutes.pdf |
| Data Protection | http://www.clare.cam.ac.uk/Data-Protection-Scheme/ |
| Student complaints | http://www.clare.cam.ac.uk/data/uploads/Student%20Complaints%20-%20code%20of%20practice.pdf |
| Student disciplinary matters | http://www.clare.cam.ac.uk/Disciplinary-Code/ |
| Fitness to Study procedure | http://www.clare.cam.ac.uk/data/uploads/Fitness%20to%20Study%20Procedure.pdf |

You are also advised to read the College Guide for Postgraduate Students, available at <https://www.postgraduate.study.cam.ac.uk/colleges>

Please note that there are only very limited circumstances under which you would now be considered for membership of another College: if you are not happy with our offer of membership, and choose not to accept it, your admission to the University will not be confirmed and you will not be able to take up your place at Cambridge. In the following exceptional circumstances, you are advised to contact us as soon as possible to discuss the feasibility of a College transfer prior to admission:

- another College has offered you a full or substantial scholarship or bursary in writing;
- you have a disability, or other serious medical grounds, or a religious or family need which you believe cannot be met by this College.

Payment of the University Composition fee

The University Composition Fee covers the core provision of your course. In broad terms, your College is responsible for providing tutorial support and advice and support mechanisms for your general welfare, whilst the University organises lecture programmes (where appropriate), practicals and laboratory work, examinations and the award of degrees.

If you are interested in knowing more about how the University and the Colleges spend their income, please visit the following page:

<https://www.information-hub.admin.cam.ac.uk/university-profile/how-we-use-tuition-fees>

Your offer letter will have outlined on what basis your fees has been calculated. This will include a classification of you as either a “Home” student, or an “Overseas” student.

The College will collect the University Composition Fee, unless otherwise noted below. If your fees are being paid by somebody else (including the University), you should confirm this in writing with us if you have not already done so. If you are personally liable for the payment of fees, please note that failure to pay in due time may result in your not being permitted to continue your studies, or receive your degree.

The Payment of fees are annually in advance, if you are self-funding you will be invoiced for these in October, for sponsorship funding we will invoice on your behalf.

Payment of other College charges

College bills are issued at the beginning of each Term (and at the end of June) by the Bursary. The bills at the start of the Lent and Easter Terms include the additional charges – such as the bill for food consumed in the Buttery and Hall for the previous term. The final bill, with these additional charges for the Easter Term, will be emailed to your home address early in the summer vacation, except final-year students, who will be required to make a pre-payment for the estimated amount. The deadlines for payment are printed on each bill.

Matriculation

On arrival you will be enrolled into the University through a process, which in Cambridge is called “Matriculation”. You will receive an email from us at the beginning of term that will include a link to an on-line form which you will need to complete and sign (on line) before the division of term. The form requires you to sign to agree to the following declaration:

‘I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University.’

The Statutes and Ordinances of the University are amended from time to time, and these amendments will be published on the website <https://www.admin.cam.ac.uk/univ/so/>.

If you have any queries please do not hesitate to contact me.

With best wishes

Jenny Colling
Postgraduate Administrator