

Schedule of Payment for the Academic Session 2011/2012

Booth Hall

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

Contract: 42 Weeks: 17th September 2011 — 7th July 2012

Payments by Instalment

Room Rates	En-suite Room
Total Fee	£3,801.00
To be paid immediately	£100.00
6th October 2011	£1,295.35
19th January 2012	£1,295.35
26th April 2012	£1,110.30

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. Details of these methods will be sent in an arrivals e-mail week commencing 30th August 2011:

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Direct Debit: By completing a Direct Debit mandate you are sending instruction to your bank to allow money to be withdrawn from your account on specified dates (must be set up by 16 September at the latest).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: Accommodation Office – 0161 247 5137

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 Accommodation 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 Accommodation Office that you wish to decline the room, in writing by 5pm on 31st August 2011.
- 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 Accommodation 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.