

2024 Postgraduate offer letter

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

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.

[Statutes and Ordinances](#)

[Data Protection Statement](#)

[Student complaints procedure and Disciplinary Matters](#)

[Support and Readiness to Study procedure](#)

You are also advised to read the [University's Guide for Postgraduate Students](#).

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, unless exceptional circumstances apply.

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. Go to this link if you are interested in knowing more about [how the University and the Colleges spend their income](#).

Your University offer letter will indicate on what basis your fees have been calculated, based on your subject studied and whether you have been classified as either a "Home" student, or an "Overseas" student. If you have a question about the fee status you have been allocated, contact the [University's Postgraduate Admissions Office](#) as soon as you can.

In the vast majority of cases, the College will collect the University Composition Fee from you and pay it to the University on your behalf. If you are undertaking a course where the fees are collected by the department you will be made aware of this. If your fees are being paid by somebody else (including the University), you should confirm this in writing with the College and send evidence of funding 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 University Composition fee is payable to the College annually soon after the division of Michaelmas Term (around 15 November). Separately, College accommodation (if applicable) and other residence charges (food eaten at College, etc) are payable in advance of each of [the University's three terms](#), by the tenth day of Full Term.

You will receive one University Composition fee bill and three termly Residence and other College charges bills. **Please note that you do not need to pay anything until you receive your first bill.** You will be sent a schedule of bill payment dates very soon.

In exceptional circumstances only, if a single, annual payment of your University Composition fee is not possible, for example due to the payment schedule laid down by an external funding body, an alternative payment plan can be arranged. The fee can be paid in up to three instalments. Such agreements can be made in conjunction with your allocated Postgraduate Tutor, the College Finance Office and Student Services Department. Please discuss this, if necessary, in the first meeting you have with your Tutor shortly after your matriculation in October.

Please note, this option does not overrule the need to have in place adequate funds for the entirety of your degree before arrival for fees AND maintenance (living costs) as per University guidance.

Matriculation (becoming a member of the University)

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 as you're arriving that will include a link to an online form which you will need to complete and sign (online) before the Division of term. By signing and submitting the Matriculation form, you are agreeing 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.

If you are already a member of the University of Cambridge, you do not matriculate again.

Please note that it is our intention to be able to offer accommodation to those who officially meet University conditions by their deadline of 31 July 2024.

More information will be sent to you when you have met all the conditions of your offer. In the meantime, if you have any further queries, please do not hesitate to contact us.