



Welcome to the University of London Intercollegiate Halls!

Important payment information

Payment Website

<https://epay.london.ac.uk>

Payment Deadlines

17th October

17th January

24th April

How to pay your Accommodation Fees

The **easiest way to pay** is using our online system: <https://epay.london.ac.uk>. You can make online payments and choose whether you would like to pay your fees all in one payment or split it up into instalments. Please do not attempt to pay your accommodation fees via your College payment site as we will not receive the funds.

If you are unable to make a payment online, you can also speak to the Financial Services Property Team directly on 020 7862 5772 between 10am and 4pm Monday to Friday.

Paying online

By paying online you can pay in monthly instalments, termly or up front

If you **pay online**, you have the following options:

- All in One:** Pay the whole year's fees online by the 17th October and we will refund 2% by the end of November.
- Instalments:** Split the yearly cost into 7 equal instalments, which are automatically taken on the 1st of every month from October 2017 to April 2018.
- Termly:** Split the yearly cost into 3 termly instalments, which are automatically taken on the 17th October, 17th January and 24th April.

Please note that refunds only apply to payments made in full online. Payments made by any other method will not be eligible for this refund.

Bank Transfer

To pay by bank transfer you must use the following bank details, quoting your surname and accommodation ID. (for example 'Smith – 0012345'). You **must** also email your remittance to AHD.Finance@london.ac.uk and ensure your email contains your surname and accommodation ID as a reference. Failure to send a remittance or to include your accommodation ID may result in a delay allocating your payment.

Bank: Natwest Bank

Account name: University of London Halls Account

Sort code: 60-80-07

Account number: 60166630

Swift/IBAN number: GB70NWBK60800760166630



Telephone payments

Payment can be made by debit or credit card by calling 020 7862 5772 between 10am and 4pm Monday to Friday.

Please note that we cannot accept payments by American Express, Cheques or Cash.

Deposits

Your deposit was successfully paid online upon acceptance of your accommodation. When you depart from halls, your room will be checked for any damages by our Accommodation Management Team. After which we will refund your deposit onto the card that you used to make the deposit payment within 28 days of leaving the halls. We will contact you at the time of refund if we are unable to make this refund.

Payments for other miscellaneous charges

During your time living in halls you may incur other miscellaneous charges. To pay these, please call us on 020 7862 5772 between 10am and 4pm Monday to Friday

Problems paying your fees?

The Financial Services Property Team understands that sometimes students may suffer financial hardship. If you find yourself in this position please contact us as soon as possible.

We are also aware that students may be dependent on funding from external sources in order to pay accommodation fees and that there can sometimes be delays in receiving these funds. If this affects your ability to make payments for your accommodation, please email the Financial Services Property Team with proof of funding and the date when you will make payment. Please ensure you include your surname and accommodation ID.

Failure to pay your fees on time may result in interest charges being levied. Interest is charged at 4% above the Royal Bank of Scotland Base Rate. This is applied from the date that payment is due. Failure to pay your fees will result in the termination of your accommodation licence agreement, and you being asked to vacate the hall.

Contact Details

Email	AHD.Finance@london.ac.uk
Telephone	020 7862 5772
Hours	10am - 4pm