



HUGHES HALL

UNIVERSITY OF CAMBRIDGE

Frequently Asked Questions

● What is the Acceptance Reply Form?

The Acceptance Reply Form (ARF) is an online form, where you can confirm that you accept our College membership offer. Even though it is a very simple form that takes a minute to complete, it is a very important document. Without it your application cannot be processed further at college level and you will not be added to the Accommodation list. You can accept your membership offer at any time even prior of accepting your University offer or completing your Financial form. The deadline for completing the ARF is the same as the deadline for meeting your conditions.

After you submitted your ARF, your application will be sent to the Accommodation Team, who will email you about the process of booking College accommodation.

● What happens after submitting the Acceptance Reply Form?

Once you have completed the ARF, your details will be passed to the Accommodation Team. The team will message you about how to book a College accommodation once the room allocation process begins (most likely in May).

Your next step would be to meet your conditions. Once we received and processed your financial form (Judge Business School students liaise with the school directly about finances and fees), you will receive an email from our Finance Team regarding fees.

● Can I decline my college membership offer? Can I request a college transfer?

There is an intercollegiate procedure for requesting a change of College. However, as changes are only ever considered in compelling circumstances, students are advised to discuss any such requests with their current College Graduate Tutor or Senior Tutor in the first instance.

Without a College membership, your admission will not be confirmed, and you will not be able to take up your place at Cambridge.

● Can I visit Hughes Hall?

We run tours of the College every Monday and Friday at 11am for both prospective applicants and offer-holders and their guests. If you would like to book onto one of these tours, please email outreach@hughes.cam.ac.uk and let us know when you would like to visit.

● Does Hughes Hall offer scholarships?

We do offer scholarships, please visit our website for more information: [Scholarships and bursaries - Hughes Hall \(cam.ac.uk\)](https://www.hughes.cam.ac.uk/scholarships)

● How can I secure College accommodation?

College student accommodation is only provided for those studying full-time.

Once we received your [ARF](#), and the room allocation process is open (possibly in May) you will be contacted by the accommodation team and asked to complete the Accommodation Preference Form (APF) where you indicate which price bands you prefer for your College accommodation.

When you have been fully confirmed as a student by the University and the College, submitted your Accommodation Preference Form, and if there are rooms available, the Accommodation Team will send you another email notifying you of the process to secure a room.

For further information and clarification on the rooms available and how they are allocated, please see the [Accommodation Allocation Policy \(2023-24\)](#) and the [additional guidelines](#).

For more information about College accommodation, please visit our [website](#), and if you have any questions related to accommodation, please contact the Accommodation Team at rooms@hughes.cam.ac.uk

Please note that postgraduate applicants will not be added to the list for college accommodation until they submit their ARF.

● What are the residence requirements?

For postgraduate students, precincts are normally considered as the 10-mile radius of Great St Mary's church if you are a full-time student. If, however, there are good reasons for this not being possible, you can apply to live outside this limit. Application forms for residing outside the University's precincts are available from your CamSIS self-service.

Part-time students have no [residence requirements](#), but are expected to attend the University on a regular basis, and therefore do not need permission to reside outside Cambridge.

Read more about residing outside the University's precincts [here](#).

● What if I do not get a College accommodation?

Because we are unable to guarantee accommodation to all incoming postgraduate students, we encourage applicants to familiarise themselves with the process of private renting in Cambridge. You will find useful information on '[Students living outside of College accommodation](#)' on our MCR's website and feel free to contact the [Accommodation Team](#) for advice.

● How and when do I pay my tuition fee?

Students at Hughes Hall pay fees for tuition, catering and accommodation (including a damage deposit).

Applicants who applied through the Postgraduate Admissions Office will be required to complete a [Financial Undertaking Form](#) (upload this to your self-service account) to demonstrate that they can cover their [University Composition Fee \(UCF\)](#) and [living expenses](#). Find more information about the UCF and living costs [here](#).

PGCE applicants will be sent a Financial Support Form from the College and Judge Business School applicants will liaise with the department regarding fees and payment.

The College expects full payment of the UCF (tuition fee) in advance on an annual basis before starting your course if you are self-funding your studies. Our Finance Team will send you an email and invoice once you have met all your conditions and the deadline for making payment is the 31st of August 2024.

Non-payment: If you don't pay your fees to your College, this constitutes grounds for removal from the Student Register and withdrawal from your course.

If there is anything that is likely to affect your start date or if you won't be able to pay your UCF, please contact the Admissions Team at pgadmissions@hughes.cam.ac.uk as soon as possible. We will do our best to find a solution for you.

● How do I pay for my College Accommodation?

Students in College accommodation will be invoiced termly in advance. For more information about College accommodation, please visit our [website](#), and if you have any questions related to accommodation, please contact the Accommodation Team at rooms@hughes.cam.ac.uk

● Do I need to complete the Financial Undertaking/Support Form even if I have not managed to secure funding?

We always encourage candidates to complete their relevant financial form (if you are a Judge Business School candidate, please liaise with the school about fees and finances) as soon as they can, so that we, the College can continue processing their application. You can upload a new financial form if your finances change and you will not be liable for course fees if you [withdraw your application](#) before you start your course (Judge Business School students, please enquire about withdrawal at the Judge).

● I have applied, or I am thinking to apply for Student Loan. What's next?

For those who want to take student loans from the Student Loans Company, please refer to the following websites:

[Teacher training funding - GOV.UK](#)

[Student Loans - Cambridge students](#)

[Student Loans - GOV](#)

Please be reminded that you also need to send us the approval letter issued by your regional funding body (e.g. Student Finance England) when the loan is confirmed.

● Thinking to apply for a US Federal Loan?

Students funded with USDE Federal Loans should note the [Consumer Information](#) and [US Loans](#) information pages on the University website.

● I am going to receive a sponsorship. What do I need to do?

If somebody else will pay your UCF (tuition fee) or part of your UCF, please inform us at pgadmissions@hughes.cam.ac.uk as soon as possible. We will need a letter that clearly states the name and address of the sponsor and the amount of money they will provide towards your UCF.

● Can I work while studying?

Full-time postgraduate students are normally expected not to work during term-time. Part-time students are not restricted in the hours they can work, but their admission interview will explore the extent to which they will be able to manage their work and study and their Supervisor is asked to keep the balance between these elements under review. For more information, please visit this website: [Working while you study](#)

● What if I am unable to meet my conditions by the deadline?

If you know that you are unable to meet your offer conditions by the deadline, please contact the Postgraduate Admissions Office (PAO) as soon as possible via their [online form](#). They might be able to give you a [deadline extension](#).

You can also apply for a [deferral](#) if you wish to change the start date of your course. Please note that you may only apply to defer your offer if you have applied for a research degree, and it is not possible to defer entry to the next academic year.

In any case, if you are worried that you might not be able to start your course in time, please contact the PAO and your prospective faculty and college for advice. The sooner you let us know about your situation the sooner we can offer you help.

● Are you thinking about applying for a change in your student status?

You might be able to change your student status (applying for an intermission, switching from full-time to part-time, changing your supervisor etc). For general information, please visit [this website](#) and for policies and guidance, visit [this website](#).

● I would like to withdraw my application

We understand that due to certain changes in life someone cannot or does not want to take up their place at the University of Cambridge. If you would like to discuss your situation with someone before withdrawing, feel free to contact me at pgadmissions@hughes.cam.ac.uk or your department for advice.

If you no longer wish to come and study at Cambridge, and have been made an offer, you can formally withdraw your application via your self-service account. This will also enable all the relevant parties to be notified of your withdrawal. Please, read more about withdrawal [here](#).

● I have a question about academic requirements/language requirements/classes.

If you have any questions about academic and language requirements, please contact the [Postgraduate Admissions Office \(PAO\)](#) or/and your department. If you do not know who to contact, feel free to email me at pgadmissions@hughes.cam.ac.uk and I will signpost you.

If you have any questions about your course and/or classes, please contact your department; they will be able to help you.

● What is the Hughes Hall MCR? What clubs/societies does Hughes Hall offer?

MCR stands for [Middle Combination Room](#), and at Hughes Hall it means:

- The physical room where students mingle.
- The body representing all students at College and University level.
- The community of all students in general.

At Hughes, we offer a wide range of societies/clubs such as badminton, boat, science, law, art, wine society and more. Please, visit our [MCR's website](#), where you can find out what other clubs we have and information on many other things such as accommodation, events and welfare.

● College membership confirmation and registration

Provided you have met the conditions set by the University (either Postgraduate Admissions Office, the Faculty of Education or Judge Business School, depending on your course) as well as satisfactorily completed the college admissions process, you will receive an emailed letter of confirmation of college membership.

We will then (most likely from August) also inform you of the date you are required to arrive in college for your College [registration day](#).

Should you need any further information, please do not hesitate to contact me.

Best wishes,

Eva

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