



Newnham College Food & Drink

This document provides information about the Newnham College “food and drink” website.

On the website you can:

Formal Hall Events

- Make a booking for a formal hall event
- View the menu for each formal hall event
- See which other members and their guests are already booked to attend each formal hall event
- Update your dietary requirements (allergens) for formal hall events

Buttery

- See your balance on your buttery account
- See your individual transactions on your buttery account

Café

- Make an online top up/deposit into your café account
- See your balance on your café account
- See your individual transactions on your café account

Bar

- Make an online top up/deposit into your bar account
- See your balance on your bar account
- See your individual transactions on your bar account

The Website

The website can be found at the following address

<http://bit.ly/NEWNCARD>

or scan this code and follow the instructions



You will need your Raven User-Id and password to log onto the website.

The website is mobile friendly, so you can log onto the website through a PC, mobile phone or tablet.

My Accounts

Under the My Accounts tab on the website, you will see a separate tab showing you the current balance for each of the

- Buttery account
- Café account
- Bar account

In addition you will be able to select your transaction history for each of these accounts for a specified period.

You can also make an online payment (using a debit or credit card) to top up or make a deposit into either your café account and/or bar account.

Note: You can't make a payment into your buttery account using this online payment method.

For most students, if you spend more than your chosen BPMP in a given period, you will be charged for the extra amount on your next term's bill.

The only exception to this is postgraduates living-in college accommodation (who have selected Options 2 – 5 of the KFC/BPMP) who may be entitled to roll over a negative balance

Buttery

For those students living in college accommodation you will have selected one of the following five annual options.

Option	Buttery Pre-paid Meal Plan (BPMP) Annual / Termly	Kitchen Fixed Charge (KFC) Annual / Termly
1	£0 / £0	£450 / £150
2	£300 / £100	£375 / £125
3	£450 / £150	£300 / £100
4	£600 / £200	£225 / £75
5	£750 / £250	£150 / £50

If you are an undergraduate living in college accommodation and you did not reply to the request for your selection, Option 2 will have been picked on your behalf.

If you are a postgraduate living in college accommodation and you did not reply to the request for your selection, Option 1 will have been picked on your behalf.

Transaction History (on My Accounts section on the website)

For those of you who have bought items in the Buttery (up to and including 30 September 2021) you will see in your transaction history a line called “Reset balance to nil” dated 30 September 2021 which has cleared the balance on your account to nil as at midnight of 30 September 2021.

For those students who purchased items in the Buttery between 1 July 2021 and 30 September 2021 you will see a charge for these purchases on your Michaelmas bill.

Buttery Pre-Paid Meal Plan (BPMP) Load

For those students that selected Options 2 – 5, you will see in your transaction history a line called “BPMP Load” dated 1 October 2021, which is the loading into your account the appropriate BPMP for Michaelmas Term.

For example, for those students that selected Option 2, you will see that £100 has been credited into your Buttery account.

BPMP periods

The annual BPMP is being split into four periods.

Period	Start Date	End Date
1	1 October	31 December
2	1 January	31 March
3	1 April	30 June
4	1 July	30 September

At the start of periods 1 – 3, for those students that have selected Options 2 -5, you will see a transaction called “BPMP Load” for a third of the annual BPMP.

For undergraduates

The BPMP credit will cover a nine month period (running from 1 October to 30 June).

The Buttery Pre-paid Meal Plan (BPMP) is an amount that you commit to spending in the Buttery each period.

If you spend less than your chosen BPMP in a given period you lose the unspent credit.

If you spend more than your chosen BPMP in a given period, you will be charged for the extra amount on your next term’s bill.

For postgraduates

The BPMP credit will cover a twelve month period (running from 1 October to 30 September).

Payment options in the Buttery

You will have the following payment options

- Student card (for Newnham students only)

These transactions will be charged to your Buttery account and will be reflected in your Buttery account balance on your Buttery account and you will be able to see these individual transactions in the My Accounts, Transaction History section.

- Debit/Credit card (except American Express)

<p>Reminder</p> <p>Your chosen BPMP load may only be used against purchases in the Buttery; it cannot be used against purchases in the Café or Bar.</p>

Café

Payment options in the Cafe

You will have the following payment options

- Student card (for Newnham students only)
For students that have a balance in their Café Account having previously made a top up/deposit to their Café Account
- Debit/Credit card (except American Express)

By using your Student card to make a purchase in the café, you will receive a 25% discount on the standard price.

Top up / Deposit into your Café Account

To top up / deposit into your café account

- Online payment (using debit/credit card) under the My Accounts section of the website

If you wish to make any purchases from the Café using your student card, you must make sure you have adequate credit on your Café Account before your purchased items are put through the till.

If you attempt to make purchases using your student card and have inadequate credit on your Café Account, the sale will fail and you will need to top up your card and then start the process of buying these items again.

If you are unsure if you have adequate credit on your Café Account, you may ask the till operator to check and tell you what the balance on your Café Account is before you commence making any purchases.

You can always check your Café Account balance using your mobile device (or personal computer) at any time (including whilst waiting to be served).

Bar

Payment options in the Bar

You will have the following payment options

- Student card (for Newnham students only)
For students that have a balance in their Bar Account having previously made a top up/deposit to their Bar Account
- Debit/Credit card (except American Express)

Top up / Deposit into your Bar Account

To top up / deposit into your café account

- Online payment (using debit/credit card) under the My Accounts section of the website

If you wish to make any purchases from the Bar using your student card, you must make sure you have adequate credit on your Bar Account before your purchased items are put through the till.

If you attempt to make purchases using your student card and have inadequate credit on your Bar Account, the sale will fail and you will need to top up your card and then start the process of buying these items again.

If you are unsure if you have adequate credit on your Bar Account, you may ask the till operator to check and tell you what the balance on your Bar Account is before you commence making any purchases.

You can always check your Bar Account balance using your mobile device (or personal computer) at any time (including whilst waiting to be served).

Formal Hall events

There are regular Formal Halls which you can choose to go to – maybe to celebrate a birthday.

There are occasional special **Formal Halls** (formal dinners in College Hall) which everyone goes to, such as at your Matriculation and Graduation.

To attend a formal hall event for yourself (and your guests) you can do this under the Meal Booking section of the website.

For each formal hall event you can see the menu and you can see which other members (and their guests) have already booked to attend the event.

You will be billed termly (in arrears) for any formal hall events you and your guests attend.

Under the Change my Normal Meals section of the website you may update your dietary requirements (allergens).

Reminder

Your chosen BPMP load may only be used against purchases in the Buttery; it cannot be used against purchases in the Café or Bar.

How can you find out more or who could answer any questions you may have?

Please make contact with either:

Hazel Rayment	Hazel.Rayment@newn.cam.ac.uk	35722
Kathy Malley	Kathy.malley@newn.cam.ac.uk	35754