

September 2024

Welcome to the Biology department for your first year of the A level Biology course.

To support your studies you will need a copy of the recommended textbook: **CGP A Level Biology for OCR A: Year 1 & 2**. In addition, the department produces a large amount of printed learning materials to complement the textbook and aid your learning.

In order for you to benefit from the discounted college price of £22 for a copy of the CGP textbook (RRP £38) and to cover the cost of the printed learning resources for this year, a total fee of **£38** is payable to Collyer's **by Mon 23rd Sept 2024** using the college online payment system on MyProgress. (If you already have a copy of the recommended textbook, then you can make a payment for the printed resources only for **£16** due by the same date.)

Please make a BACS payment into the college account using your student SY number as the reference:

Account Name: Collyer's
Sort code: 20-42-66
Account Number: 10721816
Reference number: SY.....

For the payment to reconcile, you must include the Student SY number in the reference field. Please do not leave any spaces between the SY & the 6 digits.

Please pay exact funds of **£38** for the **Biology 1A Textbook and Resources** bundle OR **£16** for the **Biology 1A Resources ONLY** - please do not overpay / round up amounts.

Please allow 24 hours for BACS payments to appear on your MyProgress account. Payments made on Fridays will be updated to MyProgress the following Monday. Once the funds are in your account you can then purchase your Biology 1A Textbook & Resources bundle by going to the 'Shop' tab followed by Books/Items tab on MyProgress. It is important for you to make your purchase as soon as possible after the money has been transferred. Please do not leave the funds unreconciled in your account.

More details concerning the online payment system are available by clicking the 'question marks' on the Shop tab on MyProgress.

If you are unable to access online banking, a cheque or cash can be paid direct to the Finance Office in room A103 between 10.45am to 1.45pm Monday to Friday during term time. If you have any queries, please do not hesitate to email finance@collyers.ac.uk.

Yours faithfully,

Ms Caroline Birch and Ms Claire Pickens
Heads of Biology