Report of the Fees Sub-Committee

Meetings were held on 15 June 2018 and 5 October 2018.

Matters to which attention is drawn

1. **Future of the private College fee: international students**

   A paper, prepared by the University, including a proposal to combine the University Composition Fee with the College fee for internationals students, was received by the Undergraduate Admissions Committee towards the end of last Term. No response from the joint Committee on the paper or any potential timeline for progressing any proposal has yet been confirmed.

2. **Student Support Initiative**

   Members of the Fees Sub-Committee continue to be heavily involved in the SSI in the following ways:

   - Dr Mark Wormald: Co-Chair of the Steering Group on Access and Participation (SWAP); and Chair of the Bursaries Task Force
   - Dr Richard Anthony: Co-Chair of the SSI Working Group on Finance and Planning; and Member of the Bursaries Task Force
   - Mr Mike Gross: Member of the SSI Working Group on Finance and Planning; and Member of the Bursaries Task Force
   - Mrs Lesley Thompson: Member of the SSI Working Group on Finance and Planning
   - Dr Matthew Russell: Member of the SSI Working Group on Communications; and Secretary of the Bursaries Task Force

   The Sub-Committee receives updates at each meeting on the progress of the Initiative. The minutes of the 5 October 2018 meeting articulate a number of current concerns raised by members of Colleges. The SSI is about to launch a number of communication mechanisms to keep members of the University and Colleges informed of developments.

3. **Fee status: children of Swiss nationals and Islands nationals**

   Members of the Fees Sub-Committee were working with the University to clarify the guidance across the collegiate University for these more complex cases. The University continued to adhere strictly to the Student Fees (Qualifying Courses and Persons) Regulations.

4. **Appointment of Deputy Head of the Planning and Resources Office**

   Dr Holly Tillbrook has been appointed to replace Mr Nick Wilson, following his retirement in July 2018.

9 October 2018
Report of the Fees Sub-Committee

Meetings were held on 23 November 2018 and 25 January 2019.

Matters to which attention is drawn

1. **Draft internal briefing on the Augar Review and Office of National Statistics recommendations (23 Nov)**

   The Sub-Committee reviewed a paper prepared by the Office of External Affairs and Communications, which included an outline of the University’s planned response to the (delayed) Augar review, based on preliminary discussions of the Senior Pro-Vice-Chancellor with government figures. It highlights the potentially-wide implications of any recommendation to reduce the amount of the regulated tuition fee, including a likely renegotiation of the Undergraduate Fee Agreement, greater internal and external scrutiny of the “Cost of an Undergraduate Education”, the value and impact of current widening participation initiatives, the need for discussions of the balance between UK and international undergraduate students (Brexit and the status of EU students notwithstanding), and potential exposure on the rationale of the setting of unregulated fees for undergraduates (including the College fee).

2. **Fee status assessment support (25 Jan)**

   The Sub-Committee considered a paper outlining the history and current arrangements for the provision of fee status assessment support by OIS, in the wider context of accountability for the decisions (University or College?) and the liabilities assumed by the provision of advice (College or OIS?). It noted the absence of formal delegation of responsibilities from the University to Colleges for the assessment of undergraduate applicants, and the role now taken by the Secretary to the PRC Fees Sub-Committee in adjudicating on cases unresolved between a College and an applicant.

   **It recommended a number of actions for the Bursars’ Committee to support, including:**

   - engaging with the University to establish its provision of formal codified guidance on how to interpret the relevant statutory instruments in the Cambridge context;
   - asking OIS to ensure it makes it clear to Colleges that the advice provided is guidance and not formal legal advice;
   - exploring the possibility of re-defining the current training provided by OIS to be joint training provided by OIS and the University;
   - continuing with its current process of regular fee verification audits.

   The University was seeking to articulate clear complaint procedures to manage future pre-applicants, applicants and students who are dissatisfied with their assessment by the College or (for postgraduates) any part of the University.

3. **Tuition fees for new courses (25 Jan)**

   New fees were noted for a Masters of Studies course designated as a Degree Apprenticeship (which follows the established fee allocation of other courses in the Graduate Fee Agreement) and a new Pre-Masters course (Advanced Diploma) (which would need to be added to the Schedule of the Graduate Fee Agreement).

4. **Fee verification audits**

   Recent audits had not revealed any significant concerns.
Report of the Fees Sub-Committee

Meetings were held on 25 March 2019 and 3 May 2019.

Matters for approval

1. **Bachelor of Theology (BTh) College matriculation fee**

   The Sub-Committee recommends that the current fee of £609 be continued for 2019-20, in line with no change in amount for the regulated undergraduate fee.

   It noted that the matriculation fee was not likely to cover the costs incurred by the College and has requested two members of the Sub-Committee to review the services (and costs) currently offered to Cambridge Theological Federation students as a consequence of membership of the College. It also noted that such an exercise might serve to establish an alternative methodology of setting the matriculation fee in future, especially if the prospect of a significant reduction in the regulated fee value came to pass.

Matters to which attention is drawn

2. **Maternity leave payments to postgraduate students in receipt of a studentship**

   The Sub-Committee was reminded that in 2016 the University announced its intention to provide postgraduate students with maternity leave payments, and that at the time it had raised a number of questions relating to defining the scope and scale of the arrangements, which had remained unanswered. The Senior Tutors’ Committee at the time elected not to consider a consistent intercollegiate position on the matter, and advised Colleges to consider their individual arrangements in the light of the University’s policy.

   The Sub-Committee now reviewed whether any action or impact had taken place and agreed that the Senior Tutors’ Standing Committee on Welfare and Finance be asked to survey Senior Tutors on the matter. It has since responded to note that it intended to seek clarity from the University on the implementation of its policy in the light of the questions previously posed by the Bursars’ Legal Affairs and Employment Sub-Committee.

3. **Student Support Initiative**

   The Sub-Committee at both meeting discussed the ongoing developments relating to research and reform of the Cambridge Bursary Scheme. Attention is drawn specifically to the open meeting (workshop) being held on 22 May 2019 (which will have been held by the Bursars’ Committee meeting on 23 May 2019).

4. **Fee rebates for students with exceptional personal circumstances**

   The Sub-Committee’s attention has been drawn to the University’s consideration of how and whether tuition fees for undergraduate students whose studies are extended for additional terms should be treated. Unlike many postgraduate courses, undergraduate fees are still charged on a Termly residence basis: disabled students who have their period of study extended as part of the “reasonable adjustments” made by the University and the Colleges may expect to be entitled to full fee rebates: no policy decision has been made but it is clear that the University and the Colleges will be required to adopt a common approach, particularly for regulated fee students (and therefore inevitably for non-regulated fee students as well).

5. **Fee verification audits**

   Recent audits had not revealed any significant concerns.
Report of the Fees Sub-Committee

A meeting was held on 14 June 2019.

Matters for approval

1. **Harding Intercollegiate Fund**

   The Bursars’ Committee is invited, for its part, to approve the proposed principles and mechanisms for the application of the future Harding Intercollegiate Fund. This features as a separate item on the agenda of the Bursars’ Committee. At this stage, the Sub-Committee stresses that no formal additional student financial support schemes have been committed to, or costed for their general affordability. The tables and charts provided in the proposal, included as an Annex, are illustrative of a scheme costing £1M overall, to help Colleges gauge the affordability of any future proposed scheme(s).

2. **Proposed approach to publishing information on the use of tuition fees**

   The Sub-Committee was approached by the University about a model it is proposing to provide public information about how tuition fees are spent, in response to increasing pressure from the Office for Students for the routine provision of such information. The University is intending to publish information in advance of any regulatory pressure to do so, but instead to publish information on **income and expenditure**, which is more in line with its internal financial information.

   In considering the University’s proposals, the Sub-Committee strongly recommended that the public information does **not** distinguish between University and College spend.

   While noting that further consultation with students will take place over the Long Vacation in order to identify their preferred disaggregation of costs, the Sub-Committee recommends to the Bursars’ Committee the use of the “cost of an undergraduate education” and “cost of a postgraduate education” data from the annual ICCA meeting for this purpose.

   The current proposals include presentation of the information in the following ways:

   ![Diagram]

   **N.B.**
   1) Expenditure categories subject to amendment
   2) the orange/blue distinctions will be removed
The Bursars’ Committee is invited to support the proposed approach and to authorise the Fees Sub-Committee to act on its behalf to engage with the development of the public information, intended to be published in September 2019, over the Long Vacation. Where necessary, the Sub-Committee will consult more widely with Bursars (notwithstanding the likelihood of limited availability between now and the date of publication.

Matters to which attention is drawn

3. Consumer law enquiries – future intercollegiate survey

The Sub-Committee will be formulating a survey to cover some important points about collecting monies from students in the context of consumer law requirements. It will include:

a) charges levied to students that are not tuition fees but related to their use of academic-related matters or membership of the College (e.g. charges for “writing up” students; access to academic facilities beyond the course etc.) – this is intended to explore if and whether such charges are distinct from tuition fees and/or “additional course costs”.

b) practices across Colleges relating to the collection of University Composition Fees (tuition fees): there has been a query from the University about whether Colleges collect fees on an annual or termly basis (notwithstanding that fee liability is termly).
4. **BTh matriculation fee**

The Sub-Committee had a brief discussion about the entitlements of BTh students to College membership and College facilities. It appears that all Colleges provide full access to their facilities to such students, notwithstanding there may be variation in practice about whether they are considered members of the JCR or the MCR.

The Sub-Committee noted that the BTh matriculation fee was paid by the House of the Cambridge Theological Federation (and not the student) and was index linked to the value of the regulated fee. It agreed that, should regulated fee levels change markedly that moving to an inflationary mechanism may be an option but agreed not to proceed on that basis in the immediate future.

5. **Cambridge Bursary Scheme**

The Sub-Committee received for information:

i) a brief explanation about the principles and the mechanisms of financial distribution for the CBS;

ii) with the cessation of the intercollegiate support mechanism, which has operated since 2016-17, a paper outlining how College contributions would have worked for the last four years in the absence of the mechanism.

The documents are appended to the report, and are commended to Bursars as helpful information to assess their future liability under the CBS as it will operate from next year.

18 June 2019
The Future of the Cambridge Bursary Scheme (from 2019-20)

Colleges are reminded that 2015-16 was the last year in which the Isaac Newton Trust provided an intercollegiate support mechanism to Colleges. Between 2016-17 and 2018-19, the Colleges agreed to operate an intercollegiate support mechanism with the wealthier Colleges agreed to pay more than the agreed share (see row 44 below). This mechanism tapered off over the three years. From 2019-20, all Colleges will have an equal liability and responsibility: i.e. the cost of the CBS will be a fixed amount for each regulated fee student in the College.

The tables below show the cost of the CBS for each College using the methodology that applies from 2019-20. The "green" column adjacent to this shows the actual (anti-historical) amount the College actually paid in that year. It shows the impact each year that the intercollegiate support mechanism had on individual Colleges.

<table>
<thead>
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<td>Selwyn</td>
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<td>119,956</td>
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<td>116,358</td>
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<td>Churchill</td>
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<td>160,710</td>
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<td>Magdalene</td>
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<td>116,111</td>
<td>113,080</td>
<td>113,080</td>
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<td>111,448</td>
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<td>Murray Edwards</td>
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<td>Trinity</td>
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<td>218,381</td>
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<td>213,708</td>
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<td>210,510</td>
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<tr>
<td>Saint Catharine's</td>
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<td>165,708</td>
<td>161,988</td>
<td>161,988</td>
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<tr>
<td>Trinity Hall</td>
<td>325</td>
<td>3.15%</td>
<td>124,954</td>
<td>124,954</td>
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<td>122,062</td>
<td>120,013</td>
<td>120,013</td>
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<td>18,037</td>
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<td>17,802</td>
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<td>159,941</td>
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<td>156,702</td>
<td>155,119</td>
<td>155,119</td>
<td>111,207</td>
<td>111,207</td>
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<td>Corpus Christi</td>
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<td>93,043</td>
<td>92,586</td>
<td>92,586</td>
<td>92,059</td>
<td>92,059</td>
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<tr>
<td>Downing</td>
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<td>3.72%</td>
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<td>109,403</td>
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<td>107,963</td>
<td>107,592</td>
<td>107,592</td>
<td>78,792</td>
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<td>184,547</td>
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<td>182,960</td>
<td>182,453</td>
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<td>176,858</td>
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<td>175,223</td>
<td>175,035</td>
<td>175,035</td>
<td>129,578</td>
<td>129,578</td>
</tr>
</tbody>
</table>

Cost of CBS per regulated fee student: £384.47
Cost of CBS per regulated fee student: £397.48
Cost of CBS per regulated fee student: £379.76
Cost of CBS per regulated fee student: £287.90
Actual and estimated contributions to the CBS

BLUE = **actual** amount paid over the last four years
GREY = **hypothecated** amount if the intercollegiate support had not existed