

## Report of the Fees Sub-Committee

Meetings were held on 12 July 2019 and 11 October 2019.

### Matters to which attention is drawn

#### 1. Initiatives of the PRC's Fees Sub-Committee

The Bursars' Committee is invited to note a number of initiatives to be taken forward by the PRC's Fees Sub-Committee this year:

- Introduction of a formal fee status verification appeals process, to cover the full collegiate University (a significant discussion on the proposals took place at the meeting on 11 October 2019);
- A review of the transfer of BTh fees between the Cambridge Theological Federation, the Colleges and the University;
- Public information on the use of tuition fees.

#### 2. Retrospective fee status changes

The Sub-Committee discussed proposing to the University the formal articulation of policies and procedures relating to circumstances where fee status changes were required retrospectively (this does not include circumstances where fee status classification errors had been made, which is already the subject of an agreement). It covers circumstances including: student changes of nationality; and cases of the provision of misleading or dishonest information. Further consultation with the University is needed before final positions are settled on, but the Sub-Committee anticipates circulating guidance in due course.

#### 3. Reform of the Cambridge Bursary Scheme

This is covered as a principal item of business on the agenda of the Bursars' Committee on 24 October 2019.

#### 4. Public information on undergraduate tuition fees 2020-21

The formal public information of the University and the Colleges is now live on the CAO website at [www.undergraduate.study.cam.ac.uk/fees-and-finance/tuition-fees](http://www.undergraduate.study.cam.ac.uk/fees-and-finance/tuition-fees). **Bursars are asked to ensure that all queries and websites are directed to this single source of information and not host their own information locally (e.g on local College fees and finance webpages).**

Dr M Russell  
15 October 2019

## Report of the Fees Sub-Committee

Meetings were held on 29 November 2019 and 24 January 2020.

### Matters to which attention is drawn

#### 1. Collection of University Composition Fees: variation in College practice

The attention of Bursars is drawn to the practices in other Colleges relating to the annual or termly collection of tuition fees:

#### Collection of University Composition Fees

UG	UG (excluding student loan recipients)					
	N.B. In all cases, UCF liability is <b>TERMLY</b>					
	Private - home/EU		Private - overseas		Sponsored (third party)	
Termly	16	CHR; CL; CC; <b>DOW</b> ; EM; <b>F</b> ; G; K; MUR; <b>R</b> ; SEL; SID; CTH; JN; T; TH	13	CHR; CL; CC; EM; <b>G*</b> ; K; MUR; SEL; SID; CTH; JN; T; TH		
Annually	13	CHU; CAI; HOM; HH; JE; LC; M; N; PEM; PET; Q; ED; W	16	CHU; <b>DOW</b> ; <b>F</b> ; CAI; HOM; HH; JE; LC; M; N; PEM; PET; Q; <b>R</b> ; ED; W	4	CHR; R; JN; T

\* Girton collects fees termly for both home/EU students and overseas students, but exceptionally collected one term in advance for overseas students

Three Colleges have different fee collection frequencies for home/EU and overseas students.

Four Colleges stated explicitly that third party sponsors are invoiced annually - this information was not explicitly asked for, so the actual number may be higher.

PG	PG					
	N.B. In all cases, UCF liability is <b>TERMLY</b>					
	Private - home/EU		Private - overseas		Sponsored (third party)	
Termly	11	CHR; <b>DOW</b> ; EM; G; K; <b>R</b> ; SEL; CTH; JN; T; TH	9	CHR; EM; <b>G*</b> ; K; SEL; CTH; JN; T; TH		
Annually	20	CHU; CL; CLH; CC; DAR; F; CAI; HOM; HH; JE; LC; M; <b>MUR**</b> ; N; PEM; PET; Q; <b>SID**</b> ; ED; W	22	CHU; CL; CLH; CC; DAR; <b>DOW</b> ; F; CAI; HOM; HH; JE; LC; M; <b>MUR**</b> ; N; PEM; PET; Q; <b>R</b> ; <b>SID**</b> ; ED; W	4	CHR; R; JN; T

\* Girton collects fees termly for both home/EU students and overseas students, but exceptionally collected one term in advance for overseas students

\*\* Murray Edwards and Sidney exceptionally collect PGCE fees termly (all other collections default to annual).

Two Colleges have different fee collection frequencies for home/EU and overseas students.

Four Colleges stated explicitly that third party sponsors are invoiced annually - this information was not explicitly asked for, so the actual number may be higher.

A number of Colleges stated that they offered (termly) payment plans to those in receipt of government loans (see further note overleaf).

Bursars are asked specifically to note:

- the variation in practice was brought to the attention of the University, which noted it but agreed that it did not at this time intend to provide guidance or instructions to Colleges on when tuition fees should be collected;
- **in line with good practice relating to consumer law, Colleges should be clear to students when tuition fees are expected to be paid, both prior to matriculation and annually, in addition to stating clearly the consequences of late or non-payment of tuition fees.**

2. Retrospective fee status changes: amendments to current policies and procedures

This is covered as a principal item of business on the agenda of the Bursars' Committee on 13 February 2020.

3. Fees for Year Abroad MML students

In response to a query from one College, the Sub-Committee has engaged with the Senior Tutors' Standing Committee on Student Finance and Welfare to discuss the ongoing applicability of the current arrangements whereby Colleges receive no tuition fees for Year Abroad students. The two committees arrived at the conclusion that the current arrangements remained appropriate, but the discussion has prompted the Student Finance and Welfare Standing Committee to review and refresh the Year Abroad student guidance and will engage with the Faculty of Modern and Medieval Languages to do so.

4. Reform of the Cambridge Bursary Scheme

This is covered as a principal item of business on the agenda of the Bursars' Committee on 13 February 2020.

5. Projected College costs for the University's proposed tuition year

The officers of the Fees Sub-Committee have been engaging with the Transition Year Working Group to articulate the "costs of an undergraduate education" for students on the transition year. The Committee is invited to note that, given the uncertainty of the structure of the transition year, the proposed costs are provisional at this stage.

6. Student Support Initiative: early proposals for a means-tested loan system for postgraduate students

The SSI Financial Strategy Working Group is working on outline proposals for the provision of means-tested loans for certain categories of postgraduate students, as part of a wider suite of initiatives to assist widening participation for postgraduate students.

7. Publication of information on how the collegiate University spends tuition fee income

This matter was last reported to the Bursars' Committee in July 2019: the matter has not progressed significantly since that date but it has been reported that no changes to the structure of the published data have been made since that meeting.

8. Fee status assessments and appeals procedures

Work is ongoing on the development of an appeals procedure for applicants wishing to challenge the fee status assessment of the College (or indeed any of the admitting offices of the University).

9. Fee collection for Bachelor of Theology students (students of the Cambridge Theological Federation)

Significant progress has been made on re-engineering the procedures for the collection of University fees for BTh students (Colleges retain no portion of the tuition fees collected). It is anticipated that a confirmed revised procedure, where the University receives fees directly from the Federation will be in place for 2020-21: Colleges will still collect and retain a matriculation fee for its students.

10. Transparency and variation in College accommodation charges

It has been proposed that a joint working group of Bursars and Senior Tutors take forward the previously-agreed review of how College accommodation charges could be presented consistently on College websites.

The Sub-Committee noted that the variation in accommodation charges between and within Colleges continues to be a contentious issues for students, the student unions and funding bodies.

Dr M Russell  
28 January 2020

## Report of the Fees Sub-Committee

A meeting was held on 6 May 2020.

### Matters to which attention is drawn

#### 1. Reform of the Cambridge Bursary Scheme

The Strategic Working Group on Admissions and Participation have recommended the delay of any implementation of the reform of the Cambridge Bursary Scheme (CBS), in the light of the COVID-19 pandemic. It was noted (Paper F(19)74 that there were outstanding questions about the scope and operation of the Pilot Top-Up Bursary Scheme (PTUBS) for 2020-21 as a result. Matthew Russell is liaising with the Senior Tutor of Trinity College to develop plans for PTUBS and will provide details by circulation in due course.

The Committee assumes that the money raised in the Harding Intercollegiate Fund (HIF) will lie fallow until plans for the CBS are taken forward. It is currently unclear which body will make decisions about the use of the HIF although it is assumed that this will be the University's Finance Committee. The Committee posited that the HIF might be used to fund in part the costs of the current CBS for 2020-21, should these prove to be significantly higher than historical levels.

#### 2. BTh Fee Collection

Bursars are invited to note that the previously-agreed re-arrangements of migration of tuition fees between Colleges, the University, the Federation, and the Colleges of the Federation has been withdrawn, as a result of the Student Loans Company, and its relationship with the Federation preventing it from receiving fees at £9,250. It noted that BTh students could not receive student loan support (as they were all Affiliated Students) and that this was likely to be a moot point. Matthew Russell is seeking to re-visit this decision by the University, given that no students would likely receive SLC support.

#### 3. Fee and bursary implications arising from the COVID-19 pandemic

The Chair updated the Committee on current planning mechanisms relating to the financial implications of the COVID-19 pandemic. He noted:

- the impact on the Cambridge Bursary Scheme and the Pilot Top-Up Bursary Scheme (see minute 3a above);
- clear statements from government and Universities UK had been issued relating to the anticipated levels of the regulated fee for 2020-21, noting that students were being advised that there would be no expectation of reduced fees in the light of different modes of service delivery;
- the University was currently projecting a reduction in numbers of both postgraduate students and international students, with the financial income reductions as a result of this. It was noted that, for Colleges, there was the possibility of its postgraduate fee portion being distributed differently for 2020-21, but no firm proposals had yet been suggested or considered;
- work was continuing with accountants to develop understanding of the impact of the pandemic on College finances, with the Financial Implications Task Force commissioning a detailed survey expected within the next week;
- early discussions about loans and grants from the University, and between Colleges, were taking place with no clear proposals yet emerging.

The Committee discussed the possible development of a public statement on the College services and activities funded by its portion of tuition fees, based largely on the details included in the Undergraduate Fee Agreement with the University. It agreed to consider a draft at its next meeting, consulting with the Chair of the Senior Tutors' Standing Committee on Student Finance and Welfare in the interim, and to notify the PRC's Fees Sub-Committee of the intention to do so at this early stage. It noted that statement would likely be approved by all three of the principal intercollegiate committees, and would benefit from the endorsement of the University.

#### 4. Fee verification audits

Recent audits have not revealed any significant concerns.

Dr M Russell  
14 May 2020

## Report of the Fees Sub-Committee

A meeting was held on 12 June 2020.

### Matters to which attention is drawn

1. Reform of the Cambridge Bursary Scheme

The Sub-Committee approved for circulation a more detailed model of the impact of the proposed reform of the Cambridge Bursary Scheme "CBS2" and endorsed the inflationary assumptions agreed by the Chair and Secretary.

2. Publishing information on the use of tuition fees

The Sub-Committee had been engaged in discussion with the University about public information relating to how tuition fee income is spent by the University and the Colleges. The University had now published some information but, following queries made by the Secretary, had been withdrawn pending further discussion and clarification.

Further work on this was expected over the Long Vacation.

3. Use of the College fee (or Colleges' portion of the University Composition Fee)

The Sub-Committee is working with the Senior Tutors' Standing Committee on Student Finance and Welfare to develop a public statement on what tuition fees are spent on by Colleges. In contrast to the information noted in 2 above, this would be a descriptive statement drafted partly to address common queries about why Colleges receive this funding.

The Sub-Committee is expecting to finalise the statement at its next meeting for future formal adoption through the Bursars' and Senior Tutors' Committees in due course.

4. Fee verification audits

A revised programme of audits will commence from 2020-21: see overleaf

Dr M Russell  
18 June 2020

# Fee verification timetable

College	Auditor	2020-24
Jesus College		2020-21
Homerton College		2020-21
Pembroke College		2020-21
Lucy Cavendish College		2020-21
Selwyn College		2020-21
Saint Catharine's College		2020-21
Clare Hall		2021-22
Darwin College		2021-22
Gonville & Caius College		2021-22
Magdalene College		2021-22
Murray Edwards College		2021-22
Churchill College		2021-22
Corpus Christi College		2022-23
Downing College		2022-23
Emmanuel College		2022-23
Fitzwilliam College		2022-23
Hughes Hall		2022-23
Peterhouse		2022-23
Saint John's College		2023-24
Christ's College		2023-24
Newnham College		2023-24
Queens' College		2023-24
Sidney Sussex College		2023-24
Trinity Hall		2023-24
Wolfson College		2024-25
King's College		2024-25
Saint Edmund's College		2024-25
Trinity College		2024-25
Girton College		2024-25
Robinson College		2024-25
Clare College		2024-25