Planning and Resource Allocation Committee

Deadline for payment of fees: change in regulations

The Planning and Resource Allocation Committee (PRAC) has made the following change in regulations, to come into effect from 1 October 2011.

Explanatory note

The purpose of this change is to bring the deadline for payment of University tuition fees by graduates in line with that for undergraduates. As a result of this change undergraduates and graduates will be expected to pay their fees by the same point in the academic year, namely on or before the seventh day of Michaelmas full term or of the term in which the student commences his/her studies; colleges will retain the ability to approve payment in instalments if appropriate. This formalises common practice across the institution.

Text of regulations

In Examination Regulations, 2010, p. 1097, l. 33 to p. 1101, l. 50, amend section 1 as follows (new text underlined, deleted text scored through):

‘1. Every member of the University shall pay a composition fee as specified in cl. 14 below for each academic year in which he or she is working in Oxford:...

[list of undergraduate and certain graduate qualifications]

The fee shall be paid as follows:

(a) in the case of those whose fees are paid under the terms of the Education (Mandatory Awards) Regulations (or under corresponding arrangements approved by the Scottish Education Department, the Northern Ireland Ministry of Education, or the Education Departments in the Channel Islands or Isle of Man) the fees shall be paid in accordance with the arrangements laid down in those regulations;

(b) in the case of those working for an undergraduate degree and liable to payment in full or part of the University composition fee as specified in clause 14 below, the fee shall be collected in accordance with the provisions of clause 13 below;

(c) in all other cases the fee shall be paid at the end of Michaelmas Term by all those who have been working in Oxford in that term. Those who begin working in Oxford in Hilary or Trinity Term shall pay the fee at the end of that term. On application by the society of the member of the University concerned, and subject to the approval of Council’s Education Committee some part of the fee may be remitted. On application by their society, and subject to the approval of Council’s Education Committee, some part of the fee for an academic year may subsequently be returned to those who do not work in Oxford for the whole of that year.¹

(b) in all other cases, the fee shall be collected in accordance with the provisions of cl. 13 below;

3. (a) Subject to the provisions of cll. 4 and 5 below, every member of the University shall pay a composition fee at the appropriate annual rate specified in cl. 14 below for each term in which he or she is registered as a Probationer Research Student or is working for one of the qualifications listed below:...

[list of graduate qualifications]
In the event that any fee, or the relevant instalment towards the fee, remains unpaid after the due date of payment, the student shall be subject to the provisions in cl. 13 (b) below.

(b) The fee shall be collected in accordance with the provisions of cl. 13 below.

12. (a) Not later than the fourteenth day after the last day of every Full Term the Head or Bursar of every society, or the Head of the student’s department for programmes where fees are usually paid directly to the department, shall send to the Secretary of the Chest a schedule signed by himself or herself containing the names of all members of the society who were liable to pay the composition fees referred to in cll. 1–3 and cl. 6 above, in respect of that term. The Head or Bursar of every society shall also:

(a) in respect of composition fees payable under cl. 1 above, send to the Secretary of the Chest within five working days of the end of every month of the academic year (the first month of the academic year being taken as October) the sum collected by the society in that month;

(b) in respect of composition fees payable under cll. 2, 3, and 6 above, send to the Secretary of the Chest within fourteen days of the last day of every Full Term the sum of such fees, provided that in the case of such fees payable for Michaelmas Term, if at that date a society shall not have received payment in full by the fee-paying bodies, the society

(i) may transmit by that date either 80 per cent of the amount required to be transmitted, or the total amount of fees received by that date, whichever is the greater, and

(ii) shall transmit the outstanding balance within one month of the stated date.

(b) The Head or Bursar of every society shall pay to the Secretary of the Chest such University composition fees as were due for that term in accordance with the mechanisms agreed between the colleges and the University from time to time. Where University composition fees are collected by a department these shall be paid to the Secretary of the Chest in accordance with the mechanisms that are agreed from time to time.

13. (a) The annual university composition fee shall be paid on or before the seventh day of Michaelmas Full Term (or of the term in which the student commences his or her course, as the case may be) unless the Bursar of the student's college, or the Head of the student’s department for programmes where fees are usually paid directly to the department, certifies in writing that

(i) the college has approved the student's application to pay by instalments, the first such instalment having been paid; and/or

(ii) the student has applied for, and is prima facie eligible for, a contribution to his or her fee from his or her local education authority (or equivalent body) or other fee-paying body, and the college is of the opinion that no contribution will be required from the student;

(iii) the student’s programme did not commence on the first day of the relevant term, and payment is due on the seventh day after the actual commencement of the student’s programme.

(b) In the event that any fee payable by the student, or the relevant instalment towards such a fee, remains unpaid after the due date of payment it shall be the duty of the Bursar of the student’s college or the Head of the student’s department for programmes where fees are usually paid directly to the department, to notify the student concerned that, in the event that the fees due have not been paid in full within four weeks from the date of such notification, the student shall be liable for suspension from access to the premises and facilities of the University (including the Examination Schools and other places of examination) from the end of such four-week period until such time as
outstanding fees have been paid. The Bursar or Head shall also inform the Registrar that he or she has so notified the student concerned; and if the fees due have not been paid in full within the specified four-week period, the Bursar shall inform the Registrar of the position, whereupon, subject to the other provisions of this clause, the University shall have the right forthwith to suspend the student concerned from access to the premises and facilities of the University.

(c) On application by their society, or by the Head of the student’s department for programmes where fees are usually paid directly to the department, and subject to the approval of Council’s Education Committee, some part of the fee for an academic year may subsequently be returned to those who do not work in Oxford as a result of suspension or withdrawal, for the whole of that year.¹ In addition, if a student withdraws or suspends their status on or before Monday of Week 4 of any term the fees payable in respect of that term may be reimbursed to the student.²

(d) Applications for the remission or waiver of University fees, for the resolution of issues relating to the non-payment of University fees, and for all other questions of doubt or difficulty relating to the liability of individual students for University fees, including those covered under (a) to (c) above, shall be determined by the Fees Panel, which shall be chaired by the Assessor and consist of two members nominated by the Conference of Colleges, two members nominated by Council’s Education Committee, and the Assessor-elect. Applications for dispensation from residence requirements, other than those specified above, shall be determined by the Proctors, on condition that if the Fees Panel or the Proctors, as the case may be, are unable to agree on how to deal with any individual application they shall refer the application to Council’s Education Committee for decision.

(e) There shall be no appeal against a decision of the Fees Panel. A student may, however, make a further application under the procedures outlined above for relief from suspension or such terms as may have been imposed by a Fees Panel if the Bursar of his or her college supports an application on the basis that the student's financial circumstances have changed for reasons beyond his or her control.³

¹ The general rule agreed by Council is that, for each complete term not spent working in Oxford as a result of suspension or withdrawal, one third of the annual fee shall be returned.

² Certain programmes which have been granted permission to charge non-refundable deposits and programmes within the Department for Continuing Education and the Said Business School may have different refund policies.