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## Planning and Resource Allocation Committee

### Regulations on Financial Matters

#### Section I. Fees and Dues payable to the University

**Brief note about nature of change:** Minor amendments following the annual review of this section of the Examination Regulations.

#### Location of change

In Examination Regulations 2023-24, Regulations on Financial Matters (yet to be published on the University's website).

#### Effective date

1 September 2023

#### Detail of change

##### §1. Fees payable by members of the University

##### Section I. Fees and Dues payable to the University

1. All fees payable under this Section are set by Council's Planning and Resource Allocation Committee on the recommendation of the Joint Fees and Student Support Advisory Group on an annual basis and are available from [www.ox.ac.uk/students/fees-funding/fees/rates](http://www.ox.ac.uk/students/fees-funding/fees/rates) or from the Planning and Council Secretariat. Fees are payable at one of ~~four~~ two rates, 'home', '~~ELQ~~', '~~islands~~', and 'overseas'. The 'home' rate is payable by students who meet the criteria given in Schedule 1 of the Education (Fees and Awards) (England) Regulations 2007 and subsequent amendments. ~~The 'ELQ' rate is payable by students who meet the criteria for the 'home' rate but who are reading for a qualification of an equivalent or lower level to one they already hold.~~ The 'islands' rate is payable by ~~residents of the Channel Islands or the Isle of Man who meet the requirements laid down by the respective Islands governments. Where a course does not have a separate 'ELQ'~~

~~or 'islands' rate, the 'ELQ' or 'islands' rate will be the same as the 'home' rate.~~ All students not meeting these criteria shall pay fees at the 'overseas' rate unless otherwise exempted.

3. Every member of the University shall pay fees at the appropriate annual rate for each term from and including the term in which ~~he or she~~ they begins to work for the Second Examination for the Degree of Bachelor of Medicine up to and including the term in which ~~he or she~~ they completes all the stages of the examination, or ceases to work for the examination.

4.

(a) Subject to the provisions of cl. 5 below, every member of the University shall pay fees at the appropriate annual rate for each term in which ~~he or she~~ they is-are registered as a Probationer Research Student or is working for one of the qualifications listed below, from and including the term in which ~~he or she~~ they are-is are first so registered or begins working for such qualification, up to and including the term in which ~~he or she~~ they takes the final examination or (in the case of a degree or diploma by thesis only) submits ~~his or her~~ their thesis:

5.

(a)

(ii) Candidates for the D.Phil. who have held the status of Probationer Research Student, or of Student for the Degree of M.Sc. by Research or M.Litt. or for the Diploma in Law, before transferring to work for the degree of D.Phil. shall be deemed for the purpose of this subsection to have been working for the D.Phil. from the term in which they began working for the course from which they have transferred, and may count towards their D.Phil. fee liability any fees paid while holding their previous status, subject to the payment on transfer of any consequent additional fees for which they are liable. A candidate is not deemed to be 'transferring to work for the Degree of D.Phil.', when ~~he or she is~~ they are admitted for the Diploma in Law or as a D.Phil. student after satisfying the examiners for the Degree of M.Sc. by Research or M.Litt.;

6. Subject to the approval of Council's Education Committee, where a clinical student has already spent at least three terms working full-time for the Degree of M.Sc. by research and has paid at least three fees in respect thereof, any further fees payable in respect of the M.Sc. course for terms in which ~~he or she is~~ they are also working as a clinical student at a university clinical school outside Oxford may be remitted.

## §2. Visiting, Recognized, and Matriculated Non-Award Students

1. Every member of the University who, not holding an academic appointment in the University or the colleges, has been matriculated in order to study in the University otherwise than for a degree, diploma, or certificate of the University shall pay fees at the appropriate annual rate published at <https://www.ox.ac.uk/students/fees-funding/fees/visiting-recognised> ~~www.ox.ac.uk/students/fees-funding/fees/non-award~~ or available from the Planning and Council Secretariat for each term in which ~~he or she is~~ they are studying in the University.

2. Every person on the Register of Recognized Students or on the Register of Visiting Students shall pay fees at the appropriate annual rate on the basis set out below, and as published, in the case of (a), at [www.ox.ac.uk/students/fees-funding/fees/visiting-recognised](http://www.ox.ac.uk/students/fees-funding/fees/visiting-recognised) or available from the Planning and Council Secretariat and, in the case of (b), by the college concerned, for each term in which ~~he or she is~~ they are studying in the University.

### §3. Arrangements relating to the payment of fees

1.

(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 ~~Director of Finance~~ Chief Financial Officer a schedule signed by ~~himself or herself~~ themselves containing the names of all members of the society who were liable to pay the fees referred to in §1 and §2 above, in respect of that term.

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

2. Annual fees 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~~ their 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:

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

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

3.

(a) In the event that any fees or continuation charge payable by the student, or the relevant instalment towards such fees, remains unpaid after the due date of payment it shall be the duty of the Bursar of the student's college, or the Registrar for programmes where fees or charges are usually paid directly to the University, or the Head of the student's department for programmes where fees or charges are usually paid directly to the department, to notify the student concerned that, in the event that the fees or charges due have not been paid in full within four weeks from the date of such notification, the student shall ordinarily be liable for suspension from access to the premises and facilities of the University (including the Examination Schools and other places of examination). The student shall be informed that, apart from in exceptional circumstances, they will be suspended from the end of such four-week period until such time as outstanding fees or

charges have been paid, at which point they may apply for reinstatement, or until two terms have elapsed, at which point they will be removed from the Register of Students. The Bursar or Head shall also inform the Registrar that ~~he or she has~~ they have so notified the student concerned; and if the fees or charges due have not been paid in full within the specified four-week period, the Bursar or Head shall inform the Registrar of the position, whereupon, subject to the other provisions of this clause, the University shall have the right, having considered the circumstances of the case, to suspend the student concerned from access to the premises and facilities of the University. If the fees or charges due have not been paid in full within two terms of the date of any suspension imposed under this clause, the University shall have the right, having first considered the circumstances of the case, to remove the student from the Register of Students. A student may apply to Education Committee for reinstatement to the Register of Students. Any such reinstatement, which is not automatic, will be conditional upon payment of all outstanding fees.

(f) A candidate who is dissatisfied with a decision made by the Joint Panel on Remission of Fees may, or ~~his or her~~ their college may, appeal against it. An appeal must be made within fourteen days of the date of the Joint Panel on Remission of Fees' decision. Any such appeals must be made in writing and sent to the Chair of Education Committee. The appeal will be heard by the Chair of Education Committee or their nominee.

#### §4. Regulations relating to the University continuation charge

~~3. The continuation charge first became payable in 2013-14 and the rate will be reviewed on an annual basis.~~ The continuation charge rate is reviewed on an annual basis and the rate for the current academic year is available from [www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge](http://www.ox.ac.uk/students/fees-funding/fees/liability/graduate-continuation-charge) or from the Planning and Council Secretariat. Divisions may remit the continuation charge (subject to approval by Council's Planning and Resource Allocation Committee) for graduate research students on a specified course or courses of study, provided that the remission applies to all students on that course in a specified term or terms of study.

#### §5. Regulations relating to the fees for certain scholarship and exchange agreements

1. Notwithstanding the provisions of §1 above, the University shall remit 45% of the prescribed fees payable by any student who establishes, by information certified to the ~~Director of Finance~~ Chief Financial Officer by an officer of the student's college or society, that a proportion (agreed between the college and Junior Members), of the student's maintenance (as distinct from fees), as determined by Student Fees and Funding in the relevant year, has been provided by resident Junior Members of the University (otherwise than from funds of common rooms contributed directly or indirectly by grant-paying authorities in payment of membership fees); provided that:

#### §6. Regulations for Oxford Bursaries and Fee Reductions

9.

(c) If a student's revised household income assessment has reduced, resulting in an entitlement to a larger fee reduction, they will receive an additional fee reduction. The

level of the fee reduction will be calculated as if the student had been eligible for that level from the start of the academic year.

§10. Fees payable by certain students working in departments or faculties who are not members of the University nor Recognized students nor Visiting Students

1. If a person who is not a member of the University is admitted to work, and receive instruction or supervision, in any university department by the head of the department, ~~he or she~~ they shall pay to the ~~Director of Finance~~ Chief Financial Officer such fee or fees as shall be prescribed by the head of the department in accordance with arrangements approved from time to time by Council's Education and Planning and Resource Allocation Committees.

2. The head of each department shall have discretion to fix a fee or fees for any member of the University who is working in ~~his or her~~ their department, unless that member is liable to pay fees under the provisions of §1 or §2 cl. 1 or would be liable but for the provisions of §1 cl. 5 thereof.

3. The head of each department shall maintain, and on request send to the ~~Director of Finance~~ Chief Financial Officer not later than the end of the third week of Full Term, or in the case of students working in the vacation only, as soon as may be, a list of the names of the students attending lectures or working in ~~his or her~~ their department other than those liable to pay a fee covering that term under §1 or §2.

4. No fee shall be payable under the provisions of this subsection by any person who is paying a fee under the provisions of §4, or whose name is on the Register of Recognized Students or the Register of Visiting Students, or by any salaried employee who is receiving instruction or supervision in the department in which ~~he or she~~ they are is working.

§11. Fees payable by certain Clinical Students

3. Within fourteen days of the last day of every Full Term the Regius Professor of Medicine shall:

(a) Send to the ~~Director of Finance~~ Chief Financial Officer a schedule specifying (a) the names of all the persons who were liable to pay any of the fees referred to in cll. 1 and 2 above since the preparation of the previous schedule, and (b) the particular fees payable by such persons, and

§12. Fees in respect of certificates, transcripts and personal data

4. Every person making a request to be supplied with personal data under Section ~~7-45~~ of the Data Protection Act ~~1998~~ 2018 shall pay the fee determined from time to time by Council. Such requests should be addressed to the ~~Data Protection Officer~~ Information Compliance Team, University Offices, Wellington Square, Oxford OX1 2JD, from whom details of the current fee can be obtained. The fee is subject to a maximum prescribed from time to time by the Home Secretary under the Act.

**Explanatory Notes**

These minor changes are made in response to the annual review of the Regulations on Financial Matters conducted by Planning and Council Secretariat on behalf of the Planning and Resource Allocation Committee.