

## Applications for the Remission of the University Fee

### Notes for Guidance for Staff and Students 2023-24

These guidance notes are intended to complement the relevant University Ordinances. They relate to decisions taken by the Fee Remission Panel in 2023-24. They do not themselves constitute a set of regulations. Nor should they be taken to imply that, given a particular set of circumstances, the Panel will automatically reach a particular decision.

The relevant regulations can be found in Statutes and Ordinances, Ch.1

<http://www.admin.cam.ac.uk/univ/so/>

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## 1 Introduction

### 1.1 The Fee Remission Panel

With effect from the 2023-24 academic year, the Fee Remission Panel has taken on responsibility for considering fee remission cases previously falling under the remit of the Examination Access and Mitigation Committee (EAMC) and the Postgraduate Committee.

The Panel has the following overarching aims:

- To endeavour to ensure parity of treatment between applicants to the Panel who share similar circumstances, whilst recognising that each case is individual.
- To ensure that, particularly in relation to disregarding terms and repeating a period of study, an applicant is **neither** advantaged **nor disadvantaged** in comparison with other students.

### 1.2 Eligibility

The Panel considers applications from colleges on behalf of students on the Foundation Year, Undergraduate and Postgraduate students.

### 1.3 Purpose of fee remission

Exceptionally, the Panel may consider an application for fee remission for a limited number of terms in the case of unforeseen financial disaster such as the death or bankruptcy of a parent providing financial support, and where there is demonstrable evidence of significant financial hardship which could not have been foreseen at the time of admission. Students are expected to have investigated other sources of income from external funding bodies including Student Finance if appropriate, and from their College, prior to an application being submitted.

Remission for more than three terms would be extremely unlikely. In these circumstances, it is expected that Colleges remit any fees received from the University in case of publicly funded students. In the case of undergraduates, the Panel is very unlikely to remit fees once a student has fulfilled the requirement to qualify for their BA Degree. Graduation may be delayed in cases of outstanding tuition fee debt.

## 1.4 Disregarding terms and fee remission

In exceptional circumstances, the Panel may consider remitting the fee for a term in which a student has resided **a little** over the normal limit of **21 days** and has then gone out of residence and where it is clear that the student intends to return to repeat the term when they have recovered.

Where a student has received approval for future term(s) of study to be disregarded, no fees will be due for the term(s) in question. Fees will still be due for any term(s) of study that are retrospectively approved.

Fee remissions as an outcome of a successful application for an exemption of terms for a postgraduate research student (PGR) who transfers into the University will be added automatically to a student's record without the need for a separate application.

Where a student is permitted to undertake an extended period of study (to split one year over two) by the EAMC, the student fees for year two will be automatically remitted and therefore no separate application for a fee waiver is required. In such instances it is expected that the College fee for year two will also be remitted.

## 2 How to make an application

The Panel only considers applications made through the college on the student's behalf, except in the most exceptional circumstances.

The application form must be complete, i.e. it must include all the required documentation, and a tutorial signature. The application may also include any additional information or evidence which the College wishes to submit.

In all cases, the application form should be submitted by the student's Tutor who should provide a clear statement of the reason for hardship, the student's financial situation and such financial support which the College expects to offer. The Panel expects alternative sources of financial support to have been explored. In cases of financial hardship, the Panel may exceptionally agree intermission instead of fee remission.

The student may, if they wish, seek to have their own statement or other supporting evidence included. It is in all parties' interests that any such statement is clear and concise. The Panel regards it as essential that the student should be fully aware of all the documentation being submitted by the College.

Applications **must** be submitted by the end of the academic year in which the term(s) of the fee waiver commence. Please see the University's official term dates [here](#), selecting the appropriate end date for the applicant's student group.

### **3 How the Panel considers applications**

Applications for the remission of the University Fee are dealt with during a meeting of the Fee Remission Panel, which is held approximately once every two months.

Completed applications should be sent to the Secretary of the Fee Remission Panel at [feestatusandpolicy@admin.cam.ac.uk](mailto:feestatusandpolicy@admin.cam.ac.uk).

### **4 Review procedure**

Details of the [Review Procedure](#) and form can be found online and requests for review should be submitted on the Review Request form within 14 days of the formal decision being issued. Requests for Review are encouraged to be submitted as soon as possible and not left until the day of the deadline. It is particularly important for this purpose that the College keep records of when it communicates the Panel's decisions to a student. In instances where the Panel has declined an application or offers an alternative to the allowance sought, it is essential that the decision is conveyed to the student as soon as possible.

The review will essentially be of a procedural nature i.e. the Reviewer will consider whether in reaching its decision(s) the Panel has observed the relevant Ordinances and these Notes of Guidance and whether or not it has come to a reasonable decision in that context. The Review Procedure is the final stage before the student may take their case to the Office of the Independent Adjudicator.

### **5 Key contacts**

Students should contact their College Tutor for advice in the first instance. University and College offices should direct any questions to the Secretary of the Fee Remission Panel, Alison McKeegan, at [feestatusandpolicy@admin.cam.ac.uk](mailto:feestatusandpolicy@admin.cam.ac.uk).