

## **Applications for the Remission of the University Fee**

### **Notes for Guidance for Staff and Students 2018-19**

These guidance notes are intended to complement the relevant University Ordinances. They relate to decisions taken by the Committee in 2018-19. They do not themselves constitute a set of regulations. Nor should they be taken to imply that, given a particular set of circumstances, the Committee 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 Examination Access and Mitigation Committee

The Examination Access and Mitigation Committee (EAMC) is a committee of the General Board which meets monthly throughout the year to consider applications for examination allowances and related matters. There is also a large volume of student casework undertaken under delegated authority much of which involves the expert opinion of its Medical Advisers.

Prior to October 2018, most of this work was undertaken by the Council's Standing Committee on Applications (known as the Applications Committee).

The EAMC has the following overarching aims:

- To endeavour to ensure parity of treatment between applicants to the Committee who share similar circumstances, whilst recognising that each case is individual.
- To be mindful of the interests of students **taking the same examination but** who are not applicants to the Committee.
- 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 EAMC considers applications from colleges on behalf of undergraduates and also on behalf of students on the following postgraduate courses: EMBA; LLM; MAST; MBA; MCL; MEng; M.Fin; MMath; MMus; MSci; PGCE.

For the purposes of fee remission, the Committee also considers applications for students being examined for courses leading to the M.B, B.Chir or the Vet.M.B.

It **does not consider** applications for those graduate students for which the [Board of Graduate Studies](#) is responsible.

### **1.3 Purpose of fee remission**

Exceptionally, the EAMC 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.

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 publically funded students. The Committee is very unlikely to remit fees once a student has fulfilled the requirement to qualify for the BA Degree.

#### **Disregarding terms and fee remission**

In exceptional circumstances, the Committee 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 been in residence for the full term and is required to repeat that term, fee remission is usually not approved.

Retrospective disregarding of terms does not mean that the student's fee liability for those terms is cancelled.

## **2 How to make an application**

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

Any student seeking a review of a decision of the Committee should apply via the mechanism available online [here](#).

The application form must be complete, i.e. it must include all the required documentation, a tutorial signature and explicit confirmation as to whether or not it has the College's support, and if it does not, to confirm it has told the student so. 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 Committee expects alternative sources of financial support to have been explored.

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 Committee regards it as good practice that the student should be fully aware of all the documentation being submitted by the College.

Completed applications should be sent to the Secretary of the EAMC at [applications.committee@admin.cam.ac.uk](mailto:applications.committee@admin.cam.ac.uk). Details of meetings and submission deadlines can be found [here](#).

## **3 How the Committee considers applications**

In most cases, applications for the remission of the University Fee are dealt with by authority delegated to the Chair and / or Secretary. If, however, in such circumstances the Chair and / or Secretary wishes the application to be considered at a scheduled meeting, then the application will be held until the next meeting.

## 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. It is particularly important for this purpose that the College keep records of when it communicates the Committee's decisions to the students. In instances where the Committee 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 Committee 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

Complex queries	<a href="mailto:Jenny.green@admin.cam.ac.uk">Jenny.green@admin.cam.ac.uk</a>
General / preliminary queries	<a href="mailto:applications.committee@admin.cam.ac.uk">applications.committee@admin.cam.ac.uk</a>
Making an application to the Committee	<a href="mailto:applications.committee@admin.cam.ac.uk">applications.committee@admin.cam.ac.uk</a>