

Bursars' Committee: Fees Sub-Committee
Terms of reference

1. Purpose

The purposes of the Fees Sub-Committee are:

- a. to keep under review the various fee agreements established between the Colleges, and between the Colleges collectively and the University, and to make recommendations on the resolution of fee queries relating to individual students and/or cohorts of students;
- b. to engage with the University and, where appropriate, other bodies on matters relating to student fees and funding;
- c. to keep under review the arrangements and intercollegiate mechanisms associated with the Cambridge Bursary Scheme and other similar schemes;
- d. to collate and advise on the public presentation of University and College fees;
- e. to undertake regular audits of the student fee status assessments undertaken by individual Colleges;
- f. to advise the Bursars' Committee on the implications of external regulation or legislation in relating to fees, bursaries and other student-related finances;
- g. to consider other matters relating to fee or bursary income or expenditure referred to it by the Bursars' Committee or the Bursars' Business Committee, including but not limited to widening participation expenditure related to any University access agreements;
- h. to consider any other matters referred to it by the Bursars' Committee or the Bursars' Business Committee.

2. Standing

The Fees Sub-Committee is a sub-committee of the Bursars' Committee. Business is conducted on a confidential basis.

The Sub-Committee has no power to make decisions binding on, or to represent the views of, any College: equally, the Sub-Committee is not subject to the direction or control of the Colleges, either jointly or severally.

In addition, the Sub-Committee does not have the authority to make decisions on behalf of the Bursars' Committee, except for the following categories:

- the appropriate presentation of combined information from relevant Colleges relating to student fees, bursaries and other student-related funding;
- the approval of the Colleges' contribution to the Educational Expenditure exercise for HEFCE and for the publication of education costs by the University.

Otherwise, all recommendations shall be provided to the Bursars' Committee in the form of written minutes and/or a written report for discussion and approval at the next convenient meeting of the Bursars' Committee, providing that the Chair has discretion to allow for a formal decision to be made by circulation to the Bursars' Committee.

Any advice provided to Colleges and other institutions, either through members of the Sub-Committee, or through staff of the Office of Intercollegiate Services or subsequently through the Bursars' Committee, is provided on the basis that the advice is offered without any warranty as to its accuracy and that no liability shall fall on the Committee or any of its officers or members for such advice.

3. Membership

The Fees Sub-Committee includes in its membership:

- (a) no less than four and no more than seven Bursars, chosen by the Bursars' Committee, on the recommendation of the Sub-Committee or the Bursars' Business Committee;
- (b) *either* the Chair *or the Secretary* of the Bursars' Committee *ex officio*;
- (c) the Secretary of the Senior Tutors' Committee *ex officio*; and
- (d) the Head of the Office of Intercollegiate Services *ex officio*.

The Bursars' Committee may elect from time to time for membership of the Sub-Committee to include other members from other bodies, either on a fixed term or permanent basis.

Officers

The Chair of the Fees Sub-Committee is appointed by the Bursars' Committee, from among those members in category (a) above, and on the nomination of either the Sub-Committee or the Bursars' Business Committee. The Sub-Committee appoint from among its members a Secretary to record the meetings.

Attendees

The Chair and/or Secretary of the Sub-Committee, at his or her or their discretion, may permit other persons to attend all or part of one or more meetings, providing that permission has been sought in advance of any meeting. Attendees do not have voting rights.

4. Meetings of the Sub-Committee

Meetings are convened by the Chair and/or Secretary: the Sub-Committee meets at least once each Term. Notice of the date, time and place of meetings, and agenda and papers, is provided by the Chair or Secretary, in a manner to be determined by him or her.

There is no quorum for the approval of business.

Attendance at the Committee may include remote attendance through teleconferencing or other mechanisms, providing it is clear that the members can contribute effectively to any discussion and vote.

In the absence of the Chair, he or she will nominate another member of the Committee to chair that particular meeting. Otherwise, the Committee determines amongst those members present who chairs the meeting as its first item of business: this may be agreed by circulation in advance.

Decisions of the Committee are made wherever possible by consensus. In the event of a vote being required, a decision is carried on a simple majority of the members of the Committee present. In the event of a tie, the Chair carries an additional and deciding vote.

5. Conduct of business outside of meetings

In exceptional circumstances, the Sub-Committee may agree to conduct business by circulation.

The Sub-Committee may also agree which matters it may wish to delegate to a single member of the Committee, to decide on its behalf. Any item of delegated business is reported on at its next meeting.

The Committee may, at its discretion, set up (and otherwise suspend or disband) Working Groups, providing that these relate directly to the purposes of the Sub-Committee outlined above. The Sub-Committee may establish the membership, terms of reference, and duration of the Working Group, and shall report on these at least annually to the Bursars' Committee.

6. Terms of reference

The terms of reference of the Sub-Committee are approved by the Bursars' Committee: the Sub-Committee shall receive the terms of reference at least annually and may make recommendations to the Bursars' Committee on proposed changes at any time.