

Committee Terms of Reference: FEES AND SCHOLARSHIPS GROUP

Reports to: the University Executive

Occurrence: Four times a year

Terms of reference last reviewed: July 2018; last revised: July 2018; and next due for review: July 2020

Members:

- Vice-Chancellor (Chair)
- Head of Planning
- Assistant Director of Finance
- Academic Registrar
- Director of Marketing and Student Recruitment
- Head of Undergraduate Admissions
- Head of Postgraduate Admissions
- Director of International Office
- Academic Awards Officer
- Student Fees & Cash Team Manager, Finance Office

10 members.

Quorum: 5 members.

In attendance:

- Senior Student Adviser, Student Support
- Head of Strategic Development, Planning Office
- Head of the Graduate School
- Alumni Engagement & Individual Giving Manager, DARO
- Student Union Development Officer

At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

Remit:

The Fees and Scholarship Group discuss the detailed issues relating to fees and scholarships in a variety of higher education markets (undergraduate and postgraduate, Home, EU and International), and give consideration to setting appropriate fee levels alongside developing suitable scholarship packages in line with strategic objectives and sector provision.

Terms of reference:

1. To consider and recommend for approval by the University Executive, or by a governance committee via the University Executive:
 - a. Appropriate levels for tuition fees – undergraduate and postgraduate, Home, EU and International, taking into account financial and regulatory requirements, including Fee and Access Plan, CMA.
 - b. Allocation of scholarship and bursary funds, taking into account financial and regulatory requirements, including Fee and Access Plan, CMA.
 - c. Tuition fees for Continuing Professional Development, Life Long Learning, Welsh for Adults, part-time, Distance Learning and ‘closed courses’ e.g. DProf.
 - d. Non-standard tuition fees, e.g. UG year out and sandwich schemes.
 - e. Discounts for students on exchange schemes.
2. To consider and have authority to approve on behalf of the University Executive:
 - a. Individual requests for fee waivers and fee appeals.
 - b. Operational issues in terms of fee collection and funding allocation.

3. To receive reports for information and advise the University Executive, or a governance committee via the University Executive, as appropriate on:
 - a. Student numbers and draft student number forecasts.
 - b. Allocation and take-up of scholarships and bursaries, including the impact on recruitment, conversion, tariff, retention and finances.
 - c. Provision review in light of instructions from Funding Council re. Government framework for fees, and sector developments.
 - d. Sector-specific developments, e.g. variations in international markets.
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Operation

The University Executive shall receive regular reports as appropriate on the Committee's activities via the Chair, who shall be a member of the University Executive.