

## **Fees and Financial Support Board**

### **1. Constitution**

- 1.1 The Vice-Chancellor has established a committee known as the Fees and Financial Support Board, which reports to the Vice-Chancellor's Executive (VCE).

### **2. Scope**

- 2.1 The Fees and Financial Support Board brings proposals to the VCE on the tuition fee policy, the fees to be charged, scholarships, bursaries, discounts and incentives.

### **3. Membership**

- 3.1 The membership shall be as follows:

#### **Ex Officio**

- Chief Financial Officer (*Chair*)
- Chief Operating Officer
- Financial Controller
- Commercial Analyst, Finance
- Income and Accounts Receivable Manager
- Associate Director, Global Greenwich
- Associate Director, UK Recruitment
- Assistant Director of Student and Academic Services (Student Services)
- Head of Information, Advice and Participation Services
- 4x Faculty Operating Officers

### **4. Attendance at meetings**

- 4.1 At the discretion of the Chair, other staff who are not members of the Board may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Board.

### **5. Delegated Authority**

The Board is authorised by the Vice-Chancellor to approve the following:

- 5.1 Regularly review key risks within the Board's remit. Approve action plans to mitigate risk escalating risks to VCE where appropriate; and
- 5.2 Good practice and procedures in respect of the Board's remit, ensuring adherence to legal and regulatory requirements and best practice;

## 6. Other Duties

The other duties of the Board shall be to:

- 6.1 Review and develop regulations and policies in respect of tuition fees including charging, refunds and debt recovery. Ensure adherence to legal and regulatory requirements and best practice. Make recommendations to VCE for approval;
- 6.2 Make recommendations to VCE in respect of scholarships, bursaries, discounts and initiatives. The Associate Director UK Recruitment will bring proposals to the Board having established the evidence base;
- 6.3 Review the level of the tuition fees, set out below, against available evidence including competitor pricing and advice from relevant Professional Services staff. Make recommendations to VCE on the proposed tuition fees for the next year.
  - (a) The following will prepare the evidence and proposals for the Board in respect of certain tuition fees
    - Associate Director – International Office*
      - Overseas Undergraduate fees
      - Home and Overseas postgraduate fees
      - Overseas Research Degree fees
    - Financial Controller*
      - UK Partner College Fees Revenue Split
  - (b) Home Postgraduate Research fees are set by UK Research & Innovation but the Director, Greenwich Research & Enterprise will review them and advise the Committee.
  - (c) The Committee will discuss APL/APEL fees – Accreditation of Prior (Experiential) Learning with the Assistant Director of Student and Academic Services (Student Services)
  - (d) The following tuition fees are outside the scope of the Board:
    - Home Undergraduate fees are set by the Government
    - Apprenticeships are set by the Faculties on a contractual/wholesale basis
    - Short Courses are set by the Faculty
- 6.4 Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Board's business

## 7. Standing Orders

7.1 The Board must adhere to the [Standing Orders](#) for Academic and Executive Committees.

7.2. The following changes from the Standing Orders have been approved:

7.2.1 The Board will normally meet twice per year according to the following pattern:

- Two meetings will be held during the year, one in February and the second in late April in Academic Year 1. The purpose of each as follows:
- First meeting in February will include:
  - Proposals from International office regarding fees for Overseas undergraduate fees, Home and Overseas postgraduate fees and Overseas research degree taught fees (Academic Year 3), including competitor pricing and taking input from FOOs, Marketing, Recruitment and Admissions as appropriate
  - Review of amendment to student fees policies
  - Amendments and feedback agreed for sign off
- Second meeting in April will act as a sign off meeting for items in first meeting to make final recommendations to VCE by 1<sup>st</sup> week in May
- VCE will consider these recommendations and approve proposals relating to fees for Academic Year 3, for reporting to Finance Committee at their June meeting (in Academic Year 1).

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