

Office for
Students



Payment of annual OfS registration fees and initial fees

Technical guidance for providers

Reference OfS 2019.23

Enquiries to OfS finance team at FeeQueries@officeforstudents.org.uk

Publication date 4 June 2019

Documents referred to in this guidance

Higher Education and Research Act 2017 (HERA):¹ The OfS was established as the regulator for English higher education by the Higher Education and Research Act 2017 (HERA). Section 70 makes provision for the OfS to charge providers a fee for their registration in the register of English higher education providers.

Higher Education (Registration Fees) (England) Regulations 2019 (the Regulations):² These regulations set out the fees the OfS may charge providers for their registration in the register of English higher education providers. It makes provision for 'initial fees' (for providers joining the register during a registration year) and 'ongoing fees' (referred to in this guidance as 'annual registration fees'). It also makes provision for micro-provider fee exemptions and reduced fees for new providers (these are referenced in paragraphs 59 to 65 of this document).

OfS Regulatory framework:³ This document constitutes the regulatory framework for higher education in England as required under section 75 of HERA. It sets out how the OfS intends to perform its various functions, and provides guidance for registered higher education providers on ongoing conditions of registration. Additional information about regulatory requirements is also published by the OfS in the form of regulatory notices and regulatory advice. Condition G3 of the regulatory framework (payment of OfS and designated body fees) is an ongoing condition of registration applying to all registered providers. It requires all providers to pay an annual registration fee and other OfS fees in accordance with regulations made by the Secretary of State, and fees charged by the designated bodies.

Student number data:⁴ The OfS calculates student numbers for various regulatory purposes and consulted on its methodology in autumn 2018.⁵ The higher education student numbers of providers registered with the OfS are published in full time equivalence (FTE) as an official statistic on the OfS website.⁶ The numbers are updated every four weeks to include any providers who have successfully registered since the last publication. They are used to establish which fee band a provider falls into (see Annex A of this document).

¹ <http://www.legislation.gov.uk/ukpga/2017/29/contents/enacted>

² <http://www.legislation.gov.uk/uksi/2019/543/contents/made>

³ <https://www.officeforstudents.org.uk/publications/securing-student-success-regulatory-framework-for-higher-education-in-england/>

⁴ <https://www.officeforstudents.org.uk/data-and-analysis/student-number-data/>

⁵ <https://www.officeforstudents.org.uk/publications/calculating-student-numbers-consultation-on-the-principles-guiding-how-we-will-calculate-student-numbers-for-regulatory-purposes/>

⁶ <https://www.officeforstudents.org.uk/data-and-analysis/student-number-data/get-the-data/>

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Please note: Annex B is available as a separate document at

<https://www.officeforstudents.org.uk/publications/payment-of-annual-ofs-registration-fees-and-initial-fees/>

Summary

1. This guidance is for higher education providers in England that are registered with the Office for Students (OfS).
2. It outlines the process for payment of annual registration fees⁷ by providers already registered with the OfS, with specific timings and information for the 2019-20 registration year (1 August 2019 to 31 July 2020). A separate section provides information about the initial fees that are payable by a provider who joins the OfS register part way through a registration year. Please note that a provider will pay **either** an annual registration fee **or** an initial fee in a registration year depending on when they join the register: they will not be required to pay both.
3. It sets out:
 - how registration fees will be calculated
 - when fees are payable
 - how to pay them
 - what information providers need to give to the OfS
 - the discounts that are available and which providers may be eligible for them.
4. The fee collection timetable for registration year beginning 1 August 2019 is as follows:

Action	Who is responsible?	Date
Guidance on fees issued to providers	OfS	4 June 2019
Return completed provider information from (Annex B) to OfS – including any requests to pay by quarterly instalments	Provider	14 June 2019
Links (or hard copy mandates) sent to providers to enable set up of direct debits	OfS	19 June 2019
Fee notifications for 2019-20 fees issued	OfS	30 June 2019
Deadline for direct debit online set up for 2019-20 fees	Provider	3 July 2019
Any representations in respect of fee notifications to be received by OfS	Provider	14 July 2019
10 day direct debit notification of payments to be taken issued	OfS	21 July 2019
Direct debits taken from provider bank accounts or cleared funds to be received by OfS	OfS (direct debits) or provider (bank transfer)	1 August 2019

⁷ Higher Education (Registration Fees) (England) Regulations 2019 refer to these as 'on-going fees'.

5. If there are any differences or inconsistencies between this guidance and the Higher Education (Registration Fees) (England) Regulations 2019 ('the Regulations'), then the latter shall prevail.
6. Providers will also need to pay fees to the designated quality body (the Quality Assurance Agency) and the designated data body (the Higher Education Statistics Agency). The designated bodies are carrying out consultations on their fees and will publish separate guidance for registered providers about the calculation and collection of these fees. Ongoing condition of registration G3 requires payment of the designated bodies' fees in full and by the published deadlines. Further information about these fees and their collection processes is out of scope of this guidance.
7. If you have any queries about this guidance please email the OfS finance team at FeeQueries@officeforstudents.org.uk or call 0117 931 7111.

Key terms used in this guidance

Annual registration fee: Fee payable by a provider of higher education that is registered with the OfS for a full registration year (1 August to 31 July).

Initial fee: The registration fee payable by a provider joining the OfS register for the first time during a registration year. It is based on the annual registration fee pro-rated for the number of complete months the provider is on the register in that year.

Micro provider: A registered provider with fewer than 300 FTE students and which meets the Companies Act 2006 definition of a 'micro-entity'. These providers are entitled to a 100% discount against initial or annual registration fees. See paragraph 59 for details.

New provider: A provider who is new to the sector with fewer than 1,000 FTE students. These providers are entitled to a discount of between 75% and 25% against the registration fees, depending on how long they have been registered. See paragraph 62 for details.

Registration year: A registration year runs from 1 August to 31 July. References to years in this guidance refer to registration years unless otherwise indicated. For example, 2019-20 refers to 1 August 2019 to 31 July 2020.

Introduction and background

8. The OfS was established as the regulator for English higher education providers ('providers') by the Higher Education and Research Act 2017 (HERA). Section 70 provides for the OfS to charge providers that register with it an annual registration fee.
9. The Higher Education (Registered Fees) (England) Regulations 2019, which followed a two-stage government consultation on a registration fee model, set out the arrangements for the collection of registration fees, and the levels that the OfS may charge.
10. The OfS's running costs will be funded through government grants until 31 July 2019. From 1 August 2019, when the OfS's regulatory framework will become fully operational, these costs will mainly be funded from registration fees charged to providers registered by the OfS.
11. This document provides guidance on how the OfS will apply the regulations and what providers need to do in order to ensure that their fees are paid on time and in full.
12. Condition G3 of the OfS regulatory framework requires registered providers to pay (i) an annual registration fee and other OfS fees in accordance with regulations made by the Secretary of State; and (ii) fees charged by the designated bodies. It stipulates that these fees must be paid in full and by the published deadlines. This guidance covers the annual registration fee (and initial fee for providers who join the register part way through a registration year) charged by the OfS. Other fees that may be charged by the OfS, and fees charged by designated bodies, are out of scope of this guidance.

Annual registration fee

For providers who are included on the register before 1 August of the registration year

13. From 1 August 2019, providers that are registered with the OfS on 1 August of each year will be required to pay the OfS an **annual registration fee**.⁸ The fee covers the period from 1 August to 31 July ('the registration year').
14. The annual registration fee will vary between providers. Each provider will be placed in one of a range of fee bands based on the number of full time equivalent (FTE) higher education students they have. A table of annual registration fee bands for registration year 2019-20 is at Annex A.
15. For 2019-20, the fee will be based on the numbers of FTEs calculated from student data submitted to HESA or ILR for the period 1 August 2017 to 31 July 2018. Where this data is not available, the numbers will be calculated from data submitted by providers as part of the registration process. For future years, the annual registration fee will be based on the latest student numbers data published by the OfS on or before 1 July before the beginning of the next registration year.
16. We will calculate student numbers in accordance with the principles and methods set out in our guidance on calculating student numbers. We will also publish student number data for each provider.⁹

Annual registration fee: example

A provider with 600 student FTEs in the OfS student numbers data will be assessed as being in band G for the 2019-20 registration year. It will therefore be charged a registration fee of £47,350.

Fee notifications and queries

17. As required by the Regulations, we will send you a fee notification which will set out the basis on which your annual fees have been calculated, net of any relevant discounts and the date by which payment must be made. If you have chosen to pay in quarterly instalments (see paragraph 25) the date and amount for each instalment will also be set out.
18. We will send annual fee notifications to the fee contact you provide us with (see Annex B, separate document¹⁰) by 30 June of the preceding year (for example, notification of the fees due for registration year 2019-20 will be issued by 30 June 2019).

⁸ This is referred to as an 'ongoing fee' in the Regulations.

⁹ <https://www.officeforstudents.org.uk/data-and-analysis/student-number-data/>

¹⁰ <https://www.officeforstudents.org.uk/publications/payment-of-annual-ofs-registration-fees-and-initial-fees/>

19. If we have not received specific fee contact information from you, we will send the fee notification to the accountable officer.
20. Notifications will be sent by email and will therefore be deemed to be received on the same day the email is sent, unless this is outside of normal working hours (after 1700, Monday to Friday), in which case they will be assumed to have been received the following working day.
21. Please check your fee notification. If you wish to make representations in relation to the fee or any of the information used to calculate it, please contact the OfS finance team by email at FeeQueries@officeforstudents.org.uk within 14 days of receipt of the notification. **For the 2019-20 annual registration fee, the deadline to make representations will therefore be 14 July 2019.**
22. Representations regarding fees charged must be made in writing. You must set out which aspects of the fee notification you are disputing, and why. We will aim to respond to you within two working days. However, complex cases may take longer to resolve.
23. On resolution of the representations you will have a period of not less than 14 days to make the required payment. The exact payment date will be set out in our decision notification.

When are fee payments due?

24. Annual registration fees must be paid by 1 August of the registration year, or 30 days after you receive our notification of the amount due. **For the 2019-20 registration year, fees must be paid by 1 August 2019.**
25. We will normally expect annual registration fees to be paid in a single payment to make the process as cost effective as possible. You may choose to pay registration fees by equal quarterly instalments, but we will collect them by direct debit as a consequence.
26. If you wish to pay by quarterly instalments (rather than the default single annual payment), please **ensure** you select this option when returning the information requested in Annex B¹¹.

How should payments be made?

27. To maximise the efficiency of the fees collection process we would prefer payment by direct debit (see paragraph 30 below). As above, if you have requested to pay by equal quarterly instalments you are required to pay by direct debit. If you are unable to sign up to the direct debit process then payment must be made in full by bank transfer to the account listed on the fees notification (cleared funds required by the due date).
28. If you choose to pay your fees by bank transfer it is your responsibility to ensure that cleared funds are in our account by the due date.
29. Where you have accurately completed the direct debit sign up process on time then all payments will be deemed to be made on time. This will **not** be the case where appropriate

¹¹ <https://www.officeforstudents.org.uk/publications/payment-of-annual-ofs-registration-fees-and-initial-fees/>

requests for payment made by the OfS are rejected by your bank for reasons which are within your control (e.g. insufficient funds, changes in bank details not communicated to the OfS).

30. To sign up for direct debit payments, please ensure you select the appropriate payment option when returning Annex B. We will then send a unique link to a paperless direct debit mandate via email to the fees contact you have provided. If your bank account requires dual signature authorisation you will be unable to sign up electronically. In this case, you should request a paper mandate (please note this in Annex B).

Providers leaving the register

31. Providers who leave the OfS register before the beginning of a registration year will not be charged a fee for that year (e.g. a provider who leaves the register before 1 August 2020 will not be charged an annual registration fee for 2020-21). Providers who leave the OfS register during a registration year must pay all fees for the year (or part year) that they were registered by OfS. This will be equivalent to the annual registration fee adjusted to reflect the number of complete months on the register. The OfS will determine the exact date a provider leaves the register taking into account relevant factors including the interests of students.

What happens next?

32. Please complete the following actions:

- Provide contact information for fees and indicate whether you wish to pay fees as a single payment or quarterly instalments.
- Complete the form at Annex B¹² and email it to FeeQueries@officeforstudents.org.uk as soon as possible. For 2019-20 registration fees this information should be received by the OfS **by 14 June 2019**. If we do not receive specific contact information for registration fees, we will send all registration fee notifications and follow-up correspondence to your accountable officer.
- When completing Annex B please ensure that you have selected your preferred payment mechanism. If you do not express a preference, we will assume that you are paying in a single payment by bank transfer.
- Please ensure that your systems are fully set up to enable you to pay the appropriate registration fee by the payment deadline. We will not be able to complete new supplier forms (or equivalent) for providers, or quote specific purchase order numbers on registration fee notifications. Annex C (in this document) includes all the details you should need in order to set the OfS up as a supplier on your finance system.
- Annex B can be downloaded as a separate document from the OfS website¹³.

¹² Available as a separate form at <https://www.officeforstudents.org.uk/publications/payment-of-annual-ofs-registration-fees-and-initial-fees/>

¹³ <https://www.officeforstudents.org.uk/publications/payment-of-annual-ofs-registration-fees-and-initial-fees/>

If you have any queries please contact the OfS finance team by email at FeeQueries@officeforstudents.org.uk or by telephone on 0117 931 7111.

Timetable for 2019-20 registration fees

Action	Who is responsible?	Date
Guidance on fees issued to providers	OfS	4 June 2019
Return completed provider information (Annex B – separate document) to the OfS – including requests to pay by quarterly instalments	Provider	14 June 2019
Links (or hard copy mandates) sent to providers to enable set up of direct debits	OfS	19 June 2019
Fee notifications for 2019-20 fees issued	OfS	30 June 2019
Deadline for direct debit online set up for 2019-20 fees	Provider	3 July 2019
Any representations in respect of fee notifications to be received by the OfS	Provider	14 July 2019
10 day direct debit notification of payments to be taken issued	OfS	21 July 2019
Direct debits taken from provider bank accounts or cleared funds to be received by the OfS	OfS (direct debits) or provider (bank transfers)	1 August 2019
Direct debits taken from providers paying by quarterly instalments	OfS	1 August 2019 1 November 2019 1 February 2020 1 May 2020

Initial fees

For providers joining the register during a registration year

33. Providers who join the OfS register during a registration year must pay an **initial fee** for the remainder of that year equivalent to the annual registration fee adjusted to reflect the number of complete months the provider is on the register to 31 July of that registration year. Providers registered before 1 August 2019 will not need to pay an initial fee.

Initial fee: example

A provider registered on 19 April 2019 would not be required to pay an initial fee. It would pay an annual registration fee for the year 1 August 2019 to 31 July 2020.

A provider registered on 20 November 2019 would be required to pay an initial fee. The fee would be calculated on the basis of the provider's annual registration fee pro-rated for eight complete months (1 December 2019 to 31 July 2020).

34. The annual registration fee on which the initial fee is based will vary between providers. Each provider will be placed in one of a range of fee bands based on the number of full time equivalent (FTE) higher education students they have. A table of annual registration fee bands for registration year 2019-20 is at Annex A
35. The numbers of FTEs is calculated from student data submitted to HESA or ILR. Where this data is not available, the numbers will be calculated from data submitted by providers as part of the registration process. For future years, the annual registration fee will be based on the latest student numbers data published by the OfS on or before 1 July before the beginning of the next registration year.
36. We will calculate student numbers in accordance with the principles and methods set out in our guidance on calculating student numbers. We will also publish student number data for each provider.¹⁴

Initial fee: example

A provider joining the OfS register on 20 November 2019 with 600 student FTEs in OfS student numbers data will be assessed as being in band G for the 2019-20 registration year. It will therefore be charged an initial fee of £31,566 (i.e. an annual registration fee of £47,350 pro-rated for eight complete months).

Fee notifications and queries

37. As required by the Regulations, we will send you a fee notification which will set out the basis on which your initial fees have been calculated, net of any relevant discounts and the date by

¹⁴ <https://www.officeforstudents.org.uk/data-and-analysis/student-number-data/>

which payment must be made. If you choose to pay in quarterly instalments (see paragraph 45) the date and amount of each instalment will also be set out.

38. Initial fees notifications will be issued shortly after a provider has been admitted to the OfS register.
39. If we have not received specific fee contact information from you, we will send the fee notification to the accountable officer.
40. Notifications will be sent by email and will therefore be deemed to be received on the same day the email is sent, unless this is outside of normal working hours (after 1700, Monday to Friday), in which case they will be assumed to have been received the following working day.
41. Please check this notification. If you wish to make representations in relation to the fee or any of the information used to calculate the fee, please contact the OfS finance team by email at FeeQueries@officeforstudents.org.uk within 14 days of receipt of the notification.
42. Representations regarding fees charged must be made in writing. You must set out which aspects of the fee notification you are disputing, and why. We will aim to respond to you within two working days. However, complex cases may take longer to resolve.
43. On resolution of the representations you will have a period of not less than 14 days to make the required payment. The payment period will be set out in our decision notification.

When are fee payments due?

44. Initial fees must be paid 30 days after the date you receive our notification of the amount due.
45. We will normally expect initial fees to be paid in a single payment to make the process as cost effective as possible. You may choose to pay initial fees by equal quarterly instalments, over the remainder of the registration year, but we will collect them by direct debit as a consequence.

Initial fee: example

A provider joining the OfS register on 20 November 2019 with 600 student FTEs would have an initial fee of £31,566. If it chose to pay the initial fee by quarterly instalments this would be payable as £15,783 on 1 February 2020 and £15,783 on 1 May 2020.

46. If you wish to pay by quarterly instalments (rather than the default single annual payment), please ensure you select this option when returning the information requested in Annex B¹⁵.

How should payments be made?

47. To maximise the efficiency of the fees collection process we would prefer payment by direct debit (see paragraph 50 below). As above, if you have requested to pay by equal quarterly

¹⁵ Available as a separate document at <https://www.officeforstudents.org.uk/publications/payment-of-annual-ofs-registration-fees-and-initial-fees/>

instalments you are required to pay by direct debit. If you are unable to sign up to the direct debit process then payment must be made in full by bank transfer to the account listed on the fees notification (cleared funds required by the due date).

48. If you choose to pay your fees by bank transfer it is your responsibility to ensure that cleared funds are in our account by the due date.
49. Where you have accurately completed the direct debit sign up process on time then all payments will be deemed to be made on time. This will **not** be the case where appropriate requests for payment made by the OfS are rejected by your bank for reasons which are within your control (e.g. insufficient funds, changes in bank details not communicated to the OfS).
50. To sign up for direct debit payments, please ensure you select the appropriate payment option when returning Annex B. We will then send a unique link to a paperless direct debit mandate via email to the fees contact you have provided. If your bank account requires dual signature authorisation you will be unable to sign up electronically. In this case, you should request a paper mandate (please note this in Annex B).

Providers leaving the register

51. Providers who leave the OfS register before the beginning of a registration year will not be charged a fee for that year (e.g. a provider who leaves the register before 1 August 2020 will not be charged an annual registration fee for 2020-21). Providers who leave the OfS register during a registration year must pay all fees for the year (or part year) that they were registered by OfS. This will be equivalent to the annual registration fee adjusted to reflect the number of complete months on the register. The OfS will determine the exact date a provider leaves the register taking into account relevant factors including the interests of students

What happens next?

52. Please complete the following actions:

Provide contact information for fees and indicate whether you wish to pay fees as a single payment or quarterly.

Please ensure that the details requested in **Annex B** are completed and emailed to FeeQueries@officeforstudents.org.uk within 14 days of receiving this guidance. Annex B is available as a separate document¹⁶ to download, complete and return to the OfS.

If we do not receive specific contact information for registration fees, we will send all registration fee notifications and follow-up correspondence to the provider's accountable officer.

When returning Annex B please ensure that you have selected your preferred payment mechanism. If you do not express a preference, we will assume that you are paying in a single payment by bank transfer.

¹⁶ <https://www.officeforstudents.org.uk/publications/payment-of-annual-ofs-registration-fees-and-initial-fees/>

Please ensure that your systems are fully set up to enable you to pay the appropriate fee by the payment deadline. We will not be able to complete new supplier forms (or equivalent) for providers, or to quote specific purchase order numbers on initial fee notifications.

Annex C includes all the details you should need in order to set the OfS up as a supplier on your finance system. If you have any queries about the process please contact the OfS finance team by email at FeeQueries@officeforstudents.org.uk or by telephone on 0117 931 7111.

Consequences of non-payment or late payment

For all registered providers

53. It is an ongoing condition of registration (condition G3) that all fees due to the OfS are paid in full and in accordance with the deadlines in the Regulations. These deadlines are set out in paragraphs 24 to 26 and paragraphs 44 to 46 of this guidance. Regulatory action may be taken if fees are not paid as required.
54. In addition, the OfS may charge interest on any amount of fees that are not paid by the notified due date. Interest will be charged on a daily basis, until payment is received in full, at the Bank of England official rate plus 5% (i.e. if the Bank of England official rate is 1% then interest will be charged at 6% per annum, or 0.164% per day of the fees remain outstanding, including weekends).

Discounts for micro providers or new providers

For all registered providers (subject to specific criteria)

55. The Regulations make provision for two types of discount in respect of annual or initial fees.
56. Providers do not need to apply for these discounts, as the OfS will determine eligibility from the information that it holds.
57. Providers may be eligible for a discount on the full annual or initial fee based on their assessed FTEs. These discounts are available for 'micro providers' or 'new providers' (see paragraphs 59 to 65 below). Only one discount can be applied for each provider. We will automatically apply the micro provider discount before the new provider discount should you be eligible for both.
58. Your fee notification will identify any discount that we have assessed you as being eligible for. If you believe that the discount applied is not correct please follow the representations process in paragraph 21.

Micro providers

59. A micro provider must have 300 or fewer FTE students, and qualify as a 'micro-entity' under section 384A of the Companies Act 2006 on the basis of the most recent available audited accounts of the provider at the initial registration date or the annual assessment date each year.

60. In order to qualify as a micro-entity a provider must meet **at least two** of the following basic conditions:

- turnover must be not more than £632,000
- the balance sheet total must be not more than £316,000
- the average number of employees must be no more than 10.

Additional details of qualification criteria as a micro-entity can be found at the following link: <http://www.legislation.gov.uk/ukpga/2006/46/section/384A>. Please note that the provision in Companies Act 2006 section 384B(1)(f) excluding a charity from qualifying as a micro-entity does not apply for the purposes of assessing qualification in respect of this discount.

61. A registered micro provider is entitled to a 100% discount in respect of both annual and initial registration fees. Please note that any other fees associated with being on the register (e.g. other OfS fees or fees charged by designated bodies) are still payable in full. The OfS will assess all providers to see if they qualify as a micro provider. If a provider is eligible, this will be reflected on the fee notification issued.

New providers

A provider must meet the following criteria to be eligible for the new provider discount:

62. A new provider must have 1000 or fewer FTE students **and**, immediately before admission to the register all of the following criteria are met:

- It had not been eligible for funding under section 65 of the Further and Higher Education Act 1992 at any time on or after 1 August 2014.
- It had not provided higher education courses which were designated for the purposes of section 22 of the Teaching and Higher Education Act 1998 by or under regulations under that section at any time on or after 1 August 2014.
- It had not previously been a registered higher education provider.

63. New providers are entitled to a tapering discount in the amounts they need to pay for both annual and initial fees. The discount reduces the amount of fee payable by between 75% and 25% over the first three full years of registration. Please note that any other fees associated with being on the register (e.g. other OfS fees or fees charged by designated bodies) are still payable in full. The OfS will assess all providers to see if they qualify as a new provider, if eligible this will be reflected on the fee notification issued.

64. New providers registered before 1 August 2019 will be required to pay:

- 25% of the normal annual fee in 2019-20 (i.e. a 75% discount)
- 50% of the normal annual fee in 2020-21
- 75% of the normal annual fee in 2021-22
- full fees from 2022-23 onwards.

65. For new providers who register after 1 August 2019 the discounts will apply to both initial and annual fees over the first three years of registration on a pro-rata basis.

New providers: initial and annual fee calculation: example

A new provider joining the OfS register in November 2019 will pay 25% of the eight months initial fee for 2019-20.

In 2020-21 it will pay 25% of four months of the annual registration fee for that year, plus 50% of the remaining eight months of that fee

In 2021-22 it would pay 50% of four months of the annual registration fee for that year, plus 75% of the remaining eight months of that fee.

The final year of discount would be 2022-23, when it would pay 75% of four months of the annual registration fee for that year and eight months at the full rate.

Annex A: Table of annual registration fees for 1 August 2019 to 31 July 2020

Band	FTE range	Band fee
A	Not more than 25	£12,300
B	More than 25 and no more than 50	£15,350
C	More than 50 and no more than 75	£19,200
D	More than 75 and no more than 100	£24,050
E	More than 100 and no more than 300	£30,100
F	More than 300 and no more than 500	£37,750
G	More than 500 and no more than 1,000	£47,350
H	More than 1,000 and no more than 1,500	£59,400
I	More than 1,500 and no more than 2,500	£74,600
J	More than 2,500 and no more than 5,000	£93,750
K	More than 5,000 and no more than 10,000	£117,900
L	More than 10,000 and no more than 20,000	£148,350
M	More than 20,000	£186,800

Annex B: Provider details for registration fees

This form is available at: <https://www.officeforstudents.org.uk/publications/payment-of-annual-ofs-registration-fees-and-initial-fees/>

Providers should complete the form and email it within 14 days (or by 14 June 2019 for 2019-20 fees) to:

FeeQueries@officeforstudents.org.uk

Phone number for queries about this form: 0117 931 7111

Annex C: New supplier details

Company name: The Office for Students

Company registration number: N/A – Non-Departmental Public Body

VAT number: 304325151

Address: Nicholson House
Lime Kiln Close
Stoke Gifford
Bristol
BS34 8SR

Switchboard: 0117 931 7317

Email: FeeQueries@officeforstudents.org.uk

Finance phone number: 0117 931 7111

Bank account name: The Office for Students

Sort code: 60-70-80

Account number: 10028676



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