

Office for  
Students



# Annual fee information collection guidance 2022-23

**Reference** OfS 2021.25

**General enquiries to:** [AFI@officeforstudents.org.uk](mailto:AFI@officeforstudents.org.uk)

**Publication date** 8 July 2021

# Contents

<b>Introduction</b>	<b>3</b>
<b>Who needs to submit annual fee information</b>	<b>4</b>
<b>What information needs to be submitted</b>	<b>4</b>
<b>Basic and maximum fee levels</b>	<b>5</b>
<b>Submission deadline</b>	<b>6</b>
<b>Assessment process</b>	<b>7</b>
<b>Contents of the annual fee information return</b>	<b>8</b>
<b>Which courses should be included?</b>	<b>9</b>
<b>Inflation statement</b>	<b>9</b>
<b>Annex A: Guidance on completing the annual fee information return</b>	<b>11</b>
<b>Table 1: Privacy notice and contact details</b>	<b>11</b>
<b>Table 2: Full-time fees</b>	<b>11</b>
<b>Table 3: Part-time fees</b>	<b>13</b>
<b>Validation and sign-off</b>	<b>15</b>
<b>Annex B: Guidance for accessing the OfS portal</b>	<b>17</b>
<b>Additional information</b>	<b>17</b>

# Introduction

1. Any higher education provider holding an access and participation plan (APP) must annually return information on the fees it charges to students. This document describes how providers must return this information.
2. The Office for Students (OfS) must collect and publish information on the course fees chargeable by a provider to new students starting courses in 2022-23, in accordance with section 11 of the Higher Education and Research Act 2017 (HERA).
3. Maximum tuition fees in England are prescribed by the Secretary of State for Education in regulations made under HERA. The basic and higher fee caps prescribed in this way differ by course type, and according to a provider's regulatory status as recorded in the OfS Register of higher education providers (including whether or not they hold a Teaching Excellence and Student Outcomes Framework (TEF) award).<sup>1</sup> Under the terms and conditions of its APP, a provider may choose to set its maximum fees at a level equivalent to or below these prescribed fee caps.
4. In returning the annual fee information return, a provider must supply information about fee levels for each different type of course they offer to qualifying students on qualifying courses.<sup>2</sup> The data provided in the return will be used to ensure that regulated course fees do not exceed the fee caps<sup>3</sup> set by the government, in accordance with HERA. It therefore informs the OfS in monitoring compliance with registration condition G1, which requires providers to charge qualifying persons on qualifying courses fees that do not exceed the relevant fee limit determined by the provider's quality rating and its APP. As information on a provider's maximum fees chargeable is an important component of its APP approval, this information will also be used to ensure that fee levels remain consistent with its APP commitments. Significant departures from fee levels as previously approved within the APP will inform the OfS in monitoring compliance with registration condition A1.
5. Providers should complete their submission of the annual fee information return as comprehensively as possible, and should be particularly mindful of condition C1, which requires them to have due regard to relevant guidance about consumer protection law. Provider's must make sure that the information they submit is accurate and aligned with the fee levels they intend to advertise to students.
6. This data will be published by the OfS before the end of the 2021 calendar year. Examples of the OfS's publication of this data for previous academic years can be found on the OfS website.<sup>4</sup>

---

<sup>1</sup> See paragraphs 16 to 19 below, and Schedule 2 of HERA, for more information about the role of TEF awards in determining fee levels.

<sup>2</sup> See paragraph 31 below for definitions of qualifying students and qualifying courses.

<sup>3</sup> See [www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/fee-limits/](http://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/fee-limits/).

<sup>4</sup> See [www.officeforstudents.org.uk/data-and-analysis/access-and-participation-plan-data/fee-limits-data/](http://www.officeforstudents.org.uk/data-and-analysis/access-and-participation-plan-data/fee-limits-data/).

## Who needs to submit annual fee information

7. Access and participation plans should relate to the cohorts of students the higher education provider will register in the five years from the point when the plan starts. This is the maximum duration of a plan. We approve plans initially for one year. Approval will then roll over each subsequent year for a maximum of four years, unless the OfS expressly notifies a provider in writing that a new plan needs to be submitted for approval.
8. Submission of the annual fee information return covering intended fee levels for 2022-23 will be required from any provider who:
  - a. Has an existing APP which came into effect for 2020-21, which has been approved to roll over for 2021-22 and where initial approval of the plan indicated that its maximum duration would cover 2022-23.
  - b. Has an existing APP which came into effect for 2021-22 and where initial approval of the plan indicated that its maximum duration would cover 2022-23.
9. If a provider has applied for a **variation to an existing APP** which came into effect for 2020-21 or 2021-22, they are still required to provide information about their intended fee levels for 2022-23 through the annual fee information return.
10. If a provider has applied, or intends to apply, for a **new APP** that would come into effect for the first time in 2022-23, they **do not** need to complete the annual fee information return. The relevant fee information is collected from these providers alongside other information in a separate return required within all applications for new APPs. If you wish to submit a new APP, please see regulatory notice 1 for further information.<sup>5</sup>
11. If you wish to discuss whether a variation or a new APP is needed, please contact the OfS access and participation team at [app@officeforstudents.org.uk](mailto:app@officeforstudents.org.uk).

## What information needs to be submitted

12. Any application for a new APP will collect course fees applicable to the academic year in which the plan is intended to come into effect. For providers who applied for APPs which came into effect for 2020-21, this information was then updated through the 2021-22 annual fee information return to cover course fees for the second year of their plan. Consequently, the OfS already holds information on 2021-22 fee levels for all providers currently holding APPs approved for this period.
13. The 2022-23 return intends to capture updates to this previously submitted information, where courses or fee levels for 2022-23 are intended to differ from the previous year. The annual fee information workbook will therefore be pre-filled with course fees that were submitted in previous data collections. This should make it easier for providers to return accurate and comprehensive 2022-23 fee information.

---

<sup>5</sup> See [www.officeforstudents.org.uk/publications/regulatory-notice-1-access-and-participation-plan-guidance/](http://www.officeforstudents.org.uk/publications/regulatory-notice-1-access-and-participation-plan-guidance/).

14. Providers will need to:

- a. Check the pre-filled course fees thoroughly, to identify any gaps or changes they wish to make.
- b. Add or amend course fees data as necessary to ensure that the information being submitted complies with the scope and coverage of the fee information as described within this guidance and in regulatory notice 1.<sup>6</sup>
- c. Confirm whether the fee applies to new entrants in 2022-23, continuing students or both. Where a 2022-23 course fee will be the same for both new entrants and continuing students, this must be included in the return.<sup>7</sup> Where 2022-23 fees for continuing students (those who started courses in earlier years covered by the approved APP) differ from those intended for new entrants in 2022-23, fees applicable only to continuing students **do not** need to be included in the return.<sup>8</sup>
- d. Review the completed workbook thoroughly for accuracy and completeness. Any validation errors identified within the workbook should be checked, and amendments made as appropriate.
- e. Complete the contact details and sign-off sheets, and upload the data.

15. The 2022-23 annual fee information return must be signed off and submitted to the OfS even if there have been no changes to course fees. In all cases, the return must be signed off by the provider's Accountable Officer. This is the person, normally the head of the provider, who reports to the OfS on behalf of the provider and ensures compliance with conditions of OfS registration, including by signing off data returns such as this one.

## Basic and maximum fee levels

16. The basic and higher fee caps are prescribed by the Secretary of State in regulations made under HERA and may change from time to time, e.g. each year. For reference, these fee caps are normally published on the OfS website,<sup>9</sup> but it is the responsibility of a provider to ensure that it is aware of relevant law affecting the fee caps.<sup>10</sup>

---

<sup>6</sup> See [www.officeforstudents.org.uk/publications/regulatory-notice-1-access-and-participation-plan-guidance/](http://www.officeforstudents.org.uk/publications/regulatory-notice-1-access-and-participation-plan-guidance/).

<sup>7</sup> In returning course fees that will be the same for both new entrants and continuing students on a course, providers should note paragraph 29 below.

<sup>8</sup> Providers may choose to include 2022-23 fee levels applicable only to continuing students, if it is expedient for them to do so.

<sup>9</sup> See [www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/fee-limits/](http://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/fee-limits/).

<sup>10</sup> If a provider wishes to make any variations to the fees charged to students as a result of changes to the fee caps, it will need to ensure that such variations (and the processes and communications relating to them) comply with consumer protection law and regulatory requirements.

17. Registered English providers that do not hold a TEF award can apply for a provisional award before the next TEF assessment exercise publishing ratings in 2023.<sup>11</sup> In accordance with Schedule 2 of HERA, providers receiving new provisional TEF awards will become eligible to charge higher fees for 2022-23 at the date on which their APP is approved or rolled over to be in effect for 2022-23.
18. Any such applications for new provisional awards should be made on or before 26 August 2021, before the submission deadline for the 2022-23 annual fee information return. If a provider applies for a new provisional TEF award and wishes to charge higher fees in 2022-23 as a result, it will need to indicate this in the annual fee information return and the fee levels submitted should reflect this intention. In doing so, providers should bear in mind the impact of higher fee levels on their higher-level fee income and planned spend on access and participation as detailed in their APP. If the intention to charge higher fees in 2022-23 as a result of applying for a new provisional TEF award is not indicated in the return, a provider may be required to submit an Access and Participation Plan variation request to the Director for Fair Access and Participation.
19. For the purpose of the 2022-23 annual fee information return, the fee levels being submitted will be validated against the fee caps that have been prescribed by the Secretary of State for Education in regulations made under HERA. For all providers, the prescribed fee caps used in this validation are those that apply when a provider holds a valid TEF award at the relevant time (e.g. a higher fee amount of £9,250 for full-time students, rather than £9,000). For providers that do not currently hold a TEF award and do not intend to apply for a new provisional TEF award, previous submissions of 2021-22 fee information will have been validated against the lower prescribed fee caps without the TEF uplift. It is not expected that providers will change their fee levels to include the TEF uplift if they do not currently hold or intend to seek a TEF award.

## Submission deadline

20. Annual fee information return workbooks will be available to providers from 8 July 2021. These must be completed and submitted via the OfS portal by 1700 on Thursday, **30 September 2021**. Portal and APP contacts will be informed by email on 8 July when the workbooks become available from the OfS portal.
21. The information submitted in this return will be published by the OfS before the end of the 2021 calendar year. At the time of publication, the OfS will make a 2022-23 fee summary table available to each provider via the OfS portal in PDF format. In accordance with regulatory notice 1, providers will be expected to publish this fee summary on their websites alongside their APP.<sup>12</sup>
22. It is acknowledged that providers' 2022-23 fee levels may be subject to change after the submission deadline in some circumstances, especially for courses with entry points later in the academic year. Providers should be as comprehensive as possible in their submission of the

---

<sup>11</sup> See [www.officeforstudents.org.uk/publications/letter-to-providers-tef-update/](http://www.officeforstudents.org.uk/publications/letter-to-providers-tef-update/).

<sup>12</sup> See paragraphs 39 and 159 of [www.officeforstudents.org.uk/publications/regulatory-notice-1-access-and-participation-plan-guidance/](http://www.officeforstudents.org.uk/publications/regulatory-notice-1-access-and-participation-plan-guidance/).

2022-23 annual fee information return, and should be particularly mindful of condition C1 which requires providers to have due regard to relevant guidance about consumer protection law. If a provider is unclear whether it will have any students starting on a particular course type, or in a particular sub contractual partnership, the OfS recommends that it includes fee information in the return to avoid having to seek approval retrospectively. Incomplete submissions and a need to seek retrospective approval of fee levels may result in a requirement to submit an APP variation request to the Director for Fair Access and Participation. Approval of such a request cannot be guaranteed. Providers should also note that incomplete, inaccurate or late submissions will be noted by the OfS in monitoring compliance with registration condition F3 (the production of information for the OfS).

## **Assessment process**

23. Completed annual fee information returns will be reviewed by OfS officers to confirm that course fees do not exceed the relevant prescribed fee caps, and that 2022-23 fee levels are in line with the fee strategy and associated investment commitments detailed in the provider's APP.
24. OfS officers may contact a provider if any of the following concerns emerge from their review of the 2022-23 annual fee information return:
  - a. The fee levels reported exceed the prescribed fee caps. This may result in a potential fee breach.
  - b. The fee strategy indicated by 2022-23 fee levels indicates a significant departure from the one described and approved within the provider's APP. Departures from the previous fee strategy which are likely to affect delivery of the provisions of the approved plan (such as overall investment levels, or course types that are central to the provider's strategy) may result in a requirement to submit an APP variation request to the Director for Fair Access and Participation.
  - c. There are validation errors in the return.
25. Providers who are contacted by OfS officers during Autumn 2021 about any concerns in respect of 2022-23 fee levels will be advised on next steps at that point (including any requirement to resubmit the annual fee information return or regulatory action that might be taken).

## Contents of the annual fee information return

26. The annual fee information workbook can be accessed via the OfS portal (<https://extranet.officeforstudents.org.uk/data>) in July 2021. Please note that before accessing the workbook, the OfS portal user administrator at your provider will need to grant access to relevant users to the group named 'Annual fee information return'. Once users have been granted access to the area, it will be accessible on the portal homepage by clicking on the link labelled 'Annual fee information return 2022-23'. Annex B of this document contains further information on how to access the areas of the portal relevant to this return. Further information on how to use the portal and the role of the user administrator can be found on the OfS website.<sup>13</sup>

27. Table A lists the tables in the annual fee information return.

**Table A: Worksheets in the annual fee information workbook**

Name of worksheet	Description	Action
Cover sheet	This sheet provides information on the return and whether each of the subsequent sheets are valid.	Automatically filled. Providers may submit notes on each of the tables using the free text box on this sheet.
Contact details	This sheet contains Table 1. Providers must submit the names and contact details of two people who can be contacted to discuss the information provided.	Provider to complete.
Full-time fees	This sheet contains Table 2. It will contain fee information for full-time courses submitted in the provider's previous submissions of fee information.	Provider to review pre-filled information, complete column H and amend other information where necessary.
Part-time fees	This sheet contains Table 3. It will contain fee information for part-time courses submitted in the provider's previous submissions of fee information.	Provider to review pre-filled information, complete column H and amend other information where necessary
Sign off	This sheet should be used to confirm the inflation statement and that the return is correct.	The accountable officer must confirm that all the information provided has been internally validated and the information has been signed off and approved as correct.

28. The fee information in Tables 2 and 3 will be pre-filled based on data we have previously collected about 2021-22 fee levels. This information will be accurate as of 24 June 2021. The pre-filled information can be amended to reflect any changes a provider needs to make to

<sup>13</sup> See [www.officeforstudents.org.uk/data-and-analysis/supplying-data/submitting-data-through-the-ofs-portal/](http://www.officeforstudents.org.uk/data-and-analysis/supplying-data/submitting-data-through-the-ofs-portal/).

reflect intended fee levels for 2022-23. More detailed information about filling in the return can be found in Annex A

29. Providers should complete their submission of the 2022-23 annual fee information return as comprehensively as possible, and should have due regard to relevant guidance about consumer law. In making any changes that would impact on fee levels for continuing students, providers should note that continuing students cannot be charged more than the lower of either: the relevant prescribed fee cap, or the level to which fees can be increased in line with the inflationary statement recorded in the access agreement or APP that was in effect in the year of the student's entry to their course. If a provider is unclear whether it will have any students starting on a particular course type, or in a particular sub-contractual partnership, the OfS recommends that it includes fee information in the return to avoid having to seek approval retrospectively.
30. When a provider is satisfied that the workbook is complete and accurate, it should be uploaded to the OfS portal. Once the return has been successfully uploaded, providers will have access to a results package. The results package should be reviewed for unresolved validation errors and inconsistencies. In particular, the return will not be valid if the sign-off has not been completed.

## Which courses should be included?

31. The courses included in this data return should cover 'qualifying persons' on 'qualifying courses', which are prescribed by regulations made under HERA. The current regulations are the Higher Education (Fee Limit Condition) (England) Regulations 2017 (SI 2017/1189), as amended by The Education (Student Fees, Awards and Support) (Amendment) Regulations 2021.<sup>14</sup>
  - a. **Qualifying persons** are defined in Regulations 4 to 6 of the Higher Education (Fee Limit Condition) (England) Regulations 2017, as amended by The Education (Student Fees, Awards and Support) (Amendment) Regulations 2021. Most home students are defined as qualifying students, but most EU and other international students are not.
  - b. **Qualifying courses** include most undergraduate and postgraduate initial teacher training courses, but exclude other postgraduate courses. They are listed as designated courses in the Higher Education (Fee Limit Condition) (England) Regulations 2017.
32. Qualifying students on qualifying courses that are part of any sub-contractual arrangements a provider may have with other higher education providers are included within this definition.

## Inflation statement

33. The maximum fees chargeable to continuing students in 2022-23 who are on courses which started prior to 2022-23 must not exceed the maximum fee agreed within the approved APP which was in force, or came into force, in relation to the year in which the student began that

---

<sup>14</sup> Providers may also want to review any relevant guidance published by [Student Finance England](#) on eligibility rules for student finance.

course. The maximum fee agreed within the approved APP should be taken as that included in the most recent of:

- a. the provider's initial, approved APP submission
- b. any subsequent annual fee information return for a year covered by the plan that is not the year in which the plan came into force
- c. any variation to the APP which has been approved by the OfS.

34. It should also be taken as inclusive of any annual increase to fee levels which results from the application of the commitment made within the provider's approved APP with respect to inflationary increases.
35. Within their approved APP, providers will have indicated whether and on what basis they will increase fees annually with inflation. If they chose 'Other inflation statement' they will have provided a clear statement of their intent, linked to an objective, verifiable index, such as the Retail Prices Index (RPI-X) or Consumer Price Index (CPI). The inflation statement included in the APP applies to students who were new entrants starting courses while the plan is in effect. For example, the inflation statement in the 2021-22 APP fee document would apply to students starting in 2021-22 for the duration of their course. Application of inflationary increases to fees must result in a fee that complies with the maximum fee cap prescribed by the Secretary of State for Education in the fee regulations. The statement must therefore be sufficiently detailed to allow prospective students to foresee the exact level of tuition fees for the duration of their course.
36. The inflation statement that applies to a provider's approved APP has been pre-filled in the 2022-23 annual fee information return workbook. Providers who wish to amend the inflation statement as it applies to new entrants from 2022-23 onwards may do so within their submission of the annual fee information return. Changes to the inflation statement that appear to identify a significant departure from the fee strategy described and approved within the provider's APP may result in a requirement to submit an APP variation request to the Director for Fair Access and Participation.

# Annex A: Guidance on completing the annual fee information return

1. The basic and higher fee caps are prescribed by the Secretary of State in regulations made under the Higher Education and Research Act 2017 and may change from time to time, e.g. each year. Providers should refer to the relevant legislation for current fee regulations. For reference, these fee caps are normally published on the OfS website,<sup>15</sup> but it is the responsibility of the provider to ensure that it is aware of changes in the law affecting the fee caps.

## Table 1: Privacy notice and contact details

### Actions

The annual fee information return workbook must include the names and contact details of two people who can be contacted to discuss the information provided in the return.

- The main contact must be the accountable officer. This will be pre-populated from our records and should not be amended by the provider.
- The additional contact should be the lead on the annual fee information return. This is to be populated by the provider.

2. The person listed as the main contact within the data collection needs to be the Accountable Officer for your provider as a whole. This is the person, normally the head of the provider, who reports to the OfS on behalf of the provider and ensures compliance with conditions of OfS registration, including by signing off data returns such as this one. It is for this reason that the Accountable Officer information has been pre-populated with the name of the person who is listed in this role within our systems. Please do not seek to amend this information within the annual fee information return workbook. If the information shown about your provider's Accountable Officer is no longer correct, please contact [regulation@officeforstudents.org.uk](mailto:regulation@officeforstudents.org.uk) for advice on the process you need to complete in order to update it.

## Table 2: Full-time fees

3. The data in this table has been pre-populated based on the provider's previous submissions of 2021-22 fee levels. The pre-filled information must all be reviewed for accuracy and completeness and amended where necessary. Column F must then be completed for all courses.

---

<sup>15</sup> See [www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/fee-limits/](http://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/fee-limits/).

## Actions

Providers must ensure that they include all course types that will run for new students starting full-time courses in the 2022-23 academic year. Providers must include all courses available to any qualifying persons starting on qualifying courses that will be registered at the provider.

The data return **does not** need to include fees for continuing students who started courses in earlier years covered by the approved APP (where fees for these students differ from those for new students in 2022-23).

Providers must not account for fee waivers in this table.

4. In column A, providers should list all courses for which a full-time fee will be charged. Providers should select each course type from the drop-down list:
  - First degree
  - Foundation degree
  - Foundation year/Year 0
  - HNC/HND
  - CertHE/DipHE
  - Postgraduate ITT
  - Accelerated degree
  - Sandwich year
  - Erasmus and overseas study year
  - Other.
5. Where different fees are being charged for the same course type, enter each course fee in a different row.
6. Use the additional information column (B) to distinguish between fee levels for the same course type. The information you enter in these tables will be published. Descriptions must be free of abbreviations and technical language so that potential students and the wider public can understand it easily.
7. Use column C to identify whether the course is delivered through a sub-contractual arrangement. Populate column D with the sub-contractual partner's UK Provider Reference Number (UKPRN). Column E will auto-populate based on the UKPRN. If there are courses taught at the provider on behalf of another organisation as part of a sub-contractual agreement, these do not need to be entered in this table. These courses will be recorded in the lead provider's annual fee information return.

8. In column F, providers should use the drop-down list to indicate whether this fee applies to:
  - a. Only students who are starting the course in 2022-23 (new entrants only).
  - b. Only students who have already started on the course and will be continuing on the course in 2022-23 (continuing students only). The data return **does not** need to include fees for continuing students who started courses in earlier years, we include this option in column F to avoid introducing barriers for providers who wish to provide this information.
  - c. All students on the course, regardless of whether they are new entrants or continuing students (all students).
9. Enter the fees for all full-time courses in column G. This should include courses charged below the basic fee cap.
10. When completing these tables, providers should start from the pre-filled 2021-22 course fee information listed for each course type delivered in that year, and consider any amendments or additions that are necessary to reflect the courses to be offered in 2022-23. The OfS needs to report information where providers have different fees for each course type. Providers may have more than one fee against a single course type because they charge different fees depending on subject, faculty, location or some other variable. All the different fees that exist for a single course type should be recorded, except in cases where the different fee results from the application of a fee waiver.
11. If a given course type is not entered anywhere in Table 2, the OfS will assume that this course type is not run at the provider for new students starting courses in 2022-23, and the provider will not be able to charge above the basic fee for this course type.

### Table 3: Part-time fees

12. The data in this table has been pre-populated based on the provider's previous submissions of 2021-22 fee levels. The pre-filled information must all be reviewed for accuracy and completeness and amended where necessary. Column F must then be completed for all courses.

#### Actions

Providers must ensure that they include all course types that will run for new students who will be charged above the basic fee level upon starting part-time courses in the 2022-23 academic year. Any courses where students can study part-time should be included, for example, where a full-time student switches to part-time due to extenuating circumstances. Providers must include courses available to qualifying persons starting on qualifying courses that will be registered at the provider.

The data return **does not** need to include:

- fees for continuing students who started courses in earlier years covered by the approved APP (where fees for these students differ from those for new students in 2022-23)
- fees for courses disaggregated between different intensities of study.

Providers must not account for fee waivers in this table.

13. For part-time students, the full-time equivalent (FTE) fee means the fee per 120 credits (equivalent to a full year of study), or fee for the duration of the programme if fewer than 120 credits. The FTE course fee is not regulated for part-time courses, but this information will enable the OfS to understand a provider's part-time fee structure.
14. In column A, providers should list all courses for which a part-time fee will be charged. Providers should select each course type from the drop-down list:
  - First degree
  - Foundation degree
  - Foundation year/Year 0
  - HNC/HND
  - CertHE/DipHE
  - Postgraduate ITT
  - Accelerated degree
  - Sandwich year
  - Erasmus and overseas study year
  - Other.
15. Where different fees are being charged for the same course type, enter each course fee in a different row. This should include courses charged below the basic fee cap.
16. If a provider is unclear whether it will have any part-time students, the OfS recommends that it includes all relevant course types in Table 3, to avoid having to seek approval retrospectively. This means that you should include fees for any courses where students can study part-time, for example, where a full-time student switches to part-time due to extenuating circumstances.
17. Use the additional information column (B) to distinguish between fee levels for the same course type. The information providers enter in these tables will be published. Descriptions must be free of abbreviations and technical language so that potential students and the wider public can understand it easily.
18. The data return **does not** need to include fee information disaggregated between different intensities of study. If different course fees result only from the student's chosen intensity of study, providers may wish to be clear in column B about the single per-module or per-credit fee amount that informs the course fee, and in column J about the maximum fee that could be charged in any academic year. If the per-module or per-credit fee amount varies according to the student's chosen intensity of study or selection of modules, then please return these in different rows.

19. Use column C to indicate where part-time provision is delivered by a sub-contractual partner. The provider that delivers the provision does not have to enter anything in this column. Populate column D with the sub-contractual partner's UKPRN. Column E will auto-populate based on the UKPRN. If there are courses taught at the provider on behalf of another organisation as part of a sub-contractual agreement, these do not need to be entered in this table. These courses will be recorded in the lead provider's annual fee information return.
20. In column F, providers should use the drop-down list to indicate whether this fee applies to:
- Only students who are starting the course in 2022-23 (new entrants only).
  - Only students who have already started on the course and will be continuing on the course in 2022-23 (continuing students only). The data return **does not** need to include fees for continuing students who started courses in earlier years, we include this option in column F to avoid introducing barriers for providers who wish to provide this information.
  - All students on the course, regardless of whether they are new entrants or continuing students (all students).
21. Enter the full-time equivalent fees for all part-time courses in column G.
22. Enter the maximum fee that a part-time students could be charged in any one academic year in column H.

## Validation and sign-off

### Actions

The inflation statement must be sufficiently detailed to allow prospective students to foresee the exact level of tuition fees for the duration of their course.

The accountable officer must confirm that all the information provided has been internally validated and the information has been signed off and approved as correct.

23. Each fee information document must be approved by the provider's accountable officer.
24. The inflation statement that applies to a provider's approved APP has been pre-filled in cell A12, or if they chose 'Other inflation statement' in cells A12 and A14. Providers who wish to amend the inflation statement as it applies to new entrants from 2022-23 onwards may use the drop-down list in cell A12 to do so. Application of inflationary increases to fees must result in a fee that complies with the maximum fee cap prescribed by the Secretary of State for Education in the fee regulations. Changes to the inflation statement that appear to identify a significant departure from the fee strategy described and approved within the provider's APP may result in a requirement to submit an APP variation request to the Director for Fair Access and Participation.
25. Providers must confirm:

- a. That 2022-23 fee levels are being submitted on behalf of their governing body, using the drop-down in cell B19.
  - b. That 2022-23 fee levels will be applied in accordance with the fee regulations, using the drop down in cell B21.
  - c. Using the drop down in cell B23, that they have considered whether the information included in the return constitutes a material change to their fee strategy compared with fee levels for 2021-22, and whether they should contact the OfS to discuss a potential variation of their approved APP.
  - d. Using the drop down in cell B23, that any use they have made of the higher fee cap applicable for providers who hold a TEF award is because the provider already holds a TEF award or has applied for a new provisional TEF award.
26. It is up to each provider to determine its own process for checking the accuracy of the information it provides. This could be through internal audit, a report to the head of the institution, a governors' group or a steering committee. All information is subject to audit and all providers must ensure that the way information is validated meets internal audit requirements.

## Annex B: Guidance for accessing the OfS portal

27. The 2022-23 annual fee information return workbook will be available from the OfS portal, at <https://extranet.officeforstudents.org.uk/data>.
28. Your provider's user administrator manages user access to the OfS portal. If you are not sure who your provider's user administrator is, please contact [portal@officeforstudents.org.uk](mailto:portal@officeforstudents.org.uk).
29. Guidance for OfS portal user administrators can be found on the OfS portal login page (<https://extranet.officeforstudents.org.uk/data>). User administrators should also be made aware of any guidance and limitations for access to data that the OfS is making available to your provider.
30. Your provider's user administrator will need to grant you access to the OfS portal group named '**Annual fee information return**'.
31. **If you have not previously used the OfS portal**, please contact your provider's user administrator and ask them to:
  - create your OfS portal user account
  - add you to the relevant user group(s), the names of which will have been supplied to your provider's head of provider or accountable officer.
32. Once the user administrator has set up your account, you will receive an automated email with a link to a page where you can set your password. You will then be able to log in using your email address and password.
33. **If you have used the OfS portal before**, please contact your provider's user administrator and ask them to add you to the relevant group(s), the names of which will have been supplied to your provider's head of provider or accountable officer. You will need to ask your user administrator to add you to the relevant group(s), **regardless of whether you had access to previous data releases or not**. Once you have been added to the group(s), you should log in using your email address and password.
34. Once you have logged in, you will see a link to the relevant content. (Please note that if the links do not appear you may need to refresh the page or log out and log in again. You may also need to clear your browser cookies.)

### Additional information

35. If at any time you forget your password for the OfS portal, click the 'Forgotten password?' link on the login page and enter your email address. You will then be emailed a link to a page where you can reset your password.
36. If you have problems changing your password, if your account becomes locked, or if you can't see a relevant link to a return, please contact your provider's user administrator. If you are not sure who your provider's user administrator is, please contact [portal@officeforstudents.org.uk](mailto:portal@officeforstudents.org.uk).
37. If you have any difficulty with accessing or downloading data that the OfS is making available to your provider, please email [portal@officeforstudents.org.uk](mailto:portal@officeforstudents.org.uk).



© The Office for Students copyright 2021

This publication is available under the Open Government Licence 3.0 except where it indicates that the copyright for images or text is owned elsewhere.

[www.nationalarchives.gov.uk/doc/open-government-licence/version/3/](http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/)