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| Committee: | Click here to enter text. |
| Title of paper: | Click here to enter text. |
| [**Classification**](https://sp.essex.ac.uk/committees/TemplatesGuidance/Information%20security%20and%20paper%20classifications.pdf)**:** | Click here to enter text. |
| Action required: | Click here to enter text. |
| Paper sponsor(s): | Click here to enter text. |
| Paper author(s): | Click here to enter text. |
| Date of paper: | Click here to enter a date. |
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|  | Purpose of the report  |
| Provide a brief description of the purpose of the report, stating why it is being presented to the Committee, and explain how it enables the Committee to discharge its responsibilities, as defined in the Committee's terms of reference. |
|  | Executive summary  |
| Succinctly outline the key ideas, arguments and conclusions of the report, highlighting the key operational, organisational, policy and/or strategic issues that are relevant to the committee that is considering the paper, including any impact on the student experience. Keep the intended audience in mind; how much do they already know, and how much do you need to explain - this is likely to change as the paper moves through the committee structure. Throughout the cover sheet and paper, it is important to write in plain English and to avoid the use of acronyms, especially when writing for external committee members.  |
|  | Resource implications (financial, staffing, space, and equipment) |
| Highlight the known and/or potential resource implications of your report (e.g. financial, staffing, space and equipment resources), where this is relevant to the work and remit of the Committee. All financial resource implications should be discussed and agreed with the relevant Finance colleague.  |
|  | Legal and regulatory considerations  |
| Highlight any legal and/or regulatory considerations associated with the information being reported/recommendations being proposed. You should also provide assurance that you have taken, or plan to take, appropriate steps to manage any legal or regulatory implications arising from your report. |
|  | Equality impact assessment  |
| Describe the known and potential impact of the information being reported or the proposals being made on [equality](https://sp.essex.ac.uk/committees/TemplatesGuidance/Assess%20the%20impact%20of%20proposals%20on%20equality.pdf).  |
|  | Consultation undertaken/required |
| Describe the level and method of consultation that has/needs to be undertaken; this should include details of any committees or boards which have/need to consider the paper. You may wish to refer to the [guidance on information security and paper classification](https://sp.essex.ac.uk/committees/TemplatesGuidance/Information%20security%20and%20paper%20classifications.pdf). Consultation in relation to any financial resource implications must be undertaken with the relevant Finance colleague prior to consideration by committees.  |
|  | Environmental impact and considerations |
| State the known and potential impact of your report on the environment, both now and in the future; and highlight any considerations that need to be brought to the attention of the Committee.Describe how your report and recommendations will support the delivery of the University's Sustainability Sub-Strategy. You may wish to [review the guidance to help you think through the relevant environmental issues.](https://sp.essex.ac.uk/committees/_layouts/15/WopiFrame.aspx?sourcedoc=/committees/TemplatesGuidance/Assess%20the%20impact%20of%20proposals%20on%20the%20environment.pdf) |
|  | Analysis of risk  |
| State any known or potential risks associated with implementing the proposals or taking no action; this includes but is not limited to [health and safety risks](https://sp.essex.ac.uk/committees/TemplatesGuidance/Assess%20the%20impact%20of%20proposals%20on%20health%20and%20safety.pdf) relating to students, staff and visitors. You should also state if any of the identified risks have been highlighted as part of the University's [Strategic Risk Register](https://sp.essex.ac.uk/committees/RiskRegisters/UniversityRiskRegister.pdf); if they have, please state which risks are relevant and describe how the proposals will impact on the University’s management of those risks. |
|  | Recommendations |
| State the recommendations as they appear in the paper. |

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| **Proposal detail** |
| **Proposal type/term**1. Fee Discount
2. Fee income
3. Benefit to student (non-cash payment)
4. Payment to student (cash payment)

(further explanation of terms are in the Fees Group proposal notes) | Enter number |
| **Marketing term:**(To be used in promotion to students) | E.g. Scholarship, Bursary, Studentship, etc. |
| **Purpose of the award:**(applicable to scholarships, bursaries, and other awards only) | Provide an explanation of the wider purpose of the award and why it is being established/continued, e.g. to support student recruitment, to support the Access and Participation Plan Strategies etc. |
| **Academic year for implementation:** | E.g. 2022-23 |
| **Are you recommending the implementation is for more than one academic year?** | E.g. 2022-23 to 2024-25 |
| **When will this be applied to the student record?** | E.g. applicant stage, after registration |
| **Intake applicable to:** | E.g. October, January, all |
| **Level of study:** | E.g. undergraduate, postgraduate taught, postgraduate research |
| **Fee status:** | E.g. Home, International, all |
| **Target group:** |  |
| **Course(s):**(where applicable) |  |
| **Department:**(if applicable) |  |
| **Do any link agreement discounts or agent fees already apply to the target group:** |  |
| **Key issues addressed by proposal:** | If proposing a non-standard fee, please give reasons for not using existing fee bands |
| **Recommendations:**(in greater detail to cover sheet) |  |
| **Strategic benefits:** |  |
| **Resource implications:** | Set out selection and payment processes for awards - e.g. student notified via Admissions offer letter, application process via application form, how will Funding/Finance Teams know who is successful, do any system enhancements need to take place? |
| **Operational activities:** | State which teams will be involved in the operational delivery of the award/fee. I.e. Admissions, Funding Team, Department Admin team, Course Records Team, etc. |
| **Equality Impact Assessment for awards:**(in greater detail to cover sheet) |  |
| **Financial modelling:**(must also include comments from the Faculty Accountant/Finance) | This should make reference to standard fees for the course (Home, EU/Overseas), the costs resulting from any reduced fee income (even if marginal), anticipated increase in income resulting from additional business. |
| **Support and consultation**It is the responsibility of the paper author to ensure that key teams are consulted with in advance of submitting the proposal and recommendations to ensure it is viable. |
| **Consultation from Faculty Accountant/Finance:** | Enter name, job title and date |
| **Consultation with UG and/or PG Admissions:***UG:* *ugadsnr@essex.ac.uk**PG:* *pgadsnr@essex.ac.uk*(**not** required for fee setting proposals) | Enter name, job title and date |
| **Consultation with Marketing and Student Recruitment:** | Enter name, job title and date |
| **Consultation with Course Records Team** (**required** for fee setting proposals only)**:** |  |
| **Confirmation from Head of Department:** | Enter name, job title and date |
| **Confirmation from Executive Dean:** | Enter name, job title and date |
| **Confirmation from other:**(where applicable) | Enter name, job title and date |

Please consult the Fees Group proposal notes for guidance on how to complete the fields.
Once all necessary fields have been completed, please send the paper to feesandfunding@essex.ac.uk.