

CLA Higher Education Licence

Quick Guide: Student Data and Fees

Introduction

In this guide you will find information about the data we use for invoicing, the fees we apply, and the processes we apply from year to year – together with some background information about the Licence.

If you need any further information, please contact your HEI's named CLA Licence Co-ordinator; if you are not sure who this is, a member of Library staff should be able to tell you who to approach. Our [User Guidelines](#) also provide more detailed guidance.

About CLA

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About your HEI's CLA Licence

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About our rates

Our rates are set for the full duration of the three-year Licence.

For each year of the Licence we will charge for types of registered students as shown on the following page.

The Copyright
Licensing Agency Ltd

London Office:
Tel 020 7400 3100
Email cla@cla.co.uk
www.cla.co.uk

Edinburgh Office:
Tel 0131 272 2711
Email clascotland@cla.co.uk

Registered in England
Reg no. 1690026

	Description	Data Source	Fee
UK campus-based students	<p>These constitute the main body of students for many, but not all, HEIs.</p> <p>They can be any student based on a campus in the UK who is on a credit-bearing course.</p> <p>They include all undergraduate and taught postgraduate students, both full- and part-time.</p>	<p><i>UUK/GuildHE members:</i></p> <ul style="list-style-type: none"> HESA – postgraduate (taught), first degree, other undergraduate, FE FTES We use the most recent data available, which is retrospective by two years – e.g. for invoicing in August 2019, the data is for 2017-18. <p><i>Non-UUK/GuildHE members:</i></p> <ul style="list-style-type: none"> Direct from HEI. We ask for two-year backdated data - e.g. for invoicing in August 2019, the data is for 2017-18 - but can also accept one-year backdated data if necessary. 	£7.51 per FTES
Distance Learners (DLs)	<p>All students studying away from your premises – either in the UK or overseas – who have no (or minimal) direct contact hours.</p> <p>They include all undergraduate and taught postgraduate students, both full- and part-time.</p>	<p><i>UUK/GuildHE members:</i></p> <ul style="list-style-type: none"> HESA Student Record (for overseas DLs, Aggregate Offshore Record) We use the most recent data available, which is retrospective by two years – e.g. for invoicing in August 2019, the data is for 2017-18. <p><i>Non-UUK/GuildHE members:</i></p> <ul style="list-style-type: none"> Direct from HEI. We ask for two-year retrospective data – e.g. for invoicing in August 2019, the data is for 2017-18), but can also accept one-year retrospective data if necessary. 	£7.51 per Distance Learner
Overseas Campus-Based Students (OCBS) OPTIONAL	<p>Some or all students registered at your HEI, but based at a campus overseas – either an overseas branch of your HEI, or the campus of a third-party organisation with which your HEI is in partnership. For more information, please see our Guidelines.</p>	<ul style="list-style-type: none"> Declared directly to us by HEI. Please note that this coverage is optional, and that, if you decide to take it, you can opt to declare to us some or all of your OCBS for coverage. 	£5.63 per OCBS
Non Credit Bearing Students (NCBS) <i>UUK/GuildHE members only</i>	<p>Students taking a course that doesn't lead to a qualification or institutional credit (e.g. a professional development course, summer school, or course run by a Centre for Lifelong Learning).</p> <p>These students are not declared to HESA.</p> <p>More details are available in our NCBs Guidance.</p>	<ul style="list-style-type: none"> Direct from HEI, for the most recent academic year available: report to us your exact figures or select the relevant band. We derive one FTES from every 300 NCB related Contact Hours reported to CLA. More details are available in our NCBs Guidance. 	£7.51 per NCB FTES or As per banding
Commercial research – Staff <i>UUK/GuildHE members only</i>	<p>Members of staff engaged in commercial research/consultancy, and who are declared to HESA as such.</p> <p>For more details, please see our Quick Guide to Commercial Research/Consultancy.</p>	<ul style="list-style-type: none"> We derive a notional FTES from the HESA publications Staff in Higher Education Institutions and Finances of Higher Education Providers. For more details, please see our Quick Guide to Commercial Research/Consultancy. 	£46.55 per notional FTES

Please note:

All fees are subject to VAT

FTES = Full Time Equivalent Student

HESA = Higher Education Statistics Agency

The Invoicing Process 2019

Step 1

With your invitation to subscribe to the Licence (for most HEIs, in July 2019), we will send, or will have sent:

If your HEI is a UUK/GuildHE member:

- Details of the FTES, DL and Commercial Research figures received from HESA for the academic year 2017-18.
- A request to review/confirm this data.
- A request for your NCB data or selection of an NCB band for the most recent academic year available.
- A request for any Overseas-Based Campus Students for coverage (using data from 2017-18).

If your HEI is not a UUK/GuildHE member:

- A request that you supply your FTES and DL figures for the academic year 2017-18 (if you don't have this, we will accept data for 2018-19).

Step 2

Once we've received your data, or confirmation of your data (plus your Purchase Order number, if you require one), we will prepare your invoice.

Step 3

Your invoice will show your student totals and the amount we are charging for each (for 2019-20 only, your fee for the NLA Education Establishment Licence, if you subscribe to this, will be invoiced separately). Please see page 4 for a sample invoice.

INITIAL INVOICE SAMPLE – UUK/GUILDHE MEMBERS



The Copyright Licensing Agency Ltd

5th Floor, Shackleton House, 4 Battlebridge Lane, London, SE1 2HX
 Tel 020 7400 3100 Fax 020 7400 3101 Email cla@cla.co.uk www.cla.co.uk

VAT Registration Number 386 4630 25

Invoice No:	123456
Date:	XX XXX XXXX

Name	CLA University		
Job Title	Add 1		
CLA University	Add 2	Account Code:	123456
Add 1	Town	Currency:	GB Pounds
Add 2	Postcode		
Town			
Postcode			

Order	PO Number	Description	Period	Qty	Rate	Total	Vat Rate
123456	123456	Full Time Overseas Campus-Based Student Equivalents	01 Aug 2019 to 31 Jul 2020	50	5.63	281.50	20%
123456	123456	CLA Higher Education Licence, Full Time Equivalent Students	01 Aug 2019 to 31 Jul 2020	5,000	7.51	37,550.00	20%
123456	123456	CLA Higher Education Licence, Distance Learners	01 Aug 2019 to 31 Jul 2020	500	7.51	3,755.00	20%
123456	123456	CLA Higher Education Licence, <u>Non Credit</u> Bearing FTES	01 Aug 2019 to 31 Jul 2020	50	7.51	375.50	20%
123456	123456	CLA Higher Education Licence, Commercial FTES	01 Aug 2019 to 31 Jul 2020	5	46.55	232.75	20%
Sub Total:						42,194.75	
VAT Amount:						8,438.95	
Total:						50,633.70	

Payment Terms: 30 days from date of invoice unless otherwise stated in your Licence Terms & Conditions. PO Numbers are for administrative purposes only.

Bank Details	
Bank Name:	Lloyds TSB Bank plc
Sort Code:	30-98-71
Account Number:	01060879
IBAN:	GB19 LOYD 3098 7101 0608 79
SWIFT:	LOYDGB21006

The Invoicing Process 2020

Step 1

In or around May 2020, we will send:

If your HEI is a UUK/GuildHE member:

- Details of the FTES, DL and Commercial Research figures received from HESA for the academic year 2018-19.
- A request to review/confirm this data.
- A request for your NCB data or selection of an NCB band for the most recent academic year available.
- A request for any Overseas-Based Campus Students for coverage (using data from 2018-19).

If your HEI is not a UUK/GuildHE member:

- A request that you supply your FTES and DL figures for the academic year 2018-19 (if you don't have this, we will accept data for 2019-20).

Step 2

Once we've received your data, or confirmation of your data (plus your Purchase Order number, if you require one), we will prepare your invoice.

Step 3

Your invoice will show your student totals and the amount we are charging for each (together with your fee for the NLA Educational Establishment Licence, if you subscribe to this), as before.

The Invoicing Process 2021

Step 1

In or around May 2021, we will send:

If your HEI is a UUK/GuildHE member:

- Details of the FTES, DL and Commercial Research figures received from HESA for the academic year 2019-20.
- A request to review/confirm this data.
- A request for your NCB data or selection of an NCB band for the most recent academic year available.
- A request for any Overseas-Based Campus Students for coverage (using data from 2018-19).

If your HEI is not a UUK/GuildHE member:

- A request that you supply your FTES and DL figures for the academic year 2018-19 (if you don't have this, we will accept data for 2019-20).

Step 2

Once we've received your data, or confirmation of your data (plus your Purchase Order number, if you require one), we will prepare your invoice.

Step 3

Your invoice will show your student totals and the amount we are charging for each (together with your fee for the NLA Educational Establishment Licence, if you subscribe to this), as before.