

# HE 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 the relevant person or department at your institution; 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 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.

	Description	Data Source	Fee
<b>UK campus-based students</b>	<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><b>UUK/GuildHE members:</b></p> <ul style="list-style-type: none"> <li>HESA – postgraduate (taught), first degree, other undergraduate, FE FTES</li> <li>We use the most recent data available, which is retrospective by two years – e.g. for invoicing in August 2025, the data is for 2023-24.</li> </ul> <p><b>Non-UUK/GuildHE members:</b></p> <ul style="list-style-type: none"> <li>Direct from HEI.</li> <li>We ask for two-year backdated data – e.g. for invoicing in August 2025, the data is for 2023-24 – but can also accept one-year backdated data if necessary.</li> </ul>	£8.27 per FTES

	Description	Data Source	Fee
<b>Distance learners (DLs)</b>	All students studying away from your premises – either in the UK or overseas – who have no (or minimal) direct contact hours. They include all undergraduate and taught postgraduate students, both full- and part-time.	<b>UUK/GuildHE members:</b> <ul style="list-style-type: none"> <li>HESA Student Record (for overseas DLs, Aggregate Offshore Record)</li> <li>We use the most recent data available, which is retrospective by two years – e.g. for invoicing in August 2025, the data is for 2023-24.</li> </ul> <b>Non-UUK/GuildHE members:</b> <ul style="list-style-type: none"> <li>Direct from HEI.</li> <li>We ask for two-year retrospective data – e.g. for invoicing in August 2025, the data is for 2024-23), but can also accept one-year retrospective data if necessary.</li> </ul>	£8.27 per Distance Learner
<b>Overseas Campus-Based Students (OCBS) OPTIONAL</b>	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.	<ul style="list-style-type: none"> <li>Declared directly to us by HEI.</li> <li>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.</li> </ul>	£6.19 per OCBS
<b>Non Credit Bearing Students (NCBS) UUK/GuildHE members only</b>	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). These students are not declared to HESA. More details are available in our NCBS Guidance.	<ul style="list-style-type: none"> <li>Direct from HEI, for the most recent academic year available: report to us your exact figures or select the relevant band.</li> <li>We derive one FTES from every 300 NCB related Contact Hours reported to CLA.</li> <li>More details are available in our NCBS Guidance.</li> </ul>	£8.27 per NCB FTES or As per banding
<b>Commercial research – Staff UUK/GuildHE members only</b>	Members of staff engaged in commercial research/consultancy, and who are declared to HESA as such. For more details, please see our Quick Guide to Commercial Research/Consultancy.	<ul style="list-style-type: none"> <li>We derive a notional FTES from the HESA publications Staff in Higher Education Institutions and Finances of Higher Education Providers.</li> <li>For more details, please see our Quick Guide to Commercial Research/Consultancy.</li> </ul>	£51.20 per notional FTES

Please note:

All fees are subject to VAT

FTES = Full Time Equivalent Student

HESA = Higher Education Statistics Agency

\* Special note for State HEIs:

Please note that, due to the delayed release of key student statistic data from HESA outside our control, we are unable to follow our usual process for State HEIs for the licence period commencing 1 August 2024. For further information, please refer to our direct communications or view our FAQs.

This guidance is provided for guidance only. Please note that it does not substitute for the terms and conditions of the Licence, and that, in the event of a conflict between the two, the Licence prevails.