

CLA HIGHER EDUCATION LICENCE  
Optional Add-on for Overseas Campus-based Students

**Extended Pilot: 1 August 2018 – 31 July 2019**

**PARTICIPATION STATEMENT**

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When returned to CLA by a Higher Education Institution ('HEI') by 30 November 2018, this statement confirms the participation of that HEI in the CLA Overseas Campus-Based Extended Pilot and its agreement as follows.

**1. Overseas Campus-Based Student (OCBS) Declaration**

- (a) You must complete and return to CLA the OCBS Declaration on or before 31 January 2019, showing a headcount declaration of OCBS data for the academic year 2017-18 (i.e. a year in arrears), for those OCBS you wish to be covered under the Pilot. Please refer to CLA's Guidelines for further details on eligibility for coverage.
- (b) In this Declaration you will need to list:
  - (i) those Courses of Study (and/or degree programmes, and/or campuses) for which coverage is required.
  - (ii) a headcount of students on the above Courses of Study (and/or degree programmes, and/or campuses).
  - (iii) the location (by country) of the relevant overseas campuses.
- (c) On receipt of the Declaration, CLA will arrange for your HEI to be invoiced.

**2. Pilot fee**

The fee for the Pilot will be **£2.53 + VAT per Full Time Overseas Campus-Based Student Equivalent**, please see the following background notes.

- (a) To encourage participation in the Pilot, a rate was agreed between CLA and UUK/GuildHE of 50% of the standard FTES fee for the Licence Year 2014-2015 (£7.22) – resulting in a fee of £3.61.
- (b) Since FTES data is not available for OCBS, following research it has been further agreed that CLA will convert each OCBS declared to a Full Time Overseas Campus-Based Student Equivalent by charging a 70% proportion of £3.61 – resulting in the Pilot fee stated in bold above.
- (c) This fee is for the duration of the Pilot only – any future rate for OCBS will be negotiated between CLA and UUK/GuildHE, taking into consideration information obtained from the Pilot.

**3. Reporting of Digital Copies**

You must report any Digital Copies made under the Pilot on the OCBS Digital Form, showing the name of the relevant Courses of Study and the number of OCBS registered on each.

**4. Licence terms and conditions**

For the avoidance of doubt, the standard CLA Higher Education Licence terms and conditions apply.