



## **INTER-OFFICE MEMORANDUM**

**FROM:** Senior Dean  
**TO:** All members of the Capitation Committee  
**DATE:** 1 May 2018  
**RE:** **Capitation Committee Meeting – 1 May 2018 at 11am sharp  
DRAFT AGENDA**

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There will be an Emergency meeting of the Capitation Committee on Tuesday 1<sup>st</sup> May 2018 in the Elizabethan Room, House 6 at 11am sharp.

The Agenda for the meeting will be as follows:

1. Desired Administration of the Student Spaces Levy
2. Acting as Guarantor for Student Spaces Loan

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Professor John Parnell  
Senior Dean