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|  | Our ref:  |

Dear

Education Exemption – Eligible Body

As a UK university, the University of Oxford is an eligible body for the purposes of the education exemption, under note 1(b) to Group 6 of Schedule 9 of the VAT Act 1994.

I certify that the goods/services purchased from your organisation are supplies which are closely connected to our provision of education and are for the direct use of our students.

If you require further evidence of the educational use of the goods and services, please do not hesitate to contact me.

Yours sincerely