



Student
Loans Company

STUDENT INFORMATION SERVICE

MAGGIE WIGHTMAN

RELATIONSHIP MANAGER, SLC

View Student Information

- Information for all approved AY11/12 applications and late apps & re-assessments from AY06/07
- Identify students with missing NINOs, bank details, incorrect fee amounts, bursary consent to share status
- Grouped by Student Information, Course Information or Other Information
- Export a full data set or a set matching the format of the current TFPR to allow early import of files into HEI systems
- History of actions against that student for all interactions

Confirm Ongoing Attendance

- Students that require an attendance confirmation will be presented on a worklist
- View, confirm, save and submit attendance information for these students either by import or using screens
- Normal business rules apply re timings of attendance – HEIs will be able to confirm autumn starts from 1st December annually
- Aim to confirm attendance within 3 weeks of 1st Dec

Confirming Ongoing Attendance

HEIs can select the relevant existing attendance codes

- code A : Payment will be released
- code C : HEI is expected to raise a CoC
- code F : HEI is expected to raise a CoC
- code L : Payment will be released
- code N : HEI is expected to raise a CoC
- code X : HEI is expected to raise a CoC
- code S : Payment will be released – HEI expected to raise a CoC

Change of Circumstances

- HEIs should submit CoCs through SIS, paper forms will no longer be accepted
- The system will identify the academic years where the HEI have outstanding CoCs and present them on a worklist for action
- Withdrawal CoCs should be treated as a priority (all other categories should be processed ASAP)
- SLC has a 4 week turnaround SLA for processing CoCs

Financial Reports

- Remittance reports will still be produced weekly on a Wednesday night
- Filter on the month and year the report was created on and then select an individual report to view from the list returned
- View and export the Remittance Report in the existing format
- Tuition Fee Balance Screen provides HEIs with an 'at a glance' snapshot of their overall tuition fee position
- SLC will create the data every Sunday night and send to the HE Portal



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ATTENDANCE AND FEES IMPLEMENTATION AY 12/13

Attendance and Fees Implementation AY 12/13

- Full Time Students
 - Overview and Background
 - Proposed Service Design
 - Attendance Confirmations
 - Registration Confirmations
 - Combined Confirmations

Overview and Background

Summary of change	Provide payments of tuition fee loans / grant to HEIs in 3 instalments, the first at the beginning of the AY. The single point of liability (currently reached after 3 months) will be replaced by 3 points of liability.
Reason for change	BIS, DfES and DEL wish to improve cash flow to HEIs throughout the year whilst ensuring HEIs are incentivised to retain students.
When	From AY 12/13 onward
Who does the change apply to?	New and continuing full time English, Welsh, NI and EU students. New part time English students studying at any UK HEI and part time European students studying at an English HEI
High Level Process Design	HEIs will confirm attendance for the purposes of fee loans and grants using the existing Student Information System at 3 points during the AY. Each confirmation will trigger payment of a portion of the fee loan / grant
	Registration confirmations will move from the ELP site to the Student Information Service
	Separate Attendance and Registration worklists will remain but current working assumption that a solution will also be provided for HEIs to confirm Registration and attendance for the 1 st instalment of the fee loan / grant at the same time through a combined worklist

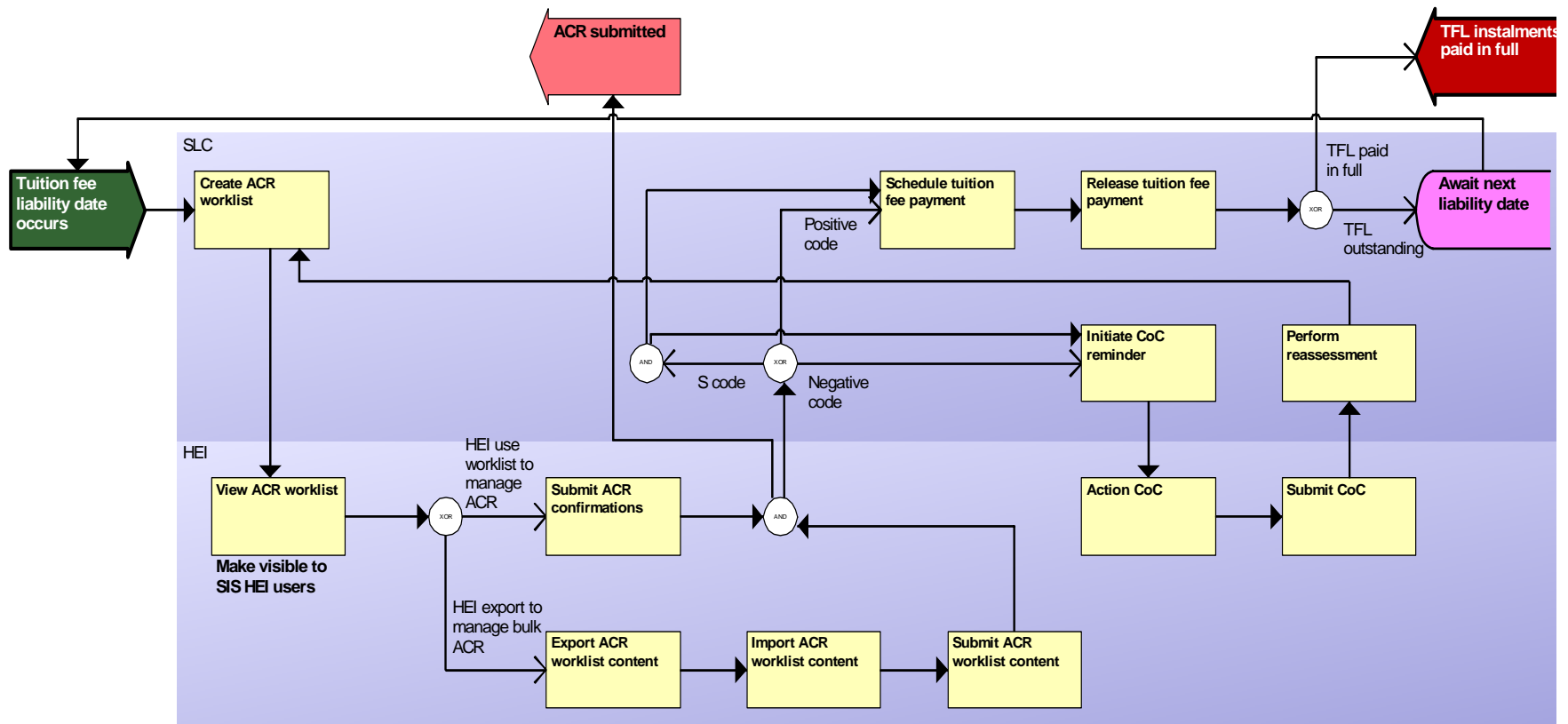
Proposed Service Design – Attendance Confirmations

- Students will be presented on the Attendance worklist at 3 separate points in the AY for HEIs to confirm attendance for the purposes of fee loans / grants
- The current single point of liability (3 months after the start of the course) will now be 3 points of liability
- HEIs will be paid in 3 instalments - October (25%), February (25%), May (50%) (based on Autumn start course)
- Student liability for the fee loan extends at each liability date – becoming liable for the full amount if in attendance at the last liability date

Proposed Service Design – Attendance Confirmations

- HEIs will only be entitled to receive the full fee loan / grant if the student is in attendance at each of the liability dates
- Interest starts to accrue when payment of the loan is made
- HEIs can apply discretion and reduce the students liability as is currently the case
- Liability dates will correspond to HEI term dates
- Filters provided for full time, part time and liability dates

Proposed Service Design – Attendance Confirmations



Proposed Service Design – Attendance Confirmations

- First attendance confirmation:
 - Students who require an attendance confirmation will appear on the worklist under existing business rules
- Second and third attendance confirmations:
 - Students will appear:
 - under existing business rules
 - if they have not subsequently withdrawn or transferred out since the previous attendance confirmation
 - if a previous attendance confirmation is required but has not been received – confirmations will be required for all outstanding periods
- If more than one confirmation is required, the latest confirmation cannot be made before we receive all previous confirmations

Proposed Service Design – Attendance Confirmations

- SIS Home
- CoC
- Attendance Worklist
- Bulk Upload
- View
- Reports
- Student Information
- HE Gateway Home

You are administering TEST UNIVERSITY

Attendance Worklist

Help

Filter

Student Details | Course Details

Academic Year:

Customer Reference Number:

Forename(s) Use wildcards to find more matches; e.g. %Joh%:

Date Of Birth (dd/mm/yyyy):

Number of records to display per page:

Application Type: P/T F/T All

SSN:

Surname Use wildcards to find more matches; e.g. %Joh%:

UCAS Application Number:

Clear Filter and Results

Export Results

Outstanding Attendance Confirmations

Unconfirmed (30)

SSN	Full Name†	DoB	Course Name	Year	SLC Code	Fee Rate	Loan Requested	Loan Approved	Loan Payable	Att Code 1	Att Code 2	Att Code 3	Type
HAMP00000000A	Brian Jones	10/10/1989	Physics	2	P110	£1,034	£3,221	£3,435	£824.24	A	<input type="text" value="v"/>	<input type="text" value="v"/>	FT
HAMP00000000A	Brian Jones	10/10/1989	Physics	2	P110	£1,034	£3,221	£3,435	£824.24	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	FT
HAMP00000000A	Brian Jones	10/10/1989	Physics	2	P110	£1,034	£3,221	£3,435	£824.24	X	<input type="text" value="v"/>	<input type="text" value="v"/>	PT
HAMP00000000A	Brian Jones	10/10/1989	Physics	2	P110	£1,034	£3,221	£3,435	£824.24	<input type="text" value="v"/>			PT
HAMP00000000A	Brian Jones	10/10/1989	Physics	2	P110	£1,034	£3,221	£3,435	£824.24	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	FT

YOU MUST ENSURE THAT THE ATTENDANCE CODES YOU SUBMIT ARE ACCURATE

5,566 records found
Displaying page 1 of 223

1

2

3

4

5

6

7

8

9

10

Next

Last

Example – 1st liability date

Code submitted	1st Payment Released	CoC Entry on Worklist	Represented on worklist following reassessment from COC
Fee paying code (A & L)	Yes	No	N/A
Non fee paying code (C, F, N, S, X)	No	Yes	Yes (Note: with exception of withdrawals if attendance was never confirmed)

Proposed Service Design – Attendance Confirmations

- Attendance worklist export:
 - Will remain in the current format and layout
 - HEIs should aim to clear outstanding confirmations before the next liability period
 - Process where this has not been done
- CoC:
 - Will remain largely as is (no change to import for full time)
 - System developments planned to automate processing where possible
 - If a CoC is submitted which affects the previous liability period, re-confirmation for that period will be required
- Financial Reports:
 - Will remain largely as is with the possibility to introduce a new forecast report (possible options to look at split by full time / part time and domicile)

Proposed Service Design – Registration

- Student registrations will be confirmed using Student Information Service (full time students only)
- Students will appear on a worklist when SLC require a registration confirmation
- Similar functionality and filters as attendance worklist
- Can confirm registrations via the worklist or by importing a file in the current SSAC format

Proposed Service Design – Registration

- Confirmation message will show that registration confirmations have been successfully submitted
- File import process will be the same as the current attendance process
 - Initial file validation
 - Processed offline
 - Can view file details once processed

Proposed Service Design – Registration

- The following registration status will show against each student:
 - Not registered
 - Registered
 - Awaiting registration confirmation
 - Registration not required
- Retain the ability to send in confirmations for students who are not yet showing for your HEI (current “manual SSAC” process) – AY and SSN required
- Registration status will show on detailed student information screen and will be added to the student history
- Ability to submit “No” as a registration confirmation through the screens but not the file import

Proposed Service Design – Registration

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Logout |

- SIS Home
- CoC
- Registration Home
- Registration Worklist
- Import Registration Confirmations
- Registration Import Results
- Student Information
- HE Gateway Home

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Registration Worklist

Help

Student Details
Course Details

Academic Year

SSN

Forename(s) Use wildcards to find more matches, e.g. %Joh%

Date Of Birth (dd/mm/yyyy)

Number of records to display per page

Customer Reference Number

Surname Use wildcards to find more matches, e.g. %Joh%

UCAS Application Number

Clear Filter and Results

Export Results

Outstanding Registration Confirmations

Unconfirmed (30)						
SSN	Full Name†	DoB	Course Name	Year	Fee	Registration Confirmation
HAMP00000000A	Brian Jones	10/10/1989	Physics	2	£6,000	✔ Yes
HAMP00000000A	Brian Jones	10/10/1989	Physics	2	£6,000	<input type="radio"/> Yes <input checked="" type="radio"/> No
HAMP00000000A	Brian Jones	10/10/1989	Physics	2	£6,000	<input type="radio"/> Yes <input checked="" type="radio"/> No
HAMP00000000A	Brian Jones	10/10/1989	Physics	2	£6,000	<input type="radio"/> Yes <input checked="" type="radio"/> No
HAMP00000000A	Brian Jones	10/10/1989	Physics	2	£6,000	<input type="radio"/> Yes <input checked="" type="radio"/> No

YOU MUST ENSURE THAT THE ATTENDANCE CODES YOU SUBMIT ARE ACCURATE

Submit

5,566 records found
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Proposed Service Design – Combined Confirmations

- Provide a new worklist for HEIs to confirm both registration and the **first attendance confirmation only** at the same time
- Export and import would mirror current SSAR and SSAC file
- Confirmation of registration made through the combined worklist will release maintenance and the first instalment of the tuition fee loan / grant – marking those students as an “A” for fee purposes
- HEIs will be expected to then submit any CoCs to correct students on incorrect courses / fees etc before the second liability date

Proposed Service Design – Combined Confirmations

- HEIs have option to either use the combined worklist or use the separate registration and attendance worklists
- If a confirmation is made via the combined, it will remove the entry from the registration and attendance worklist
- If either a registration or attendance confirmations is made through the separate worklists, it will remove it from the combined worklist



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DISCUSSION & QUESTIONS