

AY 12/13

Issue 16, Nov 2011

Course Collection

Institutions are now able to submit course information for AY 12/13. We would ask that you submit this as soon as possible in preparation for the launch of the 12/13 application cycle.

If you have not already returned an expected date of completion, please could we ask that you do so to HEI_Services@slc.co.uk.

Please ensure that when entering course information for each year of the course that you enter the appropriate fee rate for that year e.g.

Year 1—£9000

Year 2—£3465

Year 3—£3465

Please do not enter the new higher rate of fees against all course years as your returning students will be presented with this fee rate when they apply.

At this stage we only require Full Time course information. It is envisaged that we will commence collect-

ing Part Time course information in April.

Bursary Service

We are in the process of adding new attendance triggers for payments into the system to reflect the changes to attendance confirmation process for AY 12/13.

We expect that these changes will be ready in January and therefore HEIs will be able to commence the process of setting up your awards for AY 12/13 from this point onward. Information Only institutions will be able to access their student data at this point.

Briefing Notes

We have recently issued briefing notes on the following:

- Attendance and Fees process for Full Time and Part Time students
- Fee Waivers and Bursary Guidance

Copies of these can be found on our website: www.heinfo.slc.co.uk

In response to various queries we have received, we will shortly be issuing guidance in relation to what defines a 2012 cohort student under the regulations.

HEI Feedback Proforma

We asked institutions to return feedback after the last round of communication forums in relation to the changes being introduced in AY 12/13.

Many thanks to those who have returned this so far. Your Relationship Manager will in touch in due course with any specific questions you may have had.

Please could we ask that those institutions who have yet to return this, do so as soon as possible.

In the meantime, it would greatly assist us if you could indicate, by emailing your Relationship Manager or HEI_Services@slc.co.uk, if your institution would be likely to use the combined worklist option if you have not already returned a response via the proforma.

AY 11/12—Attendance Confirmations

The attendance worklist for each institution will populate from the 1st December 2011 and should be fully populated no later than the 5th December.

For the avoidance of doubt, there is no change to the attendance confirmation process for AY 11/12 and institutions will confirm attendance as they have done in previous AYs.

The first instalment of tuition fee payments is due on Wednesday 1st February 2012 and in order to ensure timely payment, please could we ask that you submit attendance confirmations no later than Thursday 12th January.

Please also bear in mind that if your institutions bursary payments are triggered by the attendance confirmation then you will have to ensure confirmations are returned in advance of the 10 working day drawdown commencing prior to your payment date.

Seminar Programme — Save the Dates

12/13 Attendance and Fees—Awareness Programme

We will be running a series of awareness sessions specifically focussing on attendance and fees processing for AY 12/13. Initially, places will be limited to 3 attendees per institution to ensure all institutions have an opportunity to attend. Any places left over thereafter will be re-allocated.

Who should attend?

Only colleagues who are directly involved in the registration and attendance confirmation processes should attend. The seminars will detail how the system will operate in AY 12/13 and also look at detailed scenarios and how these will be dealt with under the new process.

The dates and venues are as follows:

- Tuesday 17th January—Bristol
- Wednesday 18th January—Manchester
- Thursday 19th January—Edinburgh
- Tuesday 24th January—Cardiff
- Wednesday 25th January—London Paddington
- Thursday 26th January—Cambridge
- Tuesday 31st January—London Victoria

- Wednesday 1st February—Birmingham
- Thursday 2nd February—Leeds
- Tuesday 7th February—Newcastle
- Thursday 8th February—Belfast

Please make a note of the dates and further information will be issued shortly.

HE Student Support Seminar 2012

The HE Student Support Seminar will take place on the 13th to 15th March at the Hinckley Island Hotel in Leicestershire.

Who should attend?

The seminar is aimed at student support managers and practitioners in HEIs, FECs and SCITTs. Both existing and new staff from Finance, Student Services, Admissions and Welfare will benefit from attending. Technical staff will also find this a useful seminar to attend.

This seminar will have, as in previous years, a wider programme of workshops than the awareness programme which is specifically focused on attendance and fees.

Withdrawal and Suspension Change of Circumstances

When institutions submit withdrawal and suspension Change of Circumstances (CoC) at the end of the third term, this can result in some support being clawed back from the student as maintenance is calculated to take account of the summer vacation prior to the student returning the following AY.

In response to queries from institutions, we have sought clarification on the process. If you feel the student has completed the academic year and support should be extended to cover the entire AY then please enter the date of withdrawal / suspension as at the last day of the third term and add a note to the CoC stating "Please extend the funding of student to cover entire academic year"

Without this, SFE will presume you do not wish funding to be extended and any overpaid funding will be reclaimed from the student.