
Technical Specification

Student Information Service

Attendance and Student Information Import & Export Files

VERSION:	1.0
LAST UPDATED:	23/09/2010

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Student Loans Company

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1. Revision History

Date	Version	Status	Editor/ Author	Comment
26/04/2010	0.1	Initial Draft	Saul Zarrate	Initial Revision. PLEASE NOTE THAT DETAILS RELATING TO THE REMITTANCE REPORT EXPORT WILL BE ADDED IN A LATER VERSION. THE FILE DEFINITION IS HOWEVER INCLUDED IN APPENDIX D
19/05/2010	0.2	Updated Draft	Jennifer Caira	Further clarifications on process and details of the Remittance Report export included
28/06/2010	0.3	Updated Draft	Jennifer Caira	Clarification of filter requirements and encoding type to be used
23/09/2010	1.0	Signed Off	Jennifer Caira	

2. Release History

Release Date	Version	Status	Comment
ESTIMATED October 2010	V1.0	IN DEVELOPMENT	Initial implementation of the Student Information Service which includes Student Information, Attendance, Financial Reporting and updates to the CoC Service

3. Terminology

Acronym/Term	Definition
SLC	Student Loans Company
HEI	Higher Education Institution, a body offering tertiary educational services
CoC	Change of Circumstance
SAAS	Student Awards Agency for Scotland
ACR	Attendance Confirmation Report
SIS	Student Information Service

4. Document Overview

4.1 Introduction

Until Academic Year 10/11 HEIs used to obtain files with information of students requiring attendance confirmation (ACR files). HEIs would then update the file and return it to SLC. On receipt of the attendance confirmation from the HEI, SLC would release tuition fees payments to the HEI as well as any relevant bursary payments to students.

The Student Information Service replaces the previous process and provides functionality for HEIs to confirm attendance online. This can be done either through the SIS screens on the HE Portal or by exporting a file, updating it with the relevant attendance information for their students and then importing it into the new system.

The format of the file which the HEIs will be able to import into the new system will be the same as the file previously sent to SLC

The Student Information Service also replaces the existing process of making Remittance Reports available to HEIs. Previously, SLC would make the Remittance reports created available for an HEI to download. These will now be available to view through the SIS and the HEIs will be given the option to export the reports if required.

Note: All images included in this document are prototypes of the screens and may not represent the final branding, labelling or positioning of the elements on the page.

4.2 Purpose of document

This document provides information on the files which can be exported from and imported into the SIS.

It details the expected format of these files as well as providing information related to the validations carried out when a file is being imported and how any validation failures can be viewed.

This document will be updated when any changes are made to any of the file formats or validations relating to each file type. It will be made clear whether the change on the document requires a change to any of the file formats and hence whether a new version of any of the formats is required.

4.3 Intended Audience

This document is intended to be read by any user of the Student Information or Attendance Confirmation process who:

- Intends to confirm attendance via the file import.
- Intends to obtain student details from the Student Information Service.
- Intends to build a system to create an attendance file which can be imported into Student Information Service

- Intends to build a system to import a file extracted from the Student Information Service

4.4 Scope

This document is limited to

- Defining the format of the files described in this specification.
- Defining the validations carried out on imported data.

This document does not intend to give details of how to use the SIS. It does however provide a guide for these operations. For further details on this please refer to the SIS training material (***To be issued later in the development cycle***).

5. Interface Definition

5.1 File Exports

There are four types of files which can be exported from the SIS:

1. **Summary Student Information** file
2. **Attendance Confirmation Report** file
3. **Extended Student Information** file
4. **Remittance Report** file

The format of the **Summary Student Information** file and the **Attendance Confirmation Report** file are the same. The difference between these files is the data which they contain.

- The **Summary Student Information** file is created from the View Student Information screen and will include all student details which relate to the search criteria entered (this export is the same as the existing Tuition Fee Position Report except that it can be run at any time during the year).
- The **Attendance Confirmation Report** file is created from the Attendance Worklist screen and will only include student details which relate to the search criteria entered where SLC require attendance information (this export is the same as the existing ACR file except that it can be run at any time during the year).

The **Extended Student Information** file is created from the View Student Information screen. This file is based on the same format as the two files above but has additional fields included at the end of the file (this is essentially the same as the Tuition Fee Balance Report with additional fields included).

The **Remittance Report** file is created from the Remittance Report screen. The format and details contained within this file is the same as the existing Remittance Report received by HEIs from SLC.

Please note: The Attendance Code field in the export will be populated (where a code has been either submitted or saved).

If the file is to be imported into another system which cannot accept this field being populated, the “Attendance Status” filter criteria should be used and the value “Awaiting Attendance Confirmation” should be selected. This will only return student details where attendance codes have not been saved or submitted and therefore the Attendance Code field will be NULL.

In order to export a file from the View Student Information screen, users with the “HEI Student Information Advisor” or “HEI Attendance Administrator” roles will:

1. Log into the **HE Portal**.
2. Select **Student Information Service**
3. Select **Student Information Home > View Student Information**
4. Select the filter criteria required and select either the **Filter and Export Results** button or the **Filter and Display Results** button followed by the **Export Results** button
5. Select to export the information in either the **Summary Student Information** or **Extended Student Information** format (the system will default the filename depending which option is chosen – either “Summary Student Information Export” or “Extended Student Information Export”)
6. Select the **Export Results** button

The screenshot shows a dialog box titled "Student Information Export". It features two radio buttons for selection: "Summary Student Information" (which is selected) and "Extended Student Information". Below these is a text input field with the placeholder text "Enter your filename". At the bottom of the dialog, there are two buttons: "Cancel" and "Export Results".

In order to export a file from the Attendance Worklist screen, users with the “HEI Attendance Administrator” role will:

1. Log into the **HE Portal**.
2. Select **Student Information Service**
3. Select **Attendance Home > Attendance Worklist**
4. Select the filter criteria required and select either the **Filter and Export Results** button or the **Filter and Display Results** button followed by the **Export Results** button
5. The **Attendance Confirmation Report** format will be selected and the filename will be populated with “Attendance Confirmation Report Export”
6. Select the **Export Results** button

Attendance Worklist Export

Attendance Confirmation Report Enter your filename

Cancel
Export Results

In order to export a file from the Remittance Report screens, users with the “HEI SIS Report Advisor” role will:

1. Log into the **HE Portal**.
2. Select **Student Information Service**
3. Select **Financial Reports** and then **Remittance Report**
4. Select the filter criteria required and select the **Display** button
5. A list of reports created within the timeframe entered will be displayed

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Attendance Remittance Report

Remittance Report Help

Month Year
Display

List of Remittance Reports - March 2010

Report Date	Academic Year	Support Type	Payment Type
01/03/2010	08/09	Part Time Support	Tuition Fee Grant
01/03/2010	08/09	Full Time Support	Tuition Fee Grant
08/03/2010	08/09	Part Time Support	Tuition Fee Grant
08/03/2010	08/09	Part Time Support	Tuition Fee Loan

6. Select the required report by clicking on the relevant **Report Date** link
7. Select the **Export Report** button from the **Remittance Report** page

Remittance Report - 01 March 2010 Help

Number of Tuition Fee Payments	Payment Date	Payment Type	Total Fee Amount
564	01/03/2010	Tuition Fee Grant	£ 1,000,000.00

Course Start Period	SSII	Student Surname	Student Forename	DoB	Student UCAS Number	Course Code	Course Name	Year of Course	Fee Amount (£)	Revision Ind
AUT	AAA11111111A	Tracy	Scott	01/01/1980	111111	123456	Astronomy	1	3225.00	N
AUT	AAA22222222A	Tracy	Virgil	01/01/1980	111111	234567	Aeronautics	1	3225.00	N
AUT	AAA33333333A	Tracy	Alan	01/01/1980	111111	234567	Space Walking	1	3225.00	N

Report List
Export Report

5.2 File Import

The SIS will allow users to import a file containing up to 50,000 attendance records. The format of the file is the same as the **Summary Student Information** the file format previously used by HEIs to confirm attendance to SLC (the existing ACR file format).

C:\DOCUME~1\lindsayg\LOCALS~1\Temp\notes0A63AE\Attendance and Student Info Import & Export File Technical Spec.doc

In order to import an attendance file users with the “HEI Attendance Administrator” role will:

1. Log into the **HE Portal**
2. Select **Student Information Service**.
3. Select **Attendance Home > Import Attendance**
4. Either enter the file path of the file to import or use the **Browse** button to navigate through internal file directories to select the required file.
5. Select to either import the attendance information as Saved by selecting the **Import and Save** button or to import the attendance information as Submitted by selecting the **Import and Submit** button

Import and Save will save the code imported into the SIS but no tuition fee or Bursary payments will be made. The HEI will still be required to submit the attendance information (either through the screens or a subsequent file import) before this will be done.

Import and Submit will import attendance information that will be used by the SLC to release tuition fee and Bursary payments where appropriate.

Attendance Confirmation File Upload

You are administering **TEST TEST UNIVERSITY**

Attendance Confirmation File Upload [Help](#)

Academic Year: 09-10

Please specify a file:

YOU MUST ENSURE THAT THE ATTENDANCE CODES YOU SUBMIT ARE ACCURATE AND FOR THE CORRECT ACADEMIC YEAR

6. Versioning

SLC have tried to ensure that the format of the file which will be imported into the SIS for attendance confirmations is the same as the format previously used. This is to avoid HEIs having to make any changes to systems and/or processes which supported the previous method of file submission to SLC.

A new file format (the Extended Student Information File) has been created but this also is based on the previous file format.

SLC do not envisage making any changes to the format of the attendance import file but if this is unavoidable, a new version of this document including the updated file definitions will be issued.

7. File Definitions

7.1 Summary Student Information File

Refer to [Appendix B](#) for details of the fields contained within the Summary Student Information file.

7.2 Attendance Confirmation Report File

Refer to [Appendix B](#) for details of the fields contained within the Attendance Confirmation Report file.

7.3 Extended Student Information File

Refer to [Appendix C](#) for details of the fields contained within the Summary Student Information file.

7.4 Attendance Import File

Refer to [Appendix B](#) for details of the fields contained within the Attendance Import file.

7.5 Remittance Report File

Refer to [Appendix D](#) for details of the fields contained within the Remittance Report file.

7.6 Student Information and Attendance File Formatting

All file types exported by and imported into SIS must follow the rules described below:

- Be a tilde (~) delimited file (a csv style file which separator between each attribute is a tilde '~' character).
- Have a file extension of '.out' (when importing the file ".txt" files will also be accepted. When exporting the extended file format, the default file extension will be ".txt")
- Have a filename containing no more than 100 characters.
- Not contain over 50,000 student's details.
- Contain a one line header section with information about the HEI separated by a carriage return from a students' details section. Each student record in the details section will also be separated by a carriage return.

7.7 Remittance Report File Formatting

The Remittance Report file exported from SIS will follow the rules described below:

- Be a tilde (~) delimited file (a csv style file which separator between each attribute is a tilde '~' character)
- Have a file extension of '.dat'

- Have a filename in the format '<HEI Code>_<Academic Year>_<Support Type>_<Payment Type>_<Export Date>_remittance.dat' for example 'TEST_2009_FT_T_19052010_remittance.dat'
- Contain a one line header row with summary information separated by a carriage return from a students' details section. Each student record in the details section will also be separated by a carriage return.

8. Import Security & Validation

When the basic file format is imported to be saved or submitted, validations will be run against the file to ensure that the data being submitted is valid. Most validations will be carried out off-line.

There are two types of validation which will be carried out. These are detailed in the sections below.

8.1 Authentication

As the users will be importing the file from an HE Portal screen, the authentication carried out will be the validation of the username, password and secret answer used to log into the HE Portal which is currently implemented.

If the user fails authentication, the user will be asked to provide the correct login details. If three invalid attempts are made, the user account will be suspended.

Assistance on any issues relating to user accounts can be requested by contacting the HEI Services mailbox: HEI_Services@slc.co.uk

8.2 Business Authorisation

8.2.1 Initial File Validation

This validation process performs a number of checks on the submitted file. These will be carried out in real time and are detailed in the sections below.

- **Initial File Format Validation** - This validation checks the following:
 - File is of the expected type i.e. has a file extension of '.out' or ".txt"
 - There are no more than 50,001 lines in the imported file
 - There is at least 1 record in the file
 - The filename is no longer than 100 characters (if the filename is longer than this, the system will truncate the filename to 100 characters)
- **Duplicate File Validation** - This validation checks that the file submitted has not been submitted before. In order to do this, a checksum value is created from each file and the value is compared to previous submissions in the last 28 days to identify any duplicate checksum values.

If the file is identified as a duplicate, a message will be displayed – “**This file has already been submitted. Please select another file**”.

If the file fails any of these validations, the system will not import the file and a message will be displayed to the user.

If the file has passed these validations, the system will import the file and a message will be displayed to the user to confirm this.

8.2.2 Full File Validation

Once the file has been imported, the system will carry out the following full file validation offline:

- **File Format Validation** - This validation checks that:
 - The file has the correct number of columns
 - The format of the data in the columns is correct (refer to [Appendix B](#))¹
 - **Business Authentication** - This involves validation to confirm that the previously authenticated user is submitting a file which contains their HEI code. If the authorisation validation fails, an error will be shown.
 - **File Header Validation** – This validation checks that the totals contained in the file header (Number of Records, Total Tuition Fee Loan Payable, Total Tuition Fee Grant Payable and Total Tuition Fees Student Pays) are correct in relation to the detail records contained within the file
- Mandatory Fields** - The system will check that all mandatory fields have been provided. All columns within the file format are mandatory but these column field do not always have to be populated (refer to [Appendix B](#)).

8.2.3 Business Rule Validation

Once the file submitted has passed through the Full File Validation (above), the business rule validations will be run. These will also be run offline.

Business rule validations are more detailed checks against the data. For example, a business rule validation would check that an attendance confirmation is required for the student details imported.

The Business Rule Validation will check that

- Any record whose attendance confirmation code is either blank (“”) or underscore (“_”) will not be saved or submitted into the SIS.
- Any record whose attendance confirmation code does not match any of the allowable values (refer to [Appendix A](#)), will remain unchanged but a count of the records where this is the case will be shown on the “**Attendance Confirmation Import Results**” screen (refer to [Section 8.3](#)).

¹ The encoding type used by SLC’s system is UTF-8. Any import files created should use this coding type to ensure that the data is received by SLC correctly.

- The record can be matched to a unique HEI, Course, Course Year, Academic Year and Student in SIS.
- SLC require an attendance confirmation to be confirmed by the HEI for the record.
- The attendance confirmation has been provided against the most recent tuition fee data i.e. the amounts in the Tuition Fee Loan, Tuition Fee Grant and Tuition Fee Student fields within the Attendance Confirmation File match those in SIS

Note: In order to carry out this check the Tuition Fee Loan, Tuition Fee Grant and Tuition Fee Student fields are now mandatory.

8.3 Submission Summary

As some of the validation is carried out offline, the results of the file submission may not be available for up to 24 hours after the file has been imported into the SIS.


The status of the file and (once the import has been completed) the results of the import can be viewed through the **Attendance Confirmation Import Results** screen.

This screen will allow users to filter the files which have been submitted. A list of files which meet the filter criteria entered will be displayed.

If the system has completed the validation of the file (if the status is Failed or Successful) then the user can select the filename. The system will then display the results of the imported file.

The status of the file will be shown as Failed if any one of the records within the file has failed validation. The status will only be shown as Successful if all of the records within the file have passed all validations.

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 Attendance Confirmation Import Results
Help

Date From (dd/mm/yyyy)

Import Type

Academic Year

Date To (dd/mm/yyyy)

Import Status

Import File Results					
HEI Code	Upload Date	Academic Year	Import Type	Import Status	Filename
TEST	01/01/2010	06/07	Submit	Failed	File 1
TEST	01/01/2010	08/09	Submit	Successful	File 2
TEST	01/01/2010	09/10	Submit	Successful	File 3
TEST	01/01/2010	09/10	Save	Processing	File 4

[Home](#)
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Once the file has been processed, the results of the submission can be viewed by clicking on the **Filename** link for the relevant report. The **Attendance Confirmation Import Results** screen will then be displayed detailing the number of records contained

in the file, the number of invalid records and the number of records provided with no code. The screen also provides a break down grouped by the attendance code with the records successfully processed and the ones that failed validation.

Details of any validation errors are shown in the section at the bottom of the screen.

An example of the screen is shown below:

Attendance Confirmation Import Results

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Attendance Confirmation Import Results Help

Date From (dd/mm/yyyy) Date To (dd/mm/yyyy)

Import Type Import Status

Academic Year

Results Overview Help

Total Records

Number of Invalid Records (see below)

Number of Blank Codes

Attendance Code	Number Successful	Number Failed (see below)	Total
A	1	1	12
C	2	2	24
S	3	3	36
X	4	4	48
F	5	5	60
L	6	6	60
N	7	7	60
Total	28	28	56

Import Error Details

Row Number	Error Type	Error Details
11	Mandatory Field Error	Attendance Code is a mandatory field
22	Business Rule Error	An attendance confirmation is not required for this student at this time

8.4 Processing attendance confirmations

For each student whose attendance information has passed all of the validation, SIS will:

- If the code corresponds to a fee paying code (refer to [Appendix A](#)), tuition fee payments will be released to the HEI and Bursary payments (where the payment trigger is “Attendance Confirmation”) will be released to the student. Submission of a non fee paying code will stop tuition fee payments.
- When a non fee paying code is provided or an attendance notification of “student suspended studies” (which releases tuition fee payments) is confirmed, the SIS will create a remainder that a CoC should be raised for that particular student. This reminder will be presented on the new CoC Worklist within the Student Information Service.

9. Data Volumes

A file which is submitted through the “Import Attendance” Portal screen must contain a minimum of 1 and a maximum of 50,000 student details.

There is however, no limit to the number of files which can be submitted by an HEI.

10. External Testing

SLC will make a test environment available to HEIs on which they can test the interaction between their systems and SLC's systems.

The infrastructure and code deployed on this test system is a reproduction of SLC's live system. The data used in the system is dummy data which is representative of the live information held by SLC. No live data will be held on **or should be submitted to** this environment.

Assistance on any issues relating to testing can be requested by contacting the HEI Services mailbox: HEI_Services@slc.co.uk

Appendix A – Attendance Codes

Attendance Code	Definition	Fee Paying Code
A	HEI agrees that the student is in attendance for the attendance date, course and course year shown and they agree with the Course Tuition Fee Amount and the Liability (combination of Tuition Fee Loan and Student Pays). It is important that the HEI ensures that the fee liability is correct, as using code A will result in the fee loan and/or grant showing on the Attendance Confirmation report as being paid.	Yes
C	Student is in attendance at the institution but on a different course and/or year of course to those shown on the schedule. (For example, the year of course may be shown as '2' on the schedule when the student is in fact repeating the first year).	No
F	Student is in attendance; however HEI disagrees with the course fee.	No
L	Student is in attendance at the HEI, on the Course and Course Year indicated. However the HEI disagrees with the Liability (combination of Tuition Fee Loan and Student Pays) but undertakes to make reparations to the student such that the liability will be correctly discharged and no overpayment of Tuition Fee support to that institution will exist.	Yes
N	Student is in attendance at the HEI, on the Course and Course Year indicated. However the HEI disagrees with the Liability (combination of Tuition Fee Loan and Student Pays) but does not undertake to make reparations to the student such that the liability would be correctly discharged and no overpayment of Tuition Fee support to that institution would exist.	No
X	Student is Not In attendance on the relevant attendance date, except when the student had suspended their studies.	No
S	Studies suspended.	Yes

Appendix B – Summary Student Information/Attendance Confirmation Report/Import File Definition

The format of the file which will be exported as the **Summary Student Information** or **Attendance Confirmation Report** or imported is shown below:

The “mandatory” column in the table below details whether a value needs to be populated within the column in the file (as all of the columns in the file are mandatory).

For example all fields in the header need to be populated but column 12 in the student detail section can be NULL (shown as ~~)

The header will be made up of the following fields:

Column	Data	Description	Field Type (Max Field Size) - Format	Mandatory	Example Values
1.	HEI Code	The identifier for the College. Either an HEI UCAS Code or HEI SLC Code should be supplied.	Alphanumeric (4)	Yes	MANU / M20"
2.	HEI Name	The full name of the HEI as held by SLC	Alphanumeric (50)	Yes	University of Leeds
3.	Schedule Issue Date	The date on which the export was created	Date (8) – DDMMYYYY	Yes	11031980
4.	Number of Records	Number of students included in the export	Numeric (5,0)	Yes	35000
5.	Total Tuition Fee Loan Payable	Total value of tuition fee loans requested by students	Numeric (11,2)	Yes	59365.10
6.	Total Tuition Fee Grant Payable	Total value of grant payments that will be made on behalf of students	Numeric (11,2)	Yes	5864.50
7.	Total Tuition Fees Student Pays	Total value of payments to be made by students to the HEI in question	Numeric (11,2)	Yes	185000.25

The student detail section will be made up of the following fields, with each student being separated by a carriage return:

Column	Data	Description	Field Type (Max Field	Mandatory	Example Values
--------	------	-------------	-----------------------	-----------	----------------

8.	Course Start Period	Code indicating which period the course started in	Alphabetic (3)	Yes	Allowable Values: <ul style="list-style-type: none"> • AUT • WIN • SPR • SUM
9.	Student Support Number	The Student Support Number Identifier	Alphanumeric (13)	Yes	ABCD09123456A
10.	Surname	Student's Surname	Alphanumeric (50)	Yes	Smith
11.	Forename	Student's Forename	Alphanumeric (50)	Yes	John
12.	Birth Date	Student's date of birth	Date (8) – DDMMYYYY	No	11031980
13.	UCAS Number	UCAS student identifier	Alphanumeric (9)	No	083917150
14.	Course Code	UCAS Course code if present. Otherwise the SLC course code.	Alphanumeric (6)	Yes	123456 / XX99X
15.	Course Name	The name of the course being studied by the student.	Alphanumeric (41)	Yes	MATHS AND PHYSICS
16.	Course Year	Year of course being which the student is studying	Numeric (1)	Yes	3
17.	Course Fee Amount	The total amount of tuition fees which will be paid to the HEI	Numeric (5,2)	Yes	99999.99
18.	Tuition Fee Loan	The loan amount requested by the student that will be paid towards the course tuition fee amount.	Numeric (5,2)	Yes	99999.99
19.	Tuition Fee Grant	The amount of grant that will be paid towards the course tuition fee amount	Numeric (5,2)	Yes	99999.99
20.	Tuition Fee Student	The amount of tuition fees which will be paid directly to the HEI by the student	Numeric (5,2)	Yes	99999.99
21.	Student Status	Latest Support Notification Status.	Alphabetic (1)	Yes	Allowable Values: <ul style="list-style-type: none"> • F • P • S • N
22.	Issue Date	Date of Issue from the Support Notifications	Date (8) – DDMMYYYY	Yes	11031980

Column	Data	Description	Field Type (Max Field Size) - Format	Mandatory	Example Values
23.	New Record	Flag to confirm whether the details relate to a newly approved support notification	Alphabetic (3)	Yes	Allowable Values: <ul style="list-style-type: none"> • NEW • Blank
24.	Revision Indicator	Flag to indicate if this is a revision of an existing record	Alphabetic (1)	Yes	Allowable Values: <ul style="list-style-type: none"> • R • N
25.	Bursary Student flag	Flag to indicate whether the student has had a bursary approved by the HEI through the HE Bursaries system	Alphabetic (1)	Yes	Allowable Values: <ul style="list-style-type: none"> • Y • N
26.	Valid NINO flag	Flag to indicate whether the student has provided SLC with a valid National Insurance number or not	Alphabetic (1)	Yes	Allowable Values: <ul style="list-style-type: none"> • Y • N
27.	Disabled Distance Learner	Flag to indicate whether the student is a disabled distance learner	Alphabetic (1)	Yes	Allowable Values: <ul style="list-style-type: none"> • Y • N
28.	Attendance Confirmation Code	This field will either be populated with the Attendance confirmation code the HEI has input for the student record or it will be blank	Alphabetic (1)	No	Allowable values: <ul style="list-style-type: none"> • A • C • F • L • N • S • X ' ' (underscore)

Appendix C –Extended Student Information File Definition

The format of the file which will be exported as the **Extended Student Information** is shown below:

The “mandatory” column in the table below details whether a value needs to be populated within the column in the file (as all of the columns in the file are mandatory).

For example all fields in the header need to be populated but column 12 in the student detail section can be NULL (shown as ~~)

The header will be made up of the following fields:

Column	Data	Description	Field Type (Max Field Size) - Format	Mandatory	Example Values
1.	HEI Code	The identifier for the College. Either an HEI UCAS Code or HEI SLC Code should be supplied.	Alphanumeric (4)	Yes	MANU / M20"
2.	HEI Name	The full name of the HEI as held by SLC	Alphanumeric (50)	Yes	University of Leeds
3.	Schedule Issue Date	The date on which the export was created	Date (8) – DDMMYYYY	Yes	11031980
4.	Number of Records	Number of students included in the export	Numeric (5,0)	Yes	35000
5.	Total Tuition Fee Loan Payable	Total value of tuition fee loans requested by students	Numeric (11,2)	Yes	59365.10
6.	Total Tuition Fee Grant Payable	Total value of grant payments that will be made on behalf of students	Numeric (11,2)	Yes	5864.50
7.	Total Tuition Fees Student Pays	Total value of payments to be made by students to the HEI in question	Numeric (11,2)	Yes	185000.25

The student detail section will be made up of the following fields, with each student being separated by a carriage return:

Column	Data	Description	Field Type (Max Field Size) - Format	Mandatory	Example Values
8.	Course Start Period	Code indicating which period the course started in	Alphabetic (3)	Yes	Allowable Values:

Column	Data	Description	Field Type (Max Field Size) - Format	Mandatory	Example Values
					<ul style="list-style-type: none"> • AUT • WIN • SPR • SUM
9.	Student Support Number	The Student Support Number Identifier	Alphanumeric (13)	Yes	ABCD09123456A
10.	Surname	Student's Surname	Alphanumeric (50)	Yes	Smith
11.	Forename	Student's Forename	Alphanumeric (50)	Yes	John
12.	Birth Date	Student's date of birth	Date (8) – DDMMYYYY	No	11031980
13.	UCAS Number	UCAS student identifier	Alphanumeric (9)	No	083917150
14.	Course Code	UCAS Course code if present. Otherwise the SLC course code.	Alphanumeric (6)	Yes	123456 / XX99X
15.	Course Name	The name of the course being studied by the student.	Alphanumeric (41)	Yes	MATHS AND PHYSICS
16.	Course Year	Year of course being which the student is studying	Numeric (1)	Yes	3
17.	Course Fee Amount	The total amount of tuition fees which will be paid to the HEI	Numeric (5,2)	Yes	99999.99
18.	Tuition Fee Loan	The loan amount requested by the student that will be paid towards the course tuition fee amount.	Numeric (5,2)	Yes	99999.99
19.	Tuition Fee Grant	The amount of grant that will be paid towards the course tuition fee amount	Numeric (5,2)	Yes	99999.99
20.	Tuition Fee Student	The amount of tuition fees which will be paid directly to the HEI by the student	Numeric (5,2)	Yes	99999.99
21.	Student Status	Latest Support Notification Status.	Alphabetic (1)	Yes	Allowable Values: <ul style="list-style-type: none"> • F • P • S • N

Column	Data	Description	Field Type (Max Field Size) - Format	Mandatory	Example Values
22.	Issue Date	Date of Issue from the Support Notifications	Date (8) – DDMMYYYY	Yes	11031980
23.	New Record	Flag to confirm whether the details relate to a newly approved support notification	Alphabetic (3)	Yes	Allowable Values: • NEW • Blank
24.	Revision Indicator	Flag to indicate if this is a revision of an existing record	Alphabetic (1)	Yes	Allowable Values: • R • N
25.	Bursary Student flag	Flag to indicate whether the student has had a bursary approved by the HEI through the HE Bursaries system	Alphabetic (1)	Yes	Allowable Values: • Y • N
26.	Valid NINO flag	Flag to indicate whether the student has provided SLC with a valid National Insurance number or not	Alphabetic (1)	Yes	Allowable Values: • Y • N
27.	Disabled Distance Learner	Flag to indicate whether the student is a disabled distance learner	Alphabetic (1)	Yes	Allowable Values: • Y • N
28.	Customer Reference Number	SLC's unique identifier for the student	Alphanumeric (30)	Yes	12345678912
29.	Bank Details Held Indicator	Indicates whether SLC holds bank details for the student	Alphabetic (1)	Yes	Allowable Values: • Y • N
30.	Attendance Status	The current attendance status of the student details	Alphabetic (40)	Yes	Allowable Values: • Awaiting Attendance Confirmation • Attendance Confirmed • Attendance Confirmation Not Required

Column	Data	Description	Field Type (Max Field Size) - Format	Mandatory	Example Values
					<ul style="list-style-type: none"> Attendance Saved Awaiting Reassessment
31.	Attendance Code	The Attendance Code which has been confirmed by the HEI	Alphabetic (1)	No	Allowable Values: <ul style="list-style-type: none"> A C F L N X S
32.	Award Authority	The name of the Award Authority who is processing the students support application	Alphanumeric (100)	No	Nottingham
33.	Sponsor Bursary Consent	Indicates whether all sponsors have consented to share information for Bursary purposes	Alphabetic (1)	No	Allowable Values: <ul style="list-style-type: none"> Y N
34.	Student Bursary Consent	Indicates whether the student has consented to share information for Bursary purposes	Alphabetic (1)	No	Allowable Values: <ul style="list-style-type: none"> Y N
35.	Child Care Grant Indicator	Indicates whether the student has applied for a Child Care Grant	Alphabetic (1)	No	Allowable Values: <ul style="list-style-type: none"> Y N
36.	NHS Bursary Indicator	Indicates whether the student has applied for an NHS Bursary	Alphabetic (1)	No	Allowable Values: <ul style="list-style-type: none"> Y N
37.	Cohort Year	The year in which a student is assessed for a period of continuous study	Numeric (4)	No	2009

Appendix D – Remittance Report File Definition

The “mandatory” column in the table below details whether a value needs to be populated within the column in the file (as all of the columns in the file are mandatory).

For example all fields in the header need to be populated but column 12 in the student detail section can be NULL (shown as ~~)

File Header

Column	Header	Description	Field Format	Mandatory	Allowable Values
1.	UCAS CODE or HEI CODE	This field will show the UCAS Code of the HEI if one exists for the selected HEI. If the HEI does not have a UCAS Code then the HEI Code is shown	Alphanumeric (4)	Yes	Combination of letters, numbers, punctuation, symbols, etc. e.g. “X99” or “XXXX”
2.	HEI Full Name	The full name of the HEI	Alphanumeric (50)	Yes	Combination of letters, numbers, punctuation, symbols, etc. e.g. “TEST UNIVERSITY”
3.	Number of Data Records	Details the number of student records contained within the file (excluding the header row)	Number (6)	Yes	Value displayed with no decimal places e.g. “564”
4.	Payment Date	The date on which the payment was made to the HEI	Date	Yes	Date in the format DDMMYYYY
5.	Payment Type	Details the payment type which the report has been generated for	Alphabetic (1)	Yes	“T” – Tuition Fee Loan “G” – Tuition Fee Grant
6.	Total Fee Amount	The total fee amount for all payments made which are included in the report	Number (13,2)	Yes	Value displayed with two decimal places e.g. “1000000.00”
7.	Blank Field	This is a blank field	N/A	N/A	N/A

Report Detail

Column	Header	Description	Field Format	Mandatory	Allowable Values
8.	Course Start Period	Details the season into which the course start date for the student falls into	Alphabetic (3)	Yes	Combination of letters. e.g. “AUT”

Column	Header	Description	Field Format	Mandatory	Allowable Values
9.	SSN	The Student Support Number for the student	Alphanumeric (13)	Yes	Combination of letters, numbers. e.g. "XXXX99999999X"
10.	Student Surname	The surname of the student	Alphanumeric (50)	Yes	Combination of letters, numbers, punctuation, symbols, etc. e.g. "Smith"
11.	Student Forename	The forename of the student	Alphanumeric (50)	Yes	Combination of letters, numbers, punctuation, symbols, etc. e.g. "John"
12.	D.O.B.	The date of birth of the student	Date	Yes	Date in the format DDMMYYYY
13.	Student UCAS Number	The UCAS identifier for the student	Number (9)	No	Combination of numbers. e.g. "999999999"
14.	Course Code	The unique identifier of the course associated with the student	Number (6)	Yes	Combination of numbers. e.g. "999999"
15.	Course Short Name	The name of the course associated with the student	Alphanumeric (41)	Yes	Combination of letters, numbers, punctuation, symbols, etc. e.g. "FINANCIAL ADMINISTRATION"
16.	Year Of Course	The year of the course which the student is currently studying	Number (1)	Yes	Number e.g. "1"
17.	Blank Field	This is a blank field	N/A	N/A	N/A
18.	Fee Amount	The fee amount which has been paid to the HEI for the student	Number (5,2)	Yes	Value displayed to 2 decimal places e.g. "3225.00"
19.	Blank Field	This is a blank field	N/A	N/A	N/A
20.	Blank Field	This is a blank field	N/A	N/A	N/A
21.	Blank Field	This is a blank field	N/A	N/A	N/A
22.	Blank Field	This is a blank field	N/A	N/A	N/A
23.	Revision Ind	Details whether this record relates to a change in the students entitlement	Text (1)	No	"R" or NULL

The export file does not have a footer record