

**STUDENT LOANS COMPANY (SLC) 2010/2011 REPORTS FOR NOTIFYING INSTITUTIONS OF PUBLIC FEE CONTRIBUTIONS AND FOR SEEKING ATTENDANCE CONFIRMATIONS FOR THE PAYMENT OF TUITION FEES**

**TO INSTITUTIONS OF HIGHER AND FURTHER EDUCATION PROVIDING DESIGNATED HIGHER EDUCATION COURSES**

Dear Colleague

**STUDENT LOANS COMPANY (SLC) 2010/2011**

**REPORTS FOR NOTIFYING INSTITUTIONS OF PUBLIC FEE CONTRIBUTIONS AND FOR SEEKING ATTENDANCE CONFIRMATION FOR THE PAYMENT OF TUITION FEES.**

Attached is the 2010/2011 guidance on notifying institutions of public fee contributions and confirming attendance.

**Tuition fees in England and Northern Ireland**

Variable tuition fees are a statutory requirement of the Higher Education Act 2004 for England (Higher Education Order 2005, in NI), applicable from 2006/07. HE providers subject to the Act are allowed to charge variable tuition fees of up to a maximum of £3290 per academic year. The Tuition Fee Loan product will be created and administered by the SLC to assist students in funding the cost of their course.

For an HE provider in England/Northern Ireland to be able to charge variable tuition fees above the current fee level, it must submit an Access Agreement to OFFA (Office for Fair Access)/DELNI which outlines the fee level for each course.

Students entering higher education in England/Northern Ireland from 1 September 2006 will be subject to the new arrangements for variable tuition fees (unless they are taking up the offer of a course made before 1 August 2005, i.e. are "gap year" entrants). Where students are subject to this new arrangement they will pay tuition fees of up to £3290 in accordance with the Access Agreement of the chosen institution. To assist with this increased amount the students will be able to apply for a tuition fee loan to cover the full or part of the fee cost. When a variable tuition fee charging HE provider makes an offer to students the offer shall specify the amount of tuition fee it intends to charge.

Students studying in England/Northern Ireland in earlier cohorts, and 2006/07 gap year entrants, will continue to receive the financially-assessed tuition fee grant as now, but will also be entitled to a tuition loan covering their own contribution up to a total of £1,310 (or a special amount provided for special courses in the Regulations).

**Tuition fees in Wales**

The Higher Education Act 2004 enabled the National Assembly for Wales to set the higher education tuition fee policy for higher education courses in Wales from 2006/07.

**Attendance Confirmation Reports (ACR) for previous years**

Attendance Confirmation Reports for previous Academic Years will be posted on the ELP website on an ad hoc basis as required.

## **Enquiries**

If you have any queries on this section please contact:

	<b>Telephone</b>	<b>Email</b>
HEI Helpdesk Services	0845 702 3316	feepayments@slc.co.uk

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## Introduction

In the academic year 2010/2011 institutions will receive reports from the Student Loans Company (SLC) showing the fee position of their students. Institutions must confirm to the SLC that a student is in attendance, the course, the course year, the cost of the course and the tuition fee loan/grant amount, prior to receiving payment from the SLC of the public contribution towards their fees and fees on behalf of students who have taken out a tuition fee loan. Before confirming attendance an institution should satisfy itself, so far as is reasonably possible, that the student is attending their course at the institution in accordance with the requirements of the course. If the student has stopped attending, the institution must decide whether the student has, in effect, abandoned the course or suspended their attendance by the relevant date. Some reliable evidence from tutors, supervisors, lecturers or otherwise should be sought.

During the academic year 2010/2011 a Tuition Fee Position Report will be posted on the ELP mid November. Subsequently the Attendance Confirmation Report will be posted on the ELP site at the beginning of December.

## Distribution and Timing of the Reports

### Distribution

The SLC will produce two types of report: the Tuition Fee Position Report and the Attendance Confirmation Report.

The reports will be available on our ELP system in delimited format (and PDF version for ACR's). The data separator will be the tilde symbol '~'. All ELP Fee users will receive an e-mail advising when the reports are available. If institutions have not yet nominated ELP Fee users or wish to change their named users they should contact the HEI helpline or by e-mail at [feepayments@slc.co.uk](mailto:feepayments@slc.co.uk).

An Institution may return their completed Attendance Confirmation Report by uploading this on to the ELP site or by paper copy, not both. Institutions must ensure that the only change they make to their Attendance Confirmation Report is the entering of an appropriate one-letter code in the 'ATFEE' column (i.e. A, C, X, S, F, L, N or blank - see Annex 2).

Institutions which return paper copies of the report must return the original copy which they downloaded from the ELP site. The SLC cannot accept photocopies. The returned reports are data prepped. Any additional information other than an entry in the 'ATFEE' field will not be taken. Should an institution wish to advise any additional information regarding an individual student, they should do so direct to the appropriate LA/ELB/SFE (Student Finance England). The LA/ELB/SFE will then be able to notify the SLC by issuing a revised financial notification.

Institutions who return the reports via the ELP site must ensure that the data is in the same delimited format (the data separator being the symbol ~), with the fields in the same order as that sent to the Institution. The 'ATFEE' character should be inserted at the end of each student record (i.e. ~A). Full instructions on how to complete the report is available under the 'Help' tab on the ELP site. If an institution wishes to leave a student's record blank then the student will reappear on the next Attendance Confirmation Report. Each individual student record must have 17 fields and 16 delimiters.

### Timetable

A Tuition Fee Position Report will be available mid November. The Attendance Confirmation Report will be available from the beginning of December.

Tuition Fee Position Reports are for information only and must not be returned to the SLC in any circumstances. The completed Attendance Confirmation Report should be returned to the SLC by the deadline date.

## Reports Timetable

<b>Tuition Fee Position Report available for HEIs to download week ending:</b>	<b>Attendance Confirmation Report available for HEIs to download week ending:</b>	<b>Deadline for return to SLC of Attendance Confirmation Reports</b>
<b>2010/2011</b>	<b>2010/2011</b>	<b>2010/2011</b>
<b>19<sup>th</sup> November 10</b>	<b>3<sup>rd</sup> December 10</b>	<b>12<sup>th</sup> January 11</b>

The reports will cover students who entered Higher Education in 1999/2000 or later who are domiciled in England, Wales and Northern Ireland, and students from EU countries studying in England, Wales or Northern Ireland. The Student Awards Agency for Scotland (SAAS) will continue to notify institutions of the fee entitlement of students it assesses using its current arrangements. To enable institutions to identify the relevant attendance date for each student listed, the schedules will list students by the academic quarter in which their course began. The students will be listed alphabetically by surname, and within surname by forename.

The Tuition Fee Position Report will show for the current academic year all students who, according to the SLC records, have received a financial notification from their LA/ELB/SFE and are attending your institution.

The initial Attendance Confirmation Report (ACR) will show all the students the SLC has on its records for that academic year for an institution at the time the report is prepared. Subsequent ACR reports will show only students registered with the SLC who fall into one of the following categories:

- those who have appeared on a previous ACR report for that academic year, but their institution did not complete the attendance for fees ('ATFEE') column of their record;

- those who have appeared on a previous ACR report but their institution inserted an invalid code in the attendance for fees ('ATFEE') column of their record (the codes which may be inserted in the 'ATFEE' column are listed at Annex 2 below);

- those who have not appeared on an earlier ACR report for that academic year because their course starts later in the year;

- those who, since they last appeared on a report, have a revised notification from their LA/ELB/SFE to the SLC, including a change to their fee, course or year of course;

- those who have already been confirmed as in attendance on one course and who subsequently withdraw and take up a new course beginning in a later quarter of the academic year;

- those who have been confirmed as being in attendance, however, the HEI has disagreed with the fee charged or fee loan liability. These students will appear on a new ACR when the issue surrounding fee liability has been resolved.

**A confirmation of attendance and confirmation of course, fee and liability are asked for on the first ACR the student will appear on. The student will then appear on a future ACR if SLC receive a revised assessment, changing course, course year, fee or liability, from the student's LA/ELB/SFE. In these cases, where the HEI has confirmed attendance on a previous report, the HEI will be asked to confirm attendance on the revised course, fee and liability on the new report, as well as confirming fees are no longer being paid to the original course.**

**An example of this scenario would be as follows:**

**Student's attendance, course, fee and liability are confirmed on initial ACR, using the (A) code. Student subsequently transfers internally to a new course prior to the 1<sup>st</sup> of December and the LA/ELB/SFE issue a revised assessment. This will result in the student appearing on another ACR twice. One entry detailing fees are being paid to the new course and another entry detailing nil fees are being paid to the original course. The HEI should return both entries with code (A), as you are agreeing fees are being paid to the new course and recovered from the old course.**

The ACR Reports will not include students the SLC has registered who fall into one of the following categories:

- those confirmed as in attendance on a previous schedule;
- those assessed as ineligible for any form of support;
- those whose notifications have not passed the SLC's validation checks at the issue date of the schedule;

## Report content specification

The specifications of the data items on the electronic versions of the reports and descriptions of the content of the fields on the reports are shown in Annex 1. Please note that these are different for the two reports.

## Paper copy versions of the reports

A sample of the paper copy version of the Attendance Confirmation Report schedule is shown at Annex 3.

## Action for Institutions

### Checking the Tuition Fee Position Report and the Attendance Confirmation Report

Institutions must check for discrepancies between the course information and **fee liability** about each student shown in these reports, which will be based on the most recent LA/ELB/SFE notification that the SLC has received for the student, and that is held within their own records.

Institutions can determine whether an LA/ELB/SFE has been notified;

**that a student has changed to a different course** before or during 2010/11 by checking the course code in the student's record;

**that a student has been suspended, withdrawn or transferred to another institution** by checking if there is an appropriate indicator in the 'student status' field (see Annex 1 for a detailed explanation of these codes);

**that a student is repeating part of their course or is on a different year of their course** by checking the 'course year' field (e.g. if '2' is shown in that field, but the student is re-taking part of the first year of his course);

**if the fee loan or course fee is incorrect**, the HEI should advise the student to contact their LA/ELB/SFE.

Where there is a discrepancy which the institution has not already notified to the student's LA/ELB/SFE, the Change of Circumstances Guidance on how institutions should report student withdrawals, transfers, repeats and suspensions should be used.

### Additional action to be taken on the Attendance Confirmation Report

Institutions should complete the 'ATFEE' column for every student listed. Institutions must only insert one of the codes listed in Annex 2 in the 'ATFEE' column. No other entry in this column will be accepted. If the column is left blank the student will appear on the next attendance confirmation report produced.

For paper copies, when the schedule has been completed, the named tuition fees contact at the institution must sign and date the declaration (an example of this is at Annex 4) confirming that the information on the report is correct and requesting payment of fees.

## Relevant Attendance Dates

The relevant dates on which a student must be in attendance in order for the public contribution to their tuition fees to be payable are:

**1 December 2010** for courses which begin in the autumn quarter (01/08/2010-31/12/2010);

**1 April 2011** for courses which begin in the winter quarter (01/01/2011-31/03/2011);

**1 July 2011** for courses which begin in the spring quarter (01/04/2011 - 30/06/2011); and

**1 October 2011** for courses which begin in the summer quarter (01/07/2011-31/07/2011).

## Payment of Fees by the SLC

Once the completed Attendance Confirmation Report has been received by the SLC, payment of the total amount of fees due in respect of all students that have confirmed attendance requirements for fee support will be made to that institution, except those students whose

LA/ELB/SFE has instructed the SLC to stop the payment of fee support. HEIs must not in any circumstances invoice the SLC for fees.

For students who appear on the December report and for whom the institution has confirmed attendance, course fee and loan amounts, the SLC will make the fee grant and loan payments via BACS on 2<sup>nd</sup> February 2011 into the bank account nominated by each institution.

Tuition fee loans will be paid in two instalments. The first 50% will be paid on the 2<sup>nd</sup> February 2011 and the second 50% will be paid on 4<sup>th</sup> May 2011. Fee grants will be paid in one instalment on the 2<sup>nd</sup> February 2011. Where a student is assessed for a fee loan after 4<sup>th</sup> May (second instalment payment date). The entitlement will be paid, on confirmation of attendance, over two consecutive weeks.

In addition, the SLC will send each institution a Tuition Fee Remittance Advice listing all students for whom payment has been made and the individual amount paid for each student.

The SLC will send further payments each week accompanied by Tuition Fee Remittance Advice to all institutions as amounts fall due; for example, when additional students are processed at the SLC. Institutions should note that in some cases the SLC will receive a notification for a student showing a revised entitlement to fee support **subsequent** to the institution having confirmed the student's attendance for fee purposes on an attendance report, but **before** the public contribution to fees is paid to the institution in respect of that student. Where this happens, the SLC will pay the institution the tuition fee grant to fees shown on the revised notification, an 'R' will appear in the 'Revision Indicator' field of the student's record on the remittance advice, and the amended amount being paid will be shown in the public fee contribution column.

Where a change has been made to the student's tuition fee loan amount, the HEI are required to confirm the revised fee liability on a subsequent ACR, before the fee loan payment will be paid.

Tuition Fee Remittance Advice will be issued on the ELP website in delimited format (the separator will be the symbol ~). Details of the data elements and order of the information on the Tuition Fee Remittance Advice can be found at Annex 5.

## Payment of Part-time Tuition Fees

Payment of part-time tuition fees to institutions will start in the week commencing 20<sup>th</sup> September 2010. Thereafter payment will be made weekly. Payment will be made to the tuition fee payment location and account shown on the SLC's database of colleges and courses. Each payment will be accompanied by a remittance advice which will give details of the amounts to be paid in respect of each student. The remittance advice will contain details of both full-time and part-time tuition fee payments. The part-time payments will be shown together to assist institution staff in processing these funds. Details of the Tuition Fee Remittance Advice data fields can be found in Annex 5 of this Guidance'. Please note that in the case of part-time fees, there is no requirement for HEIs to confirm attendance, having already done this when completing the student's application. Therefore these records will not appear on the Attendance Confirmation Report. Please refer to the Grants for Part-time Students Guidance for HEIs document on the HEInfo site.

## Accommodating Increases and Decreases in the Public Contribution to Fees after Fee Payments Have Been Made on Behalf of Students

Where a student's entitlement to fee support **decreases** after the SLC has paid the public contribution to fees, the SLC will send a new ACR detailing the new fee payment. Once this has been confirmed SLC will recover the overpayment by offsetting it against the next

payment of fees it makes to the institution. All recovery amounts will be listed on the HEI's next Remittance file.

**Under no circumstances should a student directly receive a refund of a fee loan paid by SLC. Any overpayment should be reported to the LA/ELB/SFE using a Change of Circumstances form and the overpayment will be offset against future fee payments to the HEI. The student's loan balance will be reduced accordingly**

Where the student's entitlement to fee support **increases** after the SLC has paid the public contribution to fees to the institution, the SLC will send a new ACR detailing the new fee payment once this has been confirmed SLC will make a second payment to the institution for the difference between the new entitlement and the previous entitlement.

In both the above situations, the student will be listed on the next remittance advice issued to the institution with the extra amount to be paid or recovered, **not the new annual entitlement to fee support** showing in the 'public contribution to fees' field. An 'R' will show in the 'Revision Indicator' field of the record (please note the guidance in paragraph 27 above).

Where recovery is due from an institution due to decreases in students' fee entitlements and the recovery due exceeds the payments due, no remittance files will be produced until an Institution is in credit again.

In the circumstances described in the paragraphs above, the remittance advice may not show the same amount of fees for a student as their most recent Attendance Confirmation or Tuition Fee Position Report. For these students, institutions should compare the entries on the remittance advice with the relevant Attendance Confirmation or Tuition Fee Position Report to establish the correct situation regarding the student's tuition fees.

## Payment of Fees by Students

Institutions will need to decide at what point in the academic year to invoice a student for their contribution to their tuition fees. All students that appear on an Attendance Confirmation Report and entered as in attendance should be considered for invoicing, unless their 'student status' code is 'D' (see Annex 1). Where a student's financial assessment remains provisional, institutions are advised to note DfES/NAfW guidance for LAs/ELBs in Administration of Financial Assessments. Institutions may wish to consult a student's LA before issuing an invoice.

If you have any queries on this guidance please contact:

	<b>Telephone</b>	<b>E-mail</b>
HEI Funding Services	0845 702 3316	feepayments@slc.co.uk

## Annex 1

### SPECIFICATION OF THE DATA ITEMS ON THE ATTENDANCE CONFIRMATION REPORT AND DESCRIPTIONS OF THE FIELDS ON THE REPORT

The header will contain the following information

<b>No</b>	<b>Label</b>	<b>Data</b>
1	HEI Code	UCAS/SLC
2	HEI Name	
3	Schedule Issue Date	Processing Date
4	Number of records	Number of students included for this college
5	Total Tuition Fee Loan Payable	Total value of loans requested by students
6	Total Tuition Fee Grant Payable	Total value of payments to be made by students to the HEI in question
7	Total Tuition Fees Student Pays	Total value of payments to be made by students to the HEI in question

The report will contain the following information

<b>No</b>	<b>Report Item</b>
1	Course Start Period
2	SSN
3	Student Surname
4	Student Forename
5 / 21*	At Fee (Depending whether Paper or Electronic version)
6	Student Date Of Birth
7	UCAS No. (where applicable)
8	Course Code
9	Course Title
10	Year of Course
11	Course Fee Amount
12	Tuition Fee Loan
13	Tuition Fee Grant
14	Tuition Fee Student
15	Student Status
16	Student Status Date
17	New Record
18	Revision Indicator (where applicable)
19	Bursary Student flag
20	No valid NINO flag

21 *	Disable Distance Learning
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\* NB. If report is electronic then items shown as No 6 to 21 will become No 5 to 20 with No 21 showing 'At Fee'

SPECIFICATION OF THE DATA ITEMS ON THE TUITION FEE POSITION REPORT & DESCRIPTIONS OF THE FIELDS ON THE REPORT

The header will contain the following information:

No	Label	Description
1	HEI Code	UCAS/SLC
2	HEI Name	
3	Schedule Issue Date	Processing Date
4	Number of Records	Number of students included for this college
5	Total Tuition Fee Loan Payable	Total value of loans requested by students
6	Total Tuition Fee Grant Payable	Total value of grant payments that will be made on behalf of students
7	Total Tuition Fees Student Pays	Total value of payments to be made by students to the HEI in question

The report will contain the following information:

No	Report Item	DESCRIPTION (new/updated columns on TFPR only)
1	Course Start Period	
2	Student Support Number	
3	Surname	
4	Forename	
5	Birth Date	
6	UCAS Number	
7	Course Code	
8	Course Name	
9	Course Year	
10	Course Fee Amount	The course fee that the student has said applies to the course they are studying
11	Tuition Fee Loan	The loan that will be paid towards the course tuition fee amount. "X" will be displayed in this field if the student has been assessed on a Temporary Course. "- "will be displayed in this field if the student is ineligible for tuition fee support.

12	Tuition Fee Grant	The amount of the course fee which will be paid by a grant  Where the student has been assessed on a Temporary Course or is ineligible for support, this field will be blank.
13	Tuition Fee Student	The portion of the course fee that the student will be required to pay.  Where the student has been assessed on a Temporary Course or is ineligible for support, this field will be blank.
14	Student Status	
15	Issue Date	
16	New Record	
17	Revision Indicator	
18	Bursary Student flag	Flag to indicate the student has a bursary
19	Valid NINO flag	Yes or No flag to indicate that the student has not provided us with :  1. a <b>valid</b> National Insurance Number (i.e. a number has either been provided but as yet HMRC have not confirmed it as valid or alternatively HMRC have advised the number is invalid).  2. Otherwise no number at all may have been provided and no valid reason given for not supplying it.  <b>PLEASE NOTE IN BOTH INSTANCES DETAILED ABOVE WHERE THIS COLUMN SHOWS 'N' THE FEE LOAN WILL NOT BE PAID UNTIL THE MATTER IS RESOLVED</b>
20	Disabled Distance Learning	Flag to indicate the student is a disabled distance learner

### Further information about items in the tables

#### University/College code

Where an institution has a UCAS code, that code will be shown on the report

Where no UCAS code exists, the SLC's HEI code will be shown.

There is a single UCAS code covering all the colleges of Cambridge University and another for the colleges of Oxford University

#### University/College Name

The first 32 characters of an institution's name, including spaces, will appear.

#### Course Start Period

Academic years begin in the; autumn quarter (1 August - 31 December 2010); winter quarter (1 January – 31 March 2011); spring quarter (1 April – 30 June 2011) or summer quarter (1 July - 31

July 2011) and last 12 months. The first day of the academic year of the course is not necessarily the day when the course starts but is decided by the period during which the course begins.

**Student Support Number**

Format is mandatory. First four characters are the designated LA/ELB code. The eight numbers begin with the two-digit year code (e.g. 2010 =10) and the final letter is the check character.

**ATFEE**

This field is completed by HEIs on the Attendance Confirmation Report. See Annex 2.

**Attendance Confirmation Date**

The dates on which a student must be in attendance in order for the public contribution to their tuition fees to be payable are:

- 1 December 2010** for students whose course began in the autumn quarter
- 1 April 2011** for students whose course begins in the winter quarter
- 1 July 2011** for students whose course begins in the spring quarter
- 1 October 2011** for students whose course begins in the summer quarter

**UCAS Number**

Where UCAS student numbers are included in the schedule the hyphens within them will not be shown.

**Course Code**

Where a course has a UCAS code that code will always be shown on fee and attendance schedules. The UCAS codes will include any suffixes used by institutions to uniquely identify the type of course. Where no UCAS course code exists an SLC course code will be shown.

**Year of Course**

As shown on the Financial Support Notice, this reflects the current year of study for the course number shown.

**Tuition Fee Values**

Tuition Fee Loan Contribution	Tuition Fee Grant Contribution	Tuition Fee Student	Explanation
X	field blank	field blank	Temporary Course Code
-	field blank	field blank	Ineligible Institutions should bear in mind that some students are ineligible for fee support from the SLC because they are receiving such support from other sources: for example, ERASMUS and the NHS.

<b>NNN</b>	<b>NNN</b>	<b>NNN</b>	Eligible
<b>0</b>	<b>0</b>	<b>NNN**</b>	Transferred <u>from</u> Institution before 1 December <b>or</b> Left Institution before 1 December <b>or</b> Suspended before 1 December & not resuming within Academic Year <b>or</b> Transferred <u>to</u> Institution after 1 December
<b>NNN***</b>	<b>NNN**</b>	<b>NNN***</b>	Transferred <u>to</u> Institution before 1 December Left Institution after 1 December <b>or</b> Suspended after 1 December <b>or</b> Transferred <u>from</u> Institution after 1 December

\* Dates shown are for the autumn term.

NNN\*\* Shows an amount of money. The maximum possible entitlement for Public Institutions for Tuition Fee Grants is £1,310.

NNN\*\*\* Shows an amount of money. The maximum possible entitlement for Public Institutions for Tuition Fee Loans or Student Contributions is £3290

### Student Status

This field is used

To indicate where the SLC has been informed by an LA/ELB/SFE that a student has left their course, transferred to another course or suspended their studies; and

To show the status of students' assessments for support as at the date of issue of the schedule

The codes that will be used for individual students follow:-

### Student Status Codes

Code	Description
<b>D</b>	Deceased
<b>F</b>	Final version of Support Notification
<b>P</b>	Provisional version of Support Notification
<b>N</b>	Resumption of study in 2nd term
<b>K</b>	Resumption of study in 3rd term
<b>S</b>	Study suspended
<b>V</b>	Transfer (Fee to new college) (see note 1)

<b>T</b>	Transfer (Fee to previous college) (see note 1)
<b>W</b>	Withdrawn (Final Assessment)
<b>Y</b>	Withdrawn (Provisional Assessment)
<b>Notes</b>	
<b>1</b>	For academic years prior to AY 06/07 'T' & 'V' will not appear where a student has transferred courses within the same institution. The LA/ELB/SAS will have instructed the SLC to pay the institution the public contribution to fees, if any.

**Student Status Date**

This field will show the date when the SLC was notified of the 'status' shown.

**Revision Indicator**

'R' will appear in this column where a student's entitlement to fee support has changed from what was reported on a previous Report.

## Annex 2

### CODE DESCRIPTIONS FOR THE 'ATFEE' COLUMN ON THE ATTENDANCE CONFIRMATION REPORT

The codes that institutions should use when completing the 'ATFEE' field to indicate the attendance status of a particular student, are:

- 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 ensure 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.**
- C** 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).
- F** Student is in attendance; however HEI disagrees with the course fee
- 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.
- 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.
- X** Not in attendance on the relevant attendance date, except where this was because the student had suspended their studies.
- S** Studies suspended.

#### Please Note

**Where Codes 'A' and 'L' are used to confirm attendance, these will release the payment.**

**Where 'C' Code is used**, the institution must inform the student's LA/ELB/SFE of the correct details immediately so that it can conduct a reassessment of his entitlement.

**Where 'F' or 'N' Codes are used**, the institution must also notify the student's LA/ELB/SFE, if they have not already done so, using the 'Notification of Student's Change of Circumstances Form'.

**Where the S code has been used, HEIs should be aware that the payment of any fee grant or fee loan will still be made unless the LA/ELB/SFE has performed a changed of circumstance and reduced the students entitlement.**

As in previous years for code C, codes C, F and N require HEIs to send a Change of Circumstances form to the LA/ELB/SFE. Once the LA/ELB/SFE has processed the COC form then the student's record will re-appear on the next ACR (following the LA/ELB/SFE update) and HEIs must verify attendance in the usual way.

**Where 'S' Code is used**, the institution must also notify the student's LA/ELB/SFE of the suspension, using the 'Notification of Student's Change of Circumstances Form'.

**Where 'X' Code is used**, and the student has left or transferred to another institution, the institution must also notify the student's LA/ELB/SFE, if they have not already done so, using the 'Notification of Student's Change of Circumstances Form'.



Annex 4

ATTENDANCE CONFIRMATION REPORT FOR ACADEMIC YEAR  
2010/2011 (Paper Copy Only)

University/College code  
University/College name  
Schedule issue date

To the best of my knowledge and belief the information I have provided on the paper report enclosed, pages X to X is correct. I hereby request payment of the public contribution to fees on behalf of the students whose attendance has been confirmed on these pages.

Signature

Date: .....

Name in BLOCK CAPITALS

.....

Position in University/College

.....

## Annex 5

### TUITION FEE REMITTANCE ADVICE DATA TABLE

The header will contain the following information

Position	Label	Data
1	HEI Code	UCAS/ SLC
2	College Full Name	HEI Name
3	No Of Data Records	Number of Records
4	Payment Date	Payment Date
5	Payment Type	T – Loan/ G - Grant
6	Total Fee Amount	Total Fee Amount

The report will contain the following information

Position	Label	Data
1	Course Start Period	e.g. 'AUT'
2	SSN	
3	Student Surname	
4	Student Forename	
5	D.O.B.	
6	Student UCAS Number	
7	Course Code	
8	Course Short Name	
9	Year Of Course	
10	Blank Field	
11	Fee Amount	(-)9999.99'
12	Blank Field	
13	Blank Field	
14	Blank Field	
15	Blank Field	
16	Revision Ind	'R' indicates change in entitlement