

## ***Fee and Course Grants for Part-Time Students***

### **Higher Education Student Finance in Wales 2013/14 Academic Year**

**TO LOCAL AUTHORITIES  
(For the attention of the Student Support Officer)**

**May 2013**

Dear Colleague

#### **2013/14 STUDENT FINANCE: REVISED 'FEE AND COURSE GRANTS FOR PART-TIME STUDENTS'**

Attached is guidance for key delivery partners in the 2013/14 student finance implementation project: 'Fee and Course **Grants for Part-Time Students**

**This guidance is not exhaustive and is not a substitute for consulting The Education (Student Support) (Wales) Regulations 2012**, which came into force on 4 January 2013,

This guidance does not cover every aspect of student support. The full details are contained in The Education (Student Support) (Wales) Regulations 2012 which are the legal basis of the student support arrangements for the academic year 2013/14. Nothing in this guidance can replace the Regulations and if there is any difference between this guidance and the Regulations, the Regulations prevail. This guidance is based on the Regulations as they stand at the time of publication and may change in future.

If you have any enquiries on this guidance, please contact:

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## Grants for Part-time Students

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This guidance chapter deals with part-time Fee and Course Grants only.  
Separate guidance is issued dealing with part-time grants for dependants.

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## **Introduction**

1. This section provides details on the eligibility criteria for the financial support package (Fee & Course Grant) for part-time students along with guidance on processing applications for support for part-time students. Information on Disabled Student Allowances (DSA's) can be found in the guidance chapter "DSA's".

**For guidance on part-time grants for living costs see the separate guidance 'Part-time Dependant Grants 2013/14'.**

## **Policy**

### **General**

2. The policy objective of the increased fee grant support is to continue to improve the package of financial support available for low income, part-time students in order to assist with the Welsh Government's target of widening participation in higher education.
3. In 2013/14 all eligible part-time students (both new and continuing) who meet the qualifying conditions will be entitled to receive the following two statutory non-repayable grants:

- a) A grant in respect of tuition fees:

The fee grant will continue to be linked to intensity of study. This is calculated by the number of full-time years taken to complete the course divided by the number of part-time years taken to complete the course multiplied by 100.

Part-time courses cannot take longer than twice the length of an equivalent full-time course to be eligible for support. It is however possible to vary the intensity of study level in any one academic year as long as the overall length of the course remains at 50% or more.

Note: Students should be made aware that in any academic year that the intensity of study level drops below 50% they may be ineligible for any part-time dependant grants for that year.

### Example

Student A is taking a part-time degree course which lasts six years, the FTE of this course would last three years, therefore  $3 \text{ divided by } 6 = 0.5$  multiplied by 100 = 50. The student is therefore studying at an intensity level of 50%

For students studying at an intensity of less than 60% FTE, the maximum fee grant available will be £690. For those studying at 60% FTE or more but less than 75% FTE, the maximum fee grant available will be £820. For those studying at 75% FTE and above, the maximum fee grant available will be £1,025. An eligible student who meets the qualifying conditions will be entitled to up to either the limit determined according to the intensity of study or the tuition fee charged by the HEI, whichever is the lower. Payment of fee grant will be made direct to the HEI.

- b) A grant in respect of course expenditure:

The maximum amount of course grant will be £1,155 in 2013/14. Payment of the grant will be made by SLC direct to the student.

4. Access to both grants will be via a means test. Students who have been in receipt of a full fee waiver in each year from 2003/04, and whose course fees in 2013/14 are greater than the fee grant, may be able to receive additional fee support from the Financial Contingency Fund (FCF's). LAs should recommend that these students contact their institution's student services department for more information.
5. Additional Fee Support was introduced in 2006/07 and enabled institutions to provide additional fee support from money provided within FCF's. Information about the AFS is available as part of the FCF Guidance for 2012/13.
6. Regulation 111 states that institutions are required to certify all application forms submitted by students undertaking courses with them. Where an applicant is applying for support for the first time, the institution must confirm that the applicant has been undertaking their designated part-time course for at least two weeks (Regulation 111(4) (a) (ii)).
7. Part-time students with disabilities who meet the qualifying conditions will be able to get Disabled Students' Allowances (DSA) under the same terms as in 2012/13. The amounts available to part-time students for the current academic year are as detailed in Regulation 98.
8. The eligibility criteria for part-time student support consists of three elements:
  1. Course Eligibility
  2. Personal Eligibility
  3. Financial Eligibility

### ***Course eligibility***

9. To potentially qualify for grants (including DSA's) the students must undertake a designated part-time course. Regulation 95 sets out which courses are considered as designated part-time courses. A part-time course will be a designated part-time course if it meets the criteria in Regulation 95(1) or it has been designated by the Welsh Ministers under Regulation 95(6).
10. The criteria in Regulation 95(1) are:
  - a) the course is one listed in Schedule 2 to the Regulations (other than a course for the initial training of teachers which commenced prior to academic year 2010/11);
  - b) the course must last for at least one academic year;
  - c) it must be ordinarily possible to complete the part-time course within twice the period ordinarily required to complete the full-time equivalent course (Regulation 95 sets out how these terms are to be interpreted and the period ordinarily required to complete the course to be calculated);
  - d) the course is wholly provided by publicly funded institutions in the UK or by such institutions in conjunction with institutions outside the UK;
  - e) the course is not designated under Regulation 5 of the Regulations; and
  - f) the course is not designed under Regulation 78 of the Regulations.
11. 1-year 60-credit courses can be supported provided that they are not Access/Foundation year courses, unless the one year foundation course is an integral part of a longer course on which the student is enrolled to study. More guidance on integral foundation years can be found in the Assessing Eligibility

Guidance. However, in order for foundation years to be integral, the year should not lead to an award in its own right and students should enrol at the outset for the duration of the whole course.

12. In addition, Regulation 95(6) allows Welsh Ministers to specifically designate courses which do not meet the criteria above. See paragraphs 55 and 56 for further information.
13. A course is provided by an institution if it provides the teaching and supervision which comprise the course (Regulation 95(4)(a)). Where a course is franchised, LA's should identify the institution or institutions providing the course. If the course is wholly provided by one or more publicly funded institutions and meets the other requirements of Regulation 95(1), the course will be automatically designated. If the course is wholly provided by a private institution or provided jointly by a publicly funded and private institution, specific designation for the course will have to be sought from the Department.
14. Prior to 2010/11, part-time ITT courses could be designated under Regulation 5, and did not qualify for part-time support. Those students could qualify for support under parts of the Student Support Regulations which deal with full-time students. (See Assessing Eligibility Guidance 2013/14 for further information.)
15. From 2010/11, students commencing part-time or flexible ITT courses that are at least 1 year in length and do not meet the minimum 300 hours in each academic year criteria for full-time non-first degree courses are considered to be part-time ITT courses if the intensity of study is at least 50% of an equivalent full-time course over the duration of the part-time course. These courses attract the part-time support package only, regardless of whether or not the course leads to a first degree.
16. All students commencing part-time undergraduate courses (formerly known as 'Type 3' ITT students) or part-time ITT courses that do not lead to a first degree (formerly known as 'Type 1' ITT students) in academic year 2013/14, and those students continuing in 2013/14 on such a course which commenced in 2010/11 or 2011/12 will be eligible for the part-time support package. The support that all new eligible part-time ITT students receive in AY 2013/14 will therefore be aligned with all eligible part-time undergraduate students on non ITT courses.

### ***Length of the course***

17. Part-time courses must last for at least one academic year in order to qualify.

### ***Course load***

18. In order for a course to be designated under Regulation 95(1) it must be ordinarily possible for the relevant part-time course to be completed in not more than twice the period ordinarily required to complete the full-time equivalent course. Regulation 95(5) sets out how the period ordinarily required to complete the full-time equivalent course is to be calculated. Welsh Ministers will assess once at the outset of the course whether this requirement is satisfied.
19. An eligible part-time student who undertakes a designated part-time course will cease to be eligible for support in connection with that course if it becomes impossible for him to complete the course in the period above even if he increases his intensity of study (Regulation 96(5) and (6)). The student's eligibility for support will terminate at the end of the academic year in which it becomes clear that he cannot complete the course in the required period.
20. The initial expectation must be that a student will complete his course in not more than twice the length of time it would take to complete an equivalent full-time course leading to the same qualification. How long a student is expected to

take to complete his course will need to be assessed each time that the student applies for support for an academic year of the course. Where, for example, a student has to repeat the first year of study in year 2 because he has failed his exams in year 1, in order to be able to get support for year 2, it must still be possible for him (with or without an increase in intensity of study) to complete the course within not more than twice the length of time it would ordinarily take to complete the equivalent full-time course.

21. Provided that it remains possible for a student to complete the course within the required period, the Regulations allow for flexibility in course load in each academic year. Some institutions encourage part-time students to take a lower course load in their first year while they adjust to the requirements of taking a higher education course. A growing number of institutions allow students flexibility to decide the amount of time they can devote to a course, offering students the opportunity to take a lower number of modules in any year if necessary. However, institutions should keep in mind the requirement in respect of the period that the student will himself take to complete the course (see paragraph 10(c) above).
22. Where students take less than 50% FTE course load in any one academic year they may still be eligible for financial assistance as long as they are still on track to complete a full-time course leading to the same qualification.
23. Once the institution has certified the student's application form and provided details of the fee charged, the student will send it to their LA to determine whether the student is eligible for support. The student will have to meet the general personal eligibility criteria and the financial eligibility criteria in order to be entitled to financial support.

### ***Personal Eligibility***

24. The personal eligibility criteria for receiving support to undertake a part-time designated course are set out in Regulation 93. Regulation 97 sets out the additional criteria that a student must satisfy in order to qualify for fee grant and course grant. Some of the criteria are the same as those for full-time students:
  - Default/non-ratification of previous loans;
  - Fittedness to receive support; and
  - Residence.
25. Guidance on the elements in common with the requirements for full-time students can be found in the Assessing Eligibility guidance.
26. Students will not be eligible for support if:
  - They are eligible to apply for certain healthcare bursaries in respect of their course as set out in Regulation 93(3). These include:
    - any healthcare bursaries as defined in Regulation 2;
    - any Scottish healthcare allowances (as defined in Regulation 2);
    - any Scottish nursing and midwifery allowances under the Nursing and Midwifery Student allowances (Scotland) Regulations 1992. (Regulation 93(3)).
  - They already hold a first degree from a UK institution. Students who hold qualifications below degree level (e.g. HND, HNC) are not prevented from qualifying for support by virtue of this provision and neither are students who failed to complete a degree course previously, if they meet the other eligibility criteria. New students holding other UK first degrees (ie a Foundation degree or an Ordinary degree) will be eligible for student support for a part-time course or full-time distance learning course as

long as they are topping up their qualification to an Honours degree from 2010/11. Restrictions were in place up to and including 2009/10 which stipulated that a top-up course had to be:

- in the same subject as the previous qualification; and
- at the same institution as the previous qualification; and
- studied without a break between the current course and the previous qualification

These restrictions were removed for students undertaking top-up courses from 2010/11.

- They have already received a maximum of eight years of statutory support for part-time study. As support for part-time students was first introduced in 2000/01, students in 2013/14 may be disqualified from part-time support on the grounds of already receiving eight years worth of relevant support (see Regulation 93(15) and 93(16)).
- 27.** The previous study rules in Regulation 93 do not apply in relation to part-time DSA. Regulation 98 sets out the criteria that apply in addition to those in Regulation 93.
- 28.** Students who are taking more than one part-time course at the same time can only be eligible for support for one of the courses, regardless of when they began either course. If a student completes or abandons the course for which they have been assessed for support, and they have not already had eight years of support, they may be eligible for financial assistance in respect of the second course (as long as it is a designated part-time course) up to a maximum of eight years support in aggregate, as outlined in Regulation 93(15).
- 29.** Students who are taking a full-time course and a part-time course or a postgraduate course and a part-time course at the same time can only be eligible for support under The Education (Student Support) (Wales) Regulations 2012 for one of those courses. The student will have to choose which one to apply to for support. This will usually be the course which attracts most support (i.e. the full-time course).
- 30.** Prisoners serving custodial sentences are not eligible for support. However, this rule does not apply in respect of an academic year in which the student enters prison to serve such a sentence or is released from prison having served such a sentence.
- 31.** The support that a student qualifies for is also affected by the category in Schedule 1 to the Regulations into which they fall and the location of study:
- All eligible part-time students who are not prevented from receiving fee support by the previous study rules and who are undertaking their course in Wales are eligible for the fee grant in accordance with Regulation 93.
  - Eligible part-time students (other than those who fall within paragraph 9 of Part 2 of Schedule 1 to the Regulations and within no other paragraph of that Schedule) who are not prevented from receiving the course grant by the previous study rules and who are undertaking their course in the United Kingdom are eligible for the course grant in accordance with Regulation 97.
  - The Welsh Ministers have the discretion to pay support to assist with fees to an eligible part-time student who is attending a course in England, Scotland or Northern Ireland in accordance with Regulation 110.
  - Students undertaking courses on a distance learning basis are deemed to be taking the course where they are actually studying e.g. at their home address. A student studying at home in Wales and taking a distance learning course provided by a Scottish, English, or Northern Irish

institution could qualify for both the full course and fee grant. Where a student is taking a course which involves both distance learning and attendance at an institution, it is where the student studies for the majority of the year that determines his place of study. For example, if the student spends 20 weeks of a 30 week course distance learning at his home address in Wales and physically attends an institution in Scotland for 10 weeks, he is treated as studying in Wales.

- Students who are domiciled in Scotland, England, or Northern Ireland fall under the student support arrangements operated by the Scottish Executive, BIS, or the Department for Employment and Learning (Northern Ireland) respectively. Students who are not ordinarily resident in the UK prior to the start of their course but who are studying in a devolved administration should apply to the Devolved Administration in whose area they are studying e.g. a French national who lives in Paris and goes directly to study in Edinburgh applies under the arrangements operated by the Scottish Government.
  - With regard to the grant for fees, although a student does not need to physically attend their institution, they do have to be undertaking the course in Wales. With regard to the course grant, although a student does not need to physically attend their institution, they do have to be undertaking the course in the UK. In the Welsh Government's view, a student is undertaking their course in Wales if the student is attending an institution in Wales or is studying via distance learning from home in Wales for the majority of the course. For example, this would disqualify any student from receiving fee support if they were studying via distance learning from the student's home which is outside Wales, or if they spent less than the majority of the course in Wales. Similarly, a student is undertaking the course in the United Kingdom, in the Welsh Government's view, if the student is attending an institution in the UK or is studying via distance learning from their home in the United Kingdom for the majority of the course. This means, for example, that a student taking a course provided by an institution in Wales via distance learning from home in France would not qualify for fee or course support.
32. The general rule is that a student must fall within one of the categories in Schedule 1 to the Regulations at the start of the first academic year of the course in order to potentially qualify for support in connection with a designated part-time course. However, there are certain circumstances in which a student may become eligible for support during the course of an academic year. Regulation 94(3) sets out the circumstances in which a student may become eligible for support during the course of an academic year and the types of support that the student may potentially be eligible for in that academic year. For example, a student who is recognised as a refugee during the course of an academic year could potentially qualify for the fee grant and course grant for that academic year (and the remainder of the course).

### **Financial Eligibility**

33. The amount of fee grant and course grant payable to an eligible part-time student is determined by a means test. There is a single means test based on the student's and, where appropriate, their partner's gross income from all sources in the last financial year, and the number of dependent children in the student's family. Gross income excludes any child tax credits or working tax credits received by the student or, where relevant, their partner.

For students starting the 2013/14 academic year before 1<sup>st</sup> July 2014, the previous financial year covers the period 6<sup>th</sup> April 2012 – 5<sup>th</sup> April 2013. For students starting the academic year on or after 1<sup>st</sup> July 2014, the previous financial year covers the period 6<sup>th</sup> April 2013 – 5<sup>th</sup> April 2014.



**34.** The Regulations recognise the status of civil partner created through the Civil Partnership Act 2004 which enables same sex couples to gain legal recognition for their relationship by forming a civil partnership. Consequently, in 2005/06 changes were introduced to recognise (in certain circumstances) a student's civil partner or cohabiting same sex partner as their partner for student support purposes. Who may be treated as the student's partner in any particular case will depend on the student's age and also the date on which the student started the specified designated part-time course. The specified designated part-time course is the course the student is currently on, or where the student's status as an eligible part-time student has been transferred to the current course from another part-time course, the course from which the student's status was transferred (Regulation 97(11) refers).

**35.** The table below illustrates when the income of a spouse, civil partner, or same or opposite sex cohabiting partner should be taken into account:

		Income taken into account			
		Spouse	Civil partner	Cohabiting partner of the opposite sex	Cohabiting partner of the same sex
Specified designated course started on 1 September 2005 or later	Aged under 25	Yes	Yes	Yes	Yes
	Aged 25 or over	Yes	Yes	Yes	Yes
Specified designated course started before 1 September 2005	Aged under 25	Yes	Yes	No	No
	Aged 25 or over	Yes	Yes	Yes	No

**36.** A student can, under certain circumstances, elect to have their application assessed on the basis of their income in the current financial year. To qualify for a current year assessment, the student's income (taking into account the income of his spouse, civil partner, or cohabiting partner, where appropriate) must be at least £1,000 less in the current financial year than the previous financial year.

Please note that discretion has been removed from AY 2010/11 and LAs are obliged to undertake an in-year reassessment in these cases.

**37.** Students who are in receipt of any of the following income assessed benefits:

- Income Support
- Housing Benefit
- Council Tax Benefit
- Income based Jobseeker's Allowance (JSA)
- An allowance under the arrangements known as the New Deal
- Income-based Employment Support Allowance (ESA)

At the time when they apply for the grants, or whose spouse's, civil partner's, or

cohabiting partner's income is taken into account and is in receipt of one of these benefits, will not be means tested and will therefore qualify for the maximum amount of assistance payable under Regulation 97(1).

38. There are two types of JSA: contribution-based and income-based. Contribution-based JSA is not means tested and so does not appear on the above list. As most students in receipt of income-based JSA will also be in receipt of Housing Benefit and/or Council Tax Benefit, administrators can look to those benefits first as evidence of automatic qualification for support. For those only in receipt of JSA, the claimant's benefit notification should specify which type of JSA they are receiving. Those receiving contribution-based JSA should have the lettering 'JSA C' on their notification. The notification for those receiving income-based JSA should have the lettering 'JSA IB'. It is possible for a claimant to receive both contribution-based and income-based JSA. A student can receive student support providing they are receiving income-based JSA; it does not matter if they are receiving contribution-based JSA in addition to this.
39. Those students who are not in receipt of one of the benefits listed in paragraph 37 above will need to have their income assessed. Receipt of the Working Tax Credit or the Child Tax Credit does not make applicants for support for part-time study automatically financially eligible but they do not count as income for the purposes of assessment.
40. The following disregards will apply when calculating an eligible part-time student's relevant income:
  - £2,000 allowance for the student's partner ( partner is defined in Regulation 97(7)(f);
  - £2,000 for an only or eldest dependent child; and
  - £1,000 each for any subsequent dependent children.
41. A child for these purposes includes any child for whom the student has parental responsibility and the child of a partner where the partner's income is taken into account (Regulation 97(7)(a) refers). "Partner" is defined in Regulation 97(7) (f). The disregards in paragraph 40 are applied where the child is dependent, (i.e wholly or mainly financially dependent on the student, or the student's partner).
42. The income threshold is set at £16,865; a student with an assessed income of less than £16,865 will be entitled to the maximum amount of assistance available under Regulation 97(1).
43. As a consequence of applying the means test the student may receive:
  - No support – zero award.
  - Full support - £1,155 course grant and £690/£820/£1025 fee grant (depending on the intensity of study) or a grant to the fee level charged by the HEI, whichever is the lower.
  - Partial support – the award is reduced by a minimum of £50. The minimum amount that the student would receive is £50 for the total available by way of fee support and the course grant.
44. The taper system will operate as follows:
  - A student with relevant income of less than £16,865 would receive both the full fee and course grant available under Regulation 97(1);
  - A student with relevant income level of £16,865 would receive a reduction of £50 on the maximum amount of fee grant available to him under Regulation 97(1). He would be eligible to receive the full course grant;
  - Thereafter, as the student's income increases over £16,865 the total amount of the award will reduce, until eventually it will be exhausted. The

point at which payment of fee support ceases will be the same for each of the three fee grant maxima. Therefore, there will be three different fee grant taper rates in operation: £1 in every £14.52 for students studying at less than 60% of the Full-Time Equivalent (FTE); £1 in every £11.90 for students studying from 60% to less than 75% FTE; and, £1 in every £9.26 for students studying at 75% FTE or more.

- A student with relevant income of £16,865 or more but less than £25,435 will receive a partial fee grant and, if eligible, a full course grant. See Regulation 97(4) and (5) for the method of determining the amount of fee grant.
- A student with relevant income of exactly £25,435 will receive a fee grant of £50 and, if the student is eligible, a full course grant.
- A student with a relevant income of over £25,435 up to £26,095 will receive no fee grant, but, if eligible, the full course grant of £1,155.
- Thereafter, as the student's income increases over £26,095 the amount of course grant will reduce until eventually it will be exhausted. The taper is set at £1 in every £1.886. This means that a student with a relevant income level of over £26,095 and up to £28,180 will be entitled to a partial course grant.
- A student with an income level of exactly £28,180 will be entitled to a course grant of £50. No fee grant will be payable.
- A student with a relevant income level of more than £28,180 will not receive any support.

Some examples of the operation of the taper are shown below:

Single student, no dependants

Relevant Income	Effect of taper (student could receive).
Less than £16,865	Full fee grant (up to £690/£820/£1,025 or the level of fees charged by the HEI, whichever is the lower). Full course grant of £1,155.
£16,865	A reduction of £50 from the fee grant will apply. Full course grant of £1,155
Over £16,865 but less than £25,435	A reduction of £50 from the fee grant will apply. Thereafter, a reduction of £1 from the fee grant would apply for each £14.52/£11.90/£9.26 of relevant income over £16,865 from the maximum amount of fee grant available. Full course grant of £1,155.
£25,435	£50 fee grant. Full course grant of £1,155.
Over £25,435 up to £26,095	No fee grant. Full course grant of £1,155.
Over £26,095 but less than £28,180	No fee grant. Course grant of £1,155 less £1 for every £1.886 of income over £26,095.
£28,180	No fee grant. £50 course grant.
Over £28,180	Nil.

Single EU student, no dependants

Relevant Income	Effect of taper (student could receive).
Less than £16,865	Full fee grant (up to £690/£820/£1,025 or the level of fees charged by the HEI, whichever is the lower).
£16,865	A reduction of £50 from the fee grant will apply.
Over £16,865 but less than £25,435	A reduction of £50 from the fee grant plus a reduction of £1 from the fee grant for each £14.52/£11.90/£9.26 of relevant income over £16,865 will apply
£25,435	£50 fee grant.

Over £25,435	Nil.
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Married student, 2 dependent children

Note: Students with an adult or child dependant may also qualify for additional grant support – LAs should also refer to ‘Part-time Dependant Grants Guidance 2013/14’.

Relevant Income	Effect of taper (student could receive).
Less than £21,865	Full fee grant (up to £690/£820/£1,025 or the level of fees charged by the HEI, whichever is the lower). Full course grant of £1,155.
£21,865	A reduction of £50 from the fee grant will apply. Full course grant of £1,155
Over £21,865 but less than £30,435	A reduction of £50 from the fee grant will apply. Thereafter, a reduction of £1 from the fee grant would apply for each £14.52/£11.90/£9.26 of relevant income over £21,865 from the maximum amount of fee grant available. Full course grant of £1,155.
£30,435	£50 fee grant. Full course grant of £1,155.
Over £30,435 up to £31,095	No fee grant. Full course grant of £1,155.
Over £31,095 to less than £33,180	No fee grant. Course grant of £1,155 less £1 for every £1.886 of income over £31,095.
£33,180	No fee grant. £50 course grant.
Over £33,180	Nil.

The term “Relevant income” is defined in Regulation 97(8)

***Students who transfer from one designated part-time course to another (Regulation 112)***

45. Where a student who qualifies for the payment of fee support after being means tested transfers from one designated part-time course to another within an academic year, the student is entitled to receive fee support for the second course provided this does not exceed the maximum amount of fee support to which he is entitled for that academic year based on the course with the highest intensity of study. See Regulation 112(6)

Example

A student who is entitled to full support starts studying course A at an intensity of 50% FTE, for which a fee of £500 is charged. He transfers, in the same academic year, to course B, now studying at an intensity of 75% FTE for which a fee of £800 is charged. The student’s relevant income means that the amount of fee grant that he can receive is £800 overall.

£800 is the maximum amount of assistance payable to the student in connection with course B which is the course with the highest intensity of study. The student has already received £500 for course A, so he can receive a maximum of £300 fee grant in connection with course B. He must pay the remaining £500 of fees himself.

***Students whose status as an eligible student is converted to that of an eligible part-time student (Regulation 113)***

46. Students can have their status as an eligible student converted to that of an eligible part-time student when they transfer from a designated full-time course to a designated part-time course (and vice versa). Where students transfer from a full-time course to the equivalent part-time course between academic years,

the process is simple. The student applies for the fee support and the course grant as a part-time student, rather than the loan and other grants as a full-time student. The previous study rules are simpler for part-time support. The student must meet the applicable eligibility criteria for part-time support in order to qualify for a particular element of that package, e.g. to qualify for the fee grant the student must not hold a first-degree qualification (from an educational institution in the United Kingdom) nor have already received eight years of support as a part-time student in the past.

47. Subject to paragraph 46, as a student will cease to be an eligible student when they become an eligible part-time student, no further payments of full-time support should be made to the student. So for example, if the payment dates for full-time grants and loans is 1 September, 1 January and 1 April and a student ceases to undertake a designated course and transfers to take up a part-time course on 1 December, he will not get paid any full-time grants and loans on 1 January and 1 April. Once LAs have entered the relevant dates into the LA portal and perform a reassessment, this will be handled automatically by Change of Circumstances functionality.
48. For students who were eligible to apply for a loan for living costs while they were a full-time student but did not do so or did apply but for less than the maximum available, the student can apply for a loan for living costs after he transfers to the part-time course. The amount of support they can apply for in this case is set out in Regulation 113(3)(d) and (4).

For information on how Disabled Student Allowances are calculated in the event of a student transferring from a designated full-time course to a designated part-time course during an academic year, see paragraph 41 of the guidance chapter regarding Disabled Students' Allowances for 2013/14.

49. Where students transfer from undertaking a full-time course to a part-time course in the same subject or subjects leading to the same qualification at the same institution, the part-time course is to be treated as satisfying Regulation 95(1)(b) and (c) if the period of part-time study to be undertaken by the student is of at least one academic year's duration and does not exceed twice the period ordinarily required to complete the remainder of the full-time course from which the student transfers (please see the following examples).

#### Examples

*Student A* takes a designated course leading to a BA in history, which would normally be completed in three years if studied full-time. He studies full-time in the first year, and transfers to the equivalent part-time course in the second year (i.e. a part-time course leading to a BA in history provided by the same institution). He plans to complete the course at the end of four years' part-time study. The course will be treated as satisfying Regulation 95(1)(b) and (c) because the period of part-time study to be undertaken will last more than one academic year and will not exceed twice the period ordinarily required to complete the remainder of the designated course (i.e.  $2 \times 2 = 4$  years).

*Student B* takes the same designated course. He completes two years as a full-time student and then transfers to the equivalent part-time course. He plans to complete the part-time course after 3 years of part-time study. The course cannot be treated as satisfying Regulation 95(1)(b) and (c) because the period of part-time study to be undertaken will exceed twice the period required to complete the full-time course (i.e.  $1 \text{ year} \times 2 = 2$  years and the student intends to complete a period of part-time study of 3 years). Student B cannot qualify for support in connection with that course.

#### ***Students whose status as an eligible part-time student is converted to that of an eligible student (Regulation 113)***

50. Students who move from part-time courses to full-time courses between academic years simply apply for a different type of support that year. Where students transfer from a part-time course to a full-time course during an academic year they become entitled to a portion of the support available for full-time students. Any amount of support paid to the student under Part 12 of the Regulations for the relevant academic year is ignored when determining the amount of support to which he is entitled in respect of that academic year. Where students move to a full-time course during the first quarter of the academic year there is no reduction as a result of having spent time on a part-time course from any grants for living costs or loans for living costs for the full-time course for which they may qualify. Where they move to a full-time course during the second quarter of the year they are eligible for two thirds of the grants for living costs and loans for living costs for which they are assessed. When they move to a full-time course during the third quarter of the academic year they can be eligible for one third of the grants for living costs and loans for living costs for which they are assessed.

***Students who have been in receipt of discretionary awards***

51. Students who have been in receipt of discretionary funding, paid under Section 2 of the Education Act 1962 can continue to receive awards (for that course) and may be eligible for the part-time grants. Only students who began their courses prior to 1999 can be eligible for funding under this provision.

***Students who have been in receipt of post-compulsory education awards***

52. Students who have been receiving discretionary funds under the provisions in the Local Education Authority (Post-Compulsory Education Awards) Regulations 1999, as amended (the "PCEA Regulations"), who are now eligible for the part-time student support package under the Education (Student Support) (Wales) Regulations 2012 can no longer be eligible to receive discretionary funding from their LA under the PCEA Regulations. The PCEA Regulations provide that students who are eligible for funding by virtue of regulations made under section 22 of the Teaching and Higher Education Act 1998 cannot be eligible for post-compulsory education awards. As the fee grant and course grant are paid pursuant to regulations made under Section 22 of the Teaching and Higher Education Act, part-time students who are eligible for support under the Education (Student Support) (Wales) Regulations 2012 are excluded from eligibility for discretionary funding under the PCEA Regulations.

NOTE: Students who are not eligible for support for part-time or full-time study under Education (Student Support) (Wales) Regulations 2012 may still be eligible for discretionary funding under the PCEA Regulations.

***Students who repeat years of their course***

53. Part-time students are eligible for a maximum of eight years of support. If they choose to apply for the fee grant and course grant in a year in which they repeat part of their course, the amount of time that they are expected to complete the course in will be assessed. If, taking into account the period of repeat study, they are still on track to complete the course in not more than twice the period ordinarily required to complete the full-time equivalent course (see regulation 95(5)), they can be considered for support for the academic year in which they repeat. The amount of time in which the student is expected to complete the course is assessed every time he makes an application for support for a year of his course.

Example

A student who is studying a course that would take 3 years to complete if studied full-time must still be able to complete his course in no longer than twice

this amount of time i.e. 6 years when studied on a part-time basis. So in this case any repeat years of study can only be funded if the course can still be completed in 6 years. A student who is studying a course that would take 4 years to complete if studied full-time must still complete their course in no longer than twice this amount of time i.e. 8 years. In this case any repeat years of study can only be funded if the course can still be completed in 8 years. If it is clear that a student who has to repeat part of his course will be unable to complete the course within twice the period ordinarily required to complete the full-time equivalent course even if he increases his intensity of study, he will cease to be eligible for support (regulation 96(5) and (6)).

54. Students can get support for up to eight years to enable them to take on a part-time basis a course that would be a four year full-time course. It is not intended that they take a three year FT course over eight years. It should be noted that a student will cease to be eligible for support if it becomes impossible for him to complete the course within twice the period ordinarily required to complete the full-time equivalent.

### ***Specifically designating courses at private institutions***

55. Courses are automatically designated for part-time support if they meet the criteria set out in regulation 95(1) of the Regulations. Courses provided by privately funded HEIs or which otherwise do not meet the criteria in regulation 95(1) must be specifically designated in order for financial support to be available to students undertaking those courses.
56. Regulation 95(6) gives Welsh Ministers the power to specifically designate courses which do not meet the criteria set out in regulation 95(1). Institutions who wish to have their courses specifically designated must apply to:

SLC  
Memphis Building  
Lingfield Point  
McMullen Road  
Darlington  
County Durham

Phone: 08456 020 583  
E-mail: [ssin\\_queries@slc.co.uk](mailto:ssin_queries@slc.co.uk)

57. A complete and up to date list of specifically designated courses can be accessed either on the BIS website at <http://www.practitioners.slc.co.uk/policy-information/designated-courses.aspx>

or at the Welsh Government website:

<http://wales.gov.uk/topics/educationandskills/highereducation/sfwp/?lang=en>

### ***Overpayments***

58. In the event that a part-time student receives an overpayment of part-time grant, Welsh Ministers may, at their discretion, recover an overpayment made against any grant payable in any academic year.

### ***Students on Distance Learning courses***

59. Students undertaking designated part-time courses through distance learning are eligible for the part-time grants and, where applicable, DSAs - provided they meet the eligibility criteria described. For a student to get a fee grant, they must be undertaking the course in Wales. For a student to get a course grant, they

must be undertaking the course in the UK. Please also see paragraph 32 above.

Students undertaking designated full-time courses through distance learning which the student started before 1<sup>st</sup> September 2012 (regulation 76) are eligible for the part-time grants at the rate payable to those studying at 75% or more of the equivalent full-time course – see Part 11 of the 2012 Regulations. (For support for full-time distance learning courses which a student starts on or after 1<sup>st</sup> September 2012, please see the 'Assessing Eligibility Guidance' chapter for AY 2013/14.)

Full-time distance learners who started a course before 1<sup>st</sup> September 2012 are entitled to part-time support package; this includes the course grant of £1,155 for books, travel and other expenditure in connection with the distance learning course. The amount of support available for the fee grant is £1,025 at the maximum intensity rate. Unlike part-time there are no variations of fee grant due to the intensity rate.

The taper system will operate as follows:

- A student with relevant income of less than £16,865 would receive both the full fee and course grant available under Regulation 80(1) and Regulation 81;
- A student with relevant income level of £16,865 would receive a reduction of £50 on the maximum amount of fee grant available to him under Regulation 80(1). He would be eligible to receive the full course grant;
- A student with relevant income of more than £16,865 and up to £25,435 will receive a partial fee grant and, if eligible, a full course grant. The fee grant taper is set at £1 in every £9.26.
- A student with relevant income of exactly £25,435 will receive a fee grant of £50 and, if the student is eligible, a full course grant.
- A student with a relevant income of over £25,435 up to £26,095 will receive no fee grant, but, if eligible, the full course grant of £1,155.
- Thereafter, as the student's income increases over £26,095 the amount of award will reduce until eventually it will be exhausted. The taper is set at £1 in every £1.886. This means that a student with a relevant income level of £26,095 or more but less than £28,180 will be entitled to a partial course grant.
- A student with an income level of exactly £28,180 will be entitled to a course grant of £50. No fee grant will be payable.
- A student with a relevant income level of more than £28,180 will not receive any support.

Full-time distance learning students who start a course before 1<sup>st</sup> September 2012 are not eligible for support if they have undertaken one or more distance learning courses for eight academic years in aggregate and received for each of those years a loan or grant.

### **Open University**

60. The Open University administers applications for support from its own part-time students. If LA's receive applications from part-time Open University students they should refer those students to the Open University.

The contact number is 0845 300 60 90.

E-mail address: [financial-support@open.ac.uk](mailto:financial-support@open.ac.uk)



## **Administration**

### **General administrative provisions**

61. In general the administrative provisions outlined in the full-time guidance sections for LAs apply to part-time students except where specified otherwise in this section.

### **Process, timetables and deadlines**

62. Process, timetables and deadlines:
- The application form for the fee and course grant (PTG1) will be available by the beginning of July 2013;
  - Applicants may return completed application forms to LAs as soon as they have been certified by their HEI. For new students this will be after the student has undertaken the course for at least two weeks. For continuing students this will be after the student has enrolled for the year of study they are applying for;
  - Applications for the fee and course grant should be processed by LAs as they receive them starting by early September 2013 when 'part-time' functionality becomes available;
  - LAs are expected to complete the processing of applications within 20 working days of their receipt;
  - Payment of the course grant will be made to students by the SLC within 10 working days of the payment being approved when 'part-time' functionality becomes available;
  - Payments of fee support will be made to institutions weekly starting 23 September 2013;
  - A summary of the part-time grant administration process can be found at Annex 1;
  - The process timetable for students eligible under paragraph 9 of Schedule 1 of the Education (Student Support) (Wales) Regulations 2012 has not yet been determined.

### **The Part-time Grant application form**

63. LA's must not design their own application forms for grants for part-time students. They should use the Welsh Assembly Government's standard application form, PTG1. The form should be read in conjunction with the accompanying guidance notes, and the booklet, 'A Guide to financial support for part-time students in higher education in 2013/14'.
64. LA's can order stocks of the application form and the booklet by calling the Department's student support order line on free phone 0800 731 9133. The form and notes can also be downloaded from the website:  
<http://www.studentfinancewales.co.uk/>

### **Online**

65. No customer portal will be available for part-time students.

### **Continuing students**

66. All continuing students considering applying for fee and course grants should be sent a part-time grant form and accompanying guidance notes. LAs will have to

order sufficient application forms for them to send one to each of their continuing students who applied for part-time support in 2012/13. The process is the same as in 2012/13.

#### 67. Identifying continuing students

Application packs will not be sent to continuing students automatically. Below are the step by step instructions to run a report to identify part-time applicants. Once exported to Excel it is possible to produce labels or create a mail merge. LAs can then send an application pack to each student who received part-time support in the 2012/13 academic year.

- Log into MI
- Click SFD Application Status Business Area
- Click create report
- Click Application Status and Applicant Analysis Report Builder
- Choose from list of attributes and select –
  - Academic Year
  - ART ID
  - Application Type
  - Applicant Name
  - Address of Applicant – line 1 (current home)
  - Address of Applicant – line 2 (current home)
  - Address of Applicant – Town (current home)
  - Address of Applicant – Postcode (current home)
  - Course Duration
  - Workstage of Application (this will let LA's check that the application was approved)
  - Year of Course
- Choose 'Number of Applicants' from metrics.
- Choose from list of Date Range Filters
- Course End Date
- Choose from list of filters -
  - Academic Year
  - Application Type
  - Workstage of Application
- Run report
- Enter course end date > 01/09/2013 ( to ensure only students with course end date beyond 31 August 2013 are selected)
- Select Academic Year 13/14
- Select 'Part Time' from Application Type
- Select work stage form Workstage (s) of Application, for example, Approved
- Run report
- Then export information to Excel and print to labels

#### ***Disabled Students' Allowances***

68. Applications for Disabled Students' Allowances from part-time students should be processed separately to those for part-time grants. Guidance on administering DSA can be found in the LA guidance chapter "DSAs". Students who have applied for DSA before their application for part-time grants will

already exist on the system. LAs may have already received sufficient information on a student's DSA form(s) to establish their eligibility for part-time grant support. However, the student's application for part-time course grant and tuition fee support must be processed in the usual way.

### ***Ineligible students***

69. Where a student is ineligible for support the system will generate a letter **13 INELIGIB** which the LA should release to the student.

### ***Support to prisoners***

70. Where an application is received from a serving prisoner, LAs should satisfy themselves that the student will have completed their sentence before the start date of their course. :

### ***Students resident in Wales who are studying in, England Scotland or Northern Ireland***

71. The system will determine eligibility and assess applications in accordance with the Education (Student Support) (Wales) Regulations 2012.

### ***Provisional assessments***

72. Where a student will be assessed on their or their spouse's, civil partner's, or co-habiting partner's current year's income the LA should complete the processing of the application to assessment stage. The income figures entered into the system should be those provided by the student, which are likely to be an estimate at this stage. The application should be flagged as provisional. See the guidance chapter on provisional assessments for more information (AY 2013/14 Guidance on General, Eligibility and Financial Assessment Administration).

### ***Students on benefits***

73. Where a student's financial entitlement is based on their or their spouse/ civil partner/co-habiting partner receiving one or more of the qualifying benefits and the student or spouse/civil partner/co-habiting partner subsequently ceases to receive the benefit(s), their entitlement for that academic year is unaffected.

### ***Evidence requirements***

74. Given the sums of money at stake, LAs have discretion over which financial evidence is to be reviewed and where it is not appropriate to require more than the student's or his partner's signed statement. Potential financial evidence requirements are the same as those for full-time students' financial assessments. New applicants should be asked to produce the same types of identity evidence as a new full-time applicant e.g. birth certificate, birth/adoption declaration form, passport, etc.
75. Applicants who are in receipt of:
- Council Tax Benefit; and/or
  - Housing Benefit; and/or
  - Income Support; and/or
  - Income-based Job Seeker's Allowance; and/or
  - New Deal Allowance; and/or
  - Income-based Employment Support Allowance;

or whose spouse, civil partner, or co-habiting partner is in receipt of one of these benefits, must provide evidence that they are in receipt of one of these benefits. They can either provide a 'Confirmation of Benefit Entitlement' (CB1) form, completed and stamped by the local Social Security office, local Jobcentre Plus, local authority housing or council tax office, as appropriate or supply the original of a letter from the relevant authority confirming the benefit.

If the applicant and their spouse, civil partner, or co-habiting partner are both receiving any of the benefits listed above, LAs only need confirmation that one of them is receiving those benefits. Similarly, if they (or their spouse, civil partner, or co-habiting partner) are receiving more than one of the benefits, LAs only need confirmation that they are receiving one of those benefits.

It is mandatory where applicable that this evidence is supplied.

**76.** Applicants and/or their spouse / civil partner / co-habiting partner who are not in receipt of benefits and who have given details of their income on the application form may supply one of the following documents:

- A P60, P45, P11D, Coding Notice (P2), P60U for the financial year 2012-2013 or March 2013 payslip.
- If they are self employed a self assessment tax return, self assessment tax calculation for financial year 2012-2013.

It is preferable, where applicable, that this evidence is supplied.

**77.** All other evidence items are discretionary where applicable. The LA must consider if the amounts involved warrant their review.

### ***Correspondence on LA Portal***

**78.** The system will include relevant eligibility and financial notification letters modified to reflect 13/14 part-time grant applications. These will be available once the part-time functionality is released. Before this date the only letters available to use for part time processing, on LA portal are those that accompany CB1 and CO2 forms.

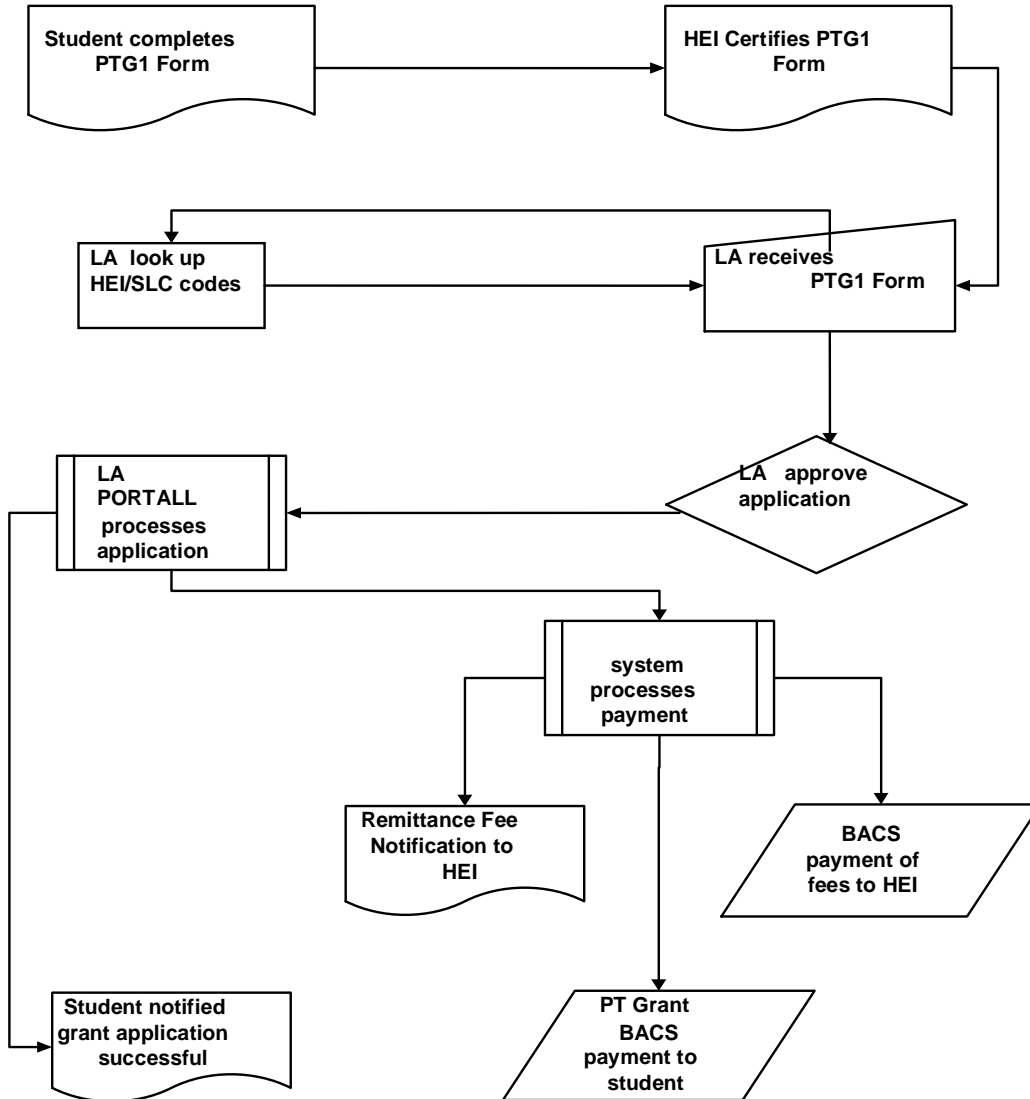
### ***Verify student information***

**79.** LAs must establish the identity of a student for themselves based solely upon the evidence given to them. The certification of an application by an HEI is not proof of identity.

**Annex 1**

**PART-TIME GRANT PROCESS 2013/14**

Part Time Grant Processing 2013/14



## Annex 2

### PART-TIME TUITION FEE SCENARIOS

**Scenario A – Student attends one college only and fees charged are less than fee entitlement**

Means Tested Fee Entitlement*	Fees Charged by College	Transfer Code Value on Support Notification Message	Public Contribution Value on Support Notification Message	Student Contribution Value on Support Notification Message
* Student is studying at an intensity rate of 50% FTE A				
690	400 (A)	-	400 (A)	0

a

The information sent to SLC's payment system via the LA Portal should be the **cumulative** values for public and student contribution.

#### Description

- Student attends college A and applies for financial support
- College confirms fees charged as £400
- LA assess entitlement of **£690**
- LA approves entitlement via LA Portal indicating public contribution of £400 and student contribution of £0.
- SLC make payment of £400 to college A
- Student is not required to make any payment to college A

#### Q&A

**Q.** What code should be inserted in LA Portal?

**A.** 'F' – final assessment

**Q.** What value should be inserted in the 'Tuition Fees' field?

**A.** £400

**Q.** What value should be inserted in the 'Student Contribution to Fees' field?

**A.** £0

**Scenario B – Student attends one college only and fees charged are more than fee entitlement**

<b>Means Tested Fee Entitlement*</b>	<b>Fees Charged by College</b>	<b>Transfer Code Value on Support Notification Message</b>	<b>Public Contribution Value on Support Notification Message</b>	<b>Student Contribution Value on Support Notification Message</b>
* Student is studying at an intensity rate of 50%				
300	400 (A)	-	300 (A)	100

The information sent to SLC's payment system via LA Portal should be the **cumulative** values for public and student contribution.

**Description**

- Student attends college A and applies for financial support
- College confirms fees charged as £400
- LA assess entitlement of £300
- LA approve entitlement via LA Portal indicating public contribution of £300 and student contribution of £100
- SLC make payment of £300 to college A
- Student is required to make a payment of £100 to college A

**Q&A**

**Q.** What code should be inserted in LA Portal?

**A.** 'F' – final assessment.

**Q.** What value should be inserted in the 'Tuition Fees' field?

**A.** £300

**Q.** What value should be inserted in the 'Student Contribution to Fees' field?

**A.** £100

**Scenario C – Student transfers from college A to college B and the fees charged by the two HEIs are individually less than the fee entitlement but cumulatively they are more than the fee entitlement.**

Means Tested Fee Entitlement	Fees Charged by College	Transfer Code Value on Support Notification Message	Public Contribution Value on Support Notification Message	Student Contribution Value on Support Notification Message
690	400 (A) 400 (B)	- -	400 (A) 290 (B)	0 (A) 110 (B)

- A and B refer to the first and second college in the event of a transfer.
- Any remaining balance of the £690 fee contribution will be paid to the second institution where it is not paid in respect of the first course.
- The second institute should complete a Transfer form for the LA.
- The information sent to SLC's payment system via the LA Portal should be the cumulative values for Public and Student Contribution.

**Description**

- Student attends college A and applies for financial support
- College confirms fees charged as £400
- LA assess entitlement of £690
- LA approves entitlement via LA Portal indicating public contribution of £400 and student contribution of £0
- SLC make payment of £400 to college A
- Student is not required to make any payment to college A
- Student transfers to college B
- College confirms fees charged as £400
- LA assess entitlement of £690
- LA approves reassessed entitlement via indicating Total Public Contribution of £690 and Student Contribution of £110
- SLC make payment of £290 to college B
- Student is required to make a payment of £110 to college B

**Q&A**

- Q.** What code should be inserted in?
- A.** Initial (1st) FSN - 'F' – final assessment  
 Reassessed (2nd) FSN - 'F' – final assessment "
- Q.** What value should be inserted in the 'Tuition Fees' field?
- A.** Initial (1st) FSN - £400  
 Reassessed (2nd) FSN - £290
- Q.** What value should be inserted in the 'Student Contribution to Fees' field?
- A.** Initial (1st) FSN - £0  
 Reassessed (2nd) FSN - £110



**Scenario D – Student transfers from college A to college B and the fees charged by college A are less than the fee entitlement, the fees charged by college B are less than the fee entitlement and cumulatively they are more than the fee entitlement.**

Means Tested Fee Entitlement	Fees Charged by College	Transfer Code Value on Support Notification Message	Public Contribution Value on Support Notification Message	Student Contribution Value on Support Notification Message
690	600 (A) 400 (B)	- -	600 (A) 90 (B)	0 (A) 310(B)

- A and B refer to the first and second college in the event of a transfer.
- Any remaining balance of the £690 fee contribution will be paid to the second institution where it is not paid in respect of the first course.
- The second institute should complete a Transfer form for the LA.
- The information sent to SLC's payment system via LA Portal should be the **cumulative** values for public and student contribution.

#### Description

- Student attends college A and applies for financial support
- College confirms fees charged as £600
- LA assess entitlement of £690
- LA approves entitlement via LA Portal indicating public contribution of £600 and student contribution of £0
- SLC make payment of £600 to college A
- Student is required to make a payment of £0 to college A
- Student transfers to college B
- College confirms Fees Charged as £400
- LA assess entitlement of £690
- LA approves reassessed entitlement indicating total public contribution of £690 and student contribution of £310
- SLC make payment of £90 to college B
- Student is required to make a payment of £310 to college B
- No recovery of payment of fees is made for part-time students/courses so college A keeps fees
- Student is required to make a payment of £310 to college B

#### Q&A

- Q.** What code should be inserted in LA Portal?
- A.** Initial (1st) FSN - 'F' - final assessment  
Reassessed (2nd) FSN - 'F' – final assessment
- Q.** What value should be inserted in the 'Tuition Fees' field?
- A.** Initial (1st) FSN - £600  
Reassessed (2nd) FSN - £90

- Q.** What value should be inserted in the 'Student Contribution to Fees' field?
- A.** Initial (1st) FSN - £0  
Reassessed (2nd) FSN - £310

**Scenario E – Student transfers from college A to college B and the fees charged by college A are less than the fee entitlement, the fees charged by college B are less than the fee entitlement and cumulatively they are more than the fee entitlement. Student is subsequently reassessed and the fee entitlement is reduced to £400.**

Means Tested Fee Entitlement	Fees Charged by College	Transfer Code Value on Support Notification Message	Public Contribution Value on Support Notification Message	Student Contribution Value on Support Notification Message
700 (original)	600 (A)	-	600 (A)	0 (A)
700	400 (B)	-	100 (B)	300 (B)
400	400 (B)		-200( A)*	200 (A)*
(reassessed again after transfer) and after payment has been made to college A & B			-100 (B)*	100 (B)*
			*However no change as no recovery of tuition fees is made for Part Time courses	*However no change as no recovery of tuition fees is made for Part Time courses

- A and B refer to the first and second college in the event of a transfer.
- Any remaining balance of the £700 fee contribution will be paid to the second institution where it is not paid in respect of the first course.
- The second institute should complete a Transfer form for the LA.
- The information sent to SLC's payment system via LA Portal should be the cumulative values for public and student contribution.

#### Description

- Student attends college A and applies for financial support
- College confirms fees charged as £600
- LA assess entitlement of £700
- LA approves entitlement indicating public contribution of £600 and student contribution of £0
- SLC make payment of £600 to college A
- Student is required to make a payment of £0 to college A
- Student transfers to college B
- College confirms fees charged as £400
- LA assess entitlement of £700
- No recovery of fees is made from college A
- LA approves reassessed entitlement via LA Portal indicating total public contribution of £700 of which £100 remains and student contribution of £300
- SLC make payment of remaining £100 to college B
- Student is required to make a payment of £300 to college B
- LA reassesses students after the transfer and fee entitlement is reduced to £400
- LA approves reassessed entitlement via LA Portal indicating total public contribution of £400 and student contribution of £600

- SLC have already made a payment of £600 to college A.
- Student has paid no contribution to college A
- SLC have already made a payment of £100 to college B
- Student has already made a payment of £300 to college B
- Tuition Fee payments are not recovered for part-time students/courses so no changes are made.

#### Q&A

**Q.** What code should be inserted in LA Portal?

**A.** Initial (1st) FSN - 'F'- final assessment  
Reassessed (2nd) FSN - 'F' – final assessment  
2nd Reassessed (3rd) FSN - 'F' - final assessment

**Q.** What value should be inserted in the 'Tuition Fees' field?

**A.** Initial (1st) FSN - £700  
Reassessed (2nd) FSN - £700  
2nd Reassessed (3rd) FSN £400

**Q.** What value should be inserted in the 'Student Contribution to Fees' field?

**A.** Initial (1st) FSN - £0  
Reassessed (2nd) FSN - £300  
2nd Reassessed (3rd) FSN - £300 student already paid

**Scenario F – Student is reported to have been assessed as attending college A. Subsequently it is established that this was in error and that the student should have been advised as attending college B.**

Means Tested Fee Entitlement	Fees Charged by College	Transfer Code Value on Support Notification Message	Public Contribution Value on Support Notification Message	Student Contribution Value on Support Notification Message
700	400 (A) 400 (B)	-	400 (A) - 400 (A) 400 (B)	0 (A) 0 (B)

- A and B refer to the first and second college in the event of a transfer.
- The information sent to SLC's payment system via LA Portal should be the cumulative values for public and student contribution.
- Where an error has been made in the assessment and the "Retain Fee At Previous College" indicator has been set to No on the Transfer Screen, SLC will reclaim the fees from college A and pay them to College B.

**Description**

- LA assess entitlement of £700
- LA approves entitlement indicating public contribution of £400 to college A and student contribution of £0
- SLC make payment of £400 to college A
- Student is not required to make any payment to college A
- LA subsequently establishes that this information was incorrect and student is in fact attending college B
- LA approves entitlement via LA Portal indicating Public Contribution of £400 and Student Contribution of £0
- SLC recover £400 from college A
- SLC make payment of £400 to college B
- Student is not required to make any payment to college A or any payment to college B

**Q&A**

- Q.** What code should be inserted in LA Portal?
- A.** Initial (1st) FSN - 'F' - final assessment  
Reassessed (2nd) FSN - 'V' – transfer fees to new college
- Q.** What value should be inserted in the 'Tuition Fees' field?
- A.** Initial (1st) FSN - £400  
Reassessed (2nd) FSN - £400
- Q.** What value should be inserted in the 'Student Contribution to Fees' field?
- A.** Initial (1st) FSN - £0  
Reassessed (2nd) FSN - £0