

Deadlines for Applicants and Administrators

Higher Education Student Finance in 2009/10 Academic Year

TO STUDENT FINANCE ENGLAND AND LOCAL AUTHORITIES IN ENGLAND

TO INSTITUTIONS OF HIGHER EDUCATION AND FURTHER EDUCATION IN THE UNITED KINGDOM PROVIDING DESIGNATED HIGHER EDUCATION COURSES

January 2009

Dear Colleague

DEADLINES FOR, CONTINUING APPLICANTS, NEW APPLICANTS AND SYSTEM ADMINISTRATORS

1. Attached is guidance for the key delivery partners in the 2009/10 Project. It provides details of the deadlines for LAs, Student Finance England (SFE), the Student Loans Company (SLC), Higher Education Institutions and applicants, where those applicants are:
 - **Continuing Students** : Entrants to higher education in 1999/00 and since, who participated in the student finance arrangements and are continuing into 2009/10.
 - **New Students**: Prospective new entrants to higher education in 2009/10, or students who started higher education courses but did not participate in the student finance arrangements in 1998/99 or since.
2. Renewal letters and forms will be issued to students in the following categories:

PR1 Forms

- NOT first time returner in 08/09
- NOT second time returner in 08/09 previously categorised as NMTO and applied on paper in 0708 (or in 0607 if no application was submitted by the student in 0708
- NOT previously applied online in 0607 or 0708
- NOT previously provided their Bank Details and Contact Details successfully

PR1a Forms

- NOT first time returner in 08/09
- NOT second time returner in 08/09 previously categorised as NMTO and applied on paper in 0708 (or in 0607 if no application was submitted by the student in 0708
- NOT previously applied online in 0607 or 0708
- **HAVE** previously provided their Bank Details and Contact Details successfully

RenewOnline Letters

- Is a first time returner in 08/09
 - Is a second time returner in 08/09 previously categorised as NMTO and applied on paper in 0708 (or in 0607 if no application was submitted by the student in 0708
 - **Have previously applied online in 0607 or 0708**
- .
3. Renewal student forms and letters will be issued by SLC and a small supply of PR1s will also be provided to each LA to issue as replacements or to customers who choose not to apply on-line after all. Please note however that this activity will primarily be handled by the CSO.
 4. ***Enquiries***

If you have any queries about this guidance, please contact:

Business Services Support Team support_services@slc.co.uk

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Introduction

1. This note provides details on the deadlines for the Department, Local Authorities in England (LAs) and the Student Loans Company (SLC) for the 2009/10 processing cycle.

Administration

Deadlines for new and continuing students

2. **Annex 1** sets out the deadlines by which continuing students must apply for support. The intention is that these deadlines will allow for 2009/10 participating students to receive the first instalment of their support at the start of term.
3. Continuing students who are applying for fully means tested support will be advised that they should provide all the requested information to their LAs by **22 May 2009**. Continuing students who are applying for non means tested support will be advised that they should provide all the requested information to their LAs by **24 April 2009**.
4. New students applying for fully means tested support will be advised to apply by **26 June 2009** and those applying for non means tested support will be advised to apply by **24 April 2009**. These deadlines will be advertised on the forms and all other relevant materials.

Detailed guidance on defining new and continuing students can be found in the Handover of Functions Document.

5. LAs and SFE must meet the 10 July 2009 deadline (for August start dates) for all applicants who return completed forms with the financial information required as appropriate by the respective deadlines. For continuing applicants who have September or later start dates, LAs must meet the later 7 August 2009 deadline for the assessment and approval of applications.
6. The deadlines are intended to allow time later in the process for LAs and SFE to deal with applicants who:
 - Fail to meet **the 22 May/ 26 June 2009** deadline; or
 - Change institution or course after meeting that deadline.

Deadlines for students applying for grants for part-time study

7. **Annex 2** sets out the application and processing timetable for students applying for grants for part-time study.

2009/10 key milestones and deadlines for student finance publications to be issued by the Department and the SLC

8. **Annex 3** sets out some of the key operational milestones and the timetable for SLC to issue student publications for the full time scheme in 2009/10.

Annex 1

FULL-TIME STUDY: DEADLINES UNDER THE 2009/10
ARRANGEMENTS

RESPONSIBILITY / ACTIVITY	NEW STUDENTS		CONTINUING STUDENTS	
SLC to complete the issue of continuing student application forms all other supporting relevant literature for England.	N/A		20 December 2008	
SLC to issue new student application packs.	January 2009		N/A	
Applicants to return/submit completed application forms	NMTO	24 April	NMTO	24 April
	MT	26 June	MT	22 May
Applicants to Apply for Variable Fee Loan	26 June		22 May	
LAs and SFE complete assessment and approval of all on-time applications.	In line with Service Level Agreements		In line with Service Level Agreements	
For HEIs:				
Institutions to inform SLC of Fee rates by	01 December 2008.			
SLC to issue BACS reports to HEIs	60 days before start of course.			
Institutions to register students and notify SLC of student attendance.	As soon as possible following student enrolment (ideally on the same day).			
SLC to process attendance confirmation reports and issue BACS payment instruction	Upon receipt from HEI. <i>(BACS system makes payments to student's notified bank account two working days following receipt of payment instruction from SLC.)</i>			
Institutions to verify to SLC fee charges per student	By specified return dates per corresponding Attendance Confirmation reports			

Annex 2

GRANTS FOR PART-TIME STUDY: DEADLINES UNDER THE 2009/010 ARRANGEMENTS

RESPONSIBILITY / ACTIVITY	NEW APPLICANTS	CONTINUING STUDENTS
Application forms available	24 July 2009	24 July 2009
New Applicants to return completed Application Forms to LA/SFE no sooner than two weeks after commencing their course. (Continuing Applicants can return form earlier than this date)	1 September 2009	1 September 2009
Student Finance England website and Portal available	02 September 2009	02 September 2009
LAs/ SFE to assess applications and send for approval	From 02 September 2009 and in line with Service Level Agreements	From 02 September 2009 and in line with Service Level Agreements
SLC to pay course grants to students by BACS	From 09 September 2009	From 09 September 2009

Annex 3

2009/10 KEY MILESTONES AND DEADLINES

STUDENT PUBLICATIONS TO BE ISSUED BY SLC

PRODUCT	DEADLINE
First release of HEI database for review to HEIs	August 2008
UCAS Data sharing live	12 November 2008
09/10 Renewing /Continuing students exercise for Student Finance England commencing from	24 November 2008
HEIs return HEI database to SLC no later than	01 December 2008
Returning Student Pack distributed to LAs. Pack includes: <ul style="list-style-type: none"> Supplies of Terms and Conditions booklet. A Guide To Financial Support For Higher Education Students booklet for continuing students England Supplies of the standard continuing (PR1) student application forms for English LAs 	Distribution completed by 30 January 2009
New Student Pack distributed to stakeholders. Pack includes: <ul style="list-style-type: none"> Supplies of Terms and Conditions booklet. A Guide To Financial Support For Higher Education Students booklet for new students England 	Distribution commences from 23 January 2009
Supplies of Bridging the Gap and Childcare booklets.	Distribution completed by 30 January 2009
Student Finance England, LA Portal live for all 2009/10 continuing student applications. *Data Capture/ Assessment and Approval functionality will be delivered on this date.	09 February 2009
Student Finance England Portal live for all 2009/10 new student applications. * Data Capture/ Assessment and Approval functionality will be delivered on this date.	09 February 2009
Student Finance England Enhanced Ready Reckoner for 09/10 available	09 February 2009
Student Finance England, Customer Portal live for all 2009/10 continuing student applications	09 February 2009

PRODUCT	DEADLINE
Student Finance England, Customer Portal live for all 2009/10 new student applications	09 February 2009
Student Finance England Forced NMTO (Bulk assessment) functionality becomes available. ** definition below	April 2009 (delivery date may change once plans are finalised)
Student Finance England Auto Approval functionality becomes available. *** definition below	April 2009 (delivery date may change once plans are finalised)
Bulk Assessment functionality becomes available. **** definition below	September 2009
Student Finance England Portal live for Part-time grants	02 September 2009
LAs issue reminders to applicants that were provisionally assessed	13 November 2009 * to be confirmed
SLC will inform LAs which sample accounts have been randomly selected (for SFA/SC exercise) and via which reports detail where no response has been received to allow all LAs to follow up	By end of November- early December 2009 * to be confirmed
LAs issue final reminders to applicants that were provisionally assessed	11 December 2009 * to be confirmed
LAs finalise provisional assessments	12 January 2010 * to be confirmed

** Where a customer has applied for Means Tested support and doesn't supply all their information and/or financial evidence after a set period of time, the system should automatically assess them as Non Means Tested. Should the information and/or evidence come in; the customer will be assessed for their means tested portion of their support.

*** This will introduce a function which will allow LA/SFE to take advantage of a mechanism to automatically approve a payment which has not been manually overridden. (only where the assessor is approved for 'auto-approvals')

**** This will introduce a function which will allow LA/SFE to take advantage of a mechanism allowing them to generate forms and correspondence on bulk.

Full Details of these functions will be provided in Release Notes.