

## Grants for Part Time Students

### **Higher Education Student Finance in England 2009/10 Academic Year**

Text referring to new or amended provisions for 2009/2010 is set in green bold type.

The previous September version had been updated to reflect further guidance on assessing PT applications where the student has a previous qualification and to highlight that for Academic Year 2009/10 there are two versions of the PTG1 in circulation. (Paragraphs 24 – 26 and 63)

The previous October version has been updated to include the Higher Education Bursary in the list of items to be excluded from the Gross income (Paragraph 34)

If an applicant has an academic year start date of 1<sup>st</sup> July to 31<sup>st</sup> July inclusive, the student/sponsor must provide evidence of their household income for the financial year 2009/10 instead of financial year 2008/09 which is requested on the application form.

The Student Support Regulations stipulate that applicants for the part-time support package should provide financial information for the 'previous financial year'. For July starters in AY 2009/10, the previous financial year as defined in the Regulations is financial year 2009/10 rather than financial year 2008/09.

Due to the late identification of this change it has not been possible to amend the AY 2009/10 PTG1 form or LA Portal. Therefore, if an applicant who is a July starter submits financial year information for 2008/09, please do not send any automated correspondence to the customer as these automated letters will request information and evidence for the incorrect financial year. Instead, please send manual correspondence to the applicant to request financial details and evidence for financial year 2009/10.

It is anticipated that the number of part-time applications with a July academic year start date will be very low.

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

June 2010

Dear Colleague

#### **2009/10 STUDENT FINANCE IMPLEMENTATION PROJECT: 'GRANTS FOR PART TIME STUDENTS'**

Attached is guidance for key delivery partners in the 2009/10 student finance implementation project: '**Grants for Part- Time Students**'. The attached chapter contains guidance on Part Time legislation and the administration of Part Time applications.

The chapter provides guidance on Part Time Grants (Regulations 132 to 148 ) Guidance on other grants for living and other costs payable under Part 5 of the Education (Student Support) (No2) Regulations 2008 as amended by the Education (student support)

(Amendment) (No 2) Regulation 2008 and the Education (Student support) (Amendment (No3) Regulations 2008 is provided separately in the guidance chapters 'Assessing Financial Entitlement' and 'Grants for Dependants and Travel Grants'. LAs/SFE should also refer to the LA Portal User Guide for information on processing Non-Loan Products on the single system.

**This guidance is not exhaustive and is not a substitute for consulting the Education (Student Support) (No2) Regulations 2008 as amended by the Education (student support) (Amendment) (No 2) Regulation 2008 and the Education (Student support) (Amendment (No3) Regulations 2008, which are the legal basis of the student support arrangements for the academic year 2009/10. 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. The regulations 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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## Introduction

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

## 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 Government's target of widening participation in higher education.
3. In 2009/10 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 grant will continue to be linked to the intensity of study. Intensity of study is calculated annually and is based on the actual intensity of study undertaken by the student in each academic year.

Intensity of study is calculated by using the formula PT divided by FT and multiplied by 100 to obtain a percentage figure.

In this formula PT represents the number of modules, credits, credit points or other similar unit of measurement used by the academic authority that will be awarded to the student if he successfully completes the academic year for which he is applying for support.

FT represents the number of modules, credits, points or other similar unit of measurement specified by the academic authority that standard full-time student would be required to complete in an academic year in order to complete the full-time equivalent course in the period ordinarily required to complete the full-time course.

### Example

Student A is in the first year of a part-time degree course. At the beginning of the year the student agrees with his HEI that he intends to complete 90 credit points in the academic year. (This gives the PT figure to be used in the formula as outlined above). The number of credit points that a standard full-time student would be required to complete in an academic year in order to complete the full-time equivalent course within the period ordinarily required such a course is 120. (This gives the FT figure to be used in the above formula).

Inserting these figures into the formula  $PT/FT$  multiplied by 100 gives  $90/120$  multiplied by 100 – which gives an intensity rate of study of 75% in Year 1 of the student's course.

For students studying at an intensity of less than 60% FTE, the maximum fee grant available will be £805. For those studying at 60% FTE or more but less than 75% FTE, the maximum fee grant available will be £970. For those studying at 75% FTE and above, the maximum fee grant available will be £1,210. 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 the grant will be £260 in 2009/10. 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 2009/10 are greater than the fee grant, may be able to receive transitional “top-up” fee support either from the Access to Learning Fund (ALF) or the Additional Fee Support Scheme (AFSS). LAs/SFE should recommend that these students contact their institution’s student services department for more information.
5. Additional Fee Support Scheme (AFSS) is available for part time undergraduate students whose statutory fee support is insufficient to meet the full tuition fee, which could prevent the student from accessing and remaining in HE because of financial hardship. Information about the AFSS is available as part of the ALF guidance for 2009/10 on the Student Finance England website. More information can be found at:[http://practitioners.studentfinanceengland.co.uk/portal/page?\\_pageid=33,4210352 &dad=portal&\\_schema=PORTAL](http://practitioners.studentfinanceengland.co.uk/portal/page?_pageid=33,4210352&dad=portal&_schema=PORTAL)”
6. Regulation 142 requires 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 142(3) (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 2008/09. The amounts available to part-time students for the current academic year are as detailed in Regulation 140.
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 DSAs) the students must undertake a designated part-time course. Regulation 134 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 134(1) or it has been designated by the Secretary of State under Regulation 134(6).
10. The criteria in Regulation 134(1) are:
  - a) the course is one listed in Schedule 2 to the Regulations other than a course for the initial training of teachers;
  - 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 134 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 designated under Regulation 117 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 134(7) allows the Secretary of State to specifically designate courses which do not meet the criteria above. See paragraphs 53 and 54 for further information.
- 13.** A course is provided by an institution if it provides the teaching and supervision which comprise the course (Regulation 134 (5) (a)). Where a course is franchised, LAs/SFE 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 134 (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.** Part-time ITT courses may be designated under Regulation 5, and will not qualify for part-time support. Students on part-time ITT courses may qualify for support under parts of the Student Support Regulations which deal with full-time students.

#### Length of the course

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

#### Course load

- 16.** In order for a course to be designated under Regulation 134(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 134(6) sets out how the period ordinarily required to complete the full-time equivalent course is to be calculated. The Secretary of State will assess once at the outset of the course whether this requirement is satisfied.
- 17.** 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 135(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.
- 18.** 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.

19. 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).
20. 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.
21. 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

22. The personal eligibility criteria for receiving support to undertake a part-time designated course are set out in Regulations 132. Regulation 136 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.
23. Guidance on the elements in common with the requirements for full-time students can be found in the Assessing Eligibility guidance.
24. **New students holding an Honours Degree from a UK Institution will not be eligible for student support for a part time course or full time distance learning course. New students holding other UK first degrees (i.e a Foundation Degree or Ordinary Degree) will not be eligible for student support for a part time course or full time distance learning course unless that course is:**
  - **In the same subject as the previous qualification; and**
  - **At the same institution as the previous qualification; and**
  - **Being studied without a break between the current course and the previous qualification; and**
  - **Leading to the award of an honours degree**
25. **New students holding a previous undergraduate qualification from any country that is equivalent or higher in level than their current course, will not be eligible for student support for a part-time course or a full time distance learning course in the 2009/10 Academic Year. However, new students holding**

**qualifications such as HNC, HND and DipHE, will be eligible to apply for support if they wish to top- up their qualification to a higher level in 2009/10.**

- 26. Students continuing on their part- time courses or full time distance learning course in 2009/10, will be eligible to apply for the same package of support as in the 2008/09 Academic Year.**
- 27.** In addition to above arrangements students will not be eligible for support if they;
- are in receipt of certain healthcare bursaries in respect of their course as set out in Regulation 132(3) (a). These include:
    - a healthcare bursary whether or not the amount of such bursary is calculated by reference to the students income;
    - any allowance under the Nursing and Midwifery Student Allowances (Scotland) Regulations 2007
  - Have already received a maximum of eight years of statutory support for part-time study. [ Regulation 136(4) and 136(5) refer]
- 28.** The previous study rules in Regulation 136 do not apply in relation to part-time DSA. Regulation 140 sets out the criteria that apply in addition to those in Regulation 132.
- 29.** 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 136(4).
- 30.** 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 Student Support Regulations 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).
- 31.** 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.
- 32.** 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 England are eligible for the fee grant in accordance with Regulation 136.
  - 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 136.
  - The Secretary of State has the discretion to pay support to assist with fees to an eligible part-time student who is attending a course in Wales, Scotland or Northern Ireland in accordance with Regulation 139.
  - 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 England and taking a distance learning course provided by a Scottish, Welsh, or Northern Irish institution could qualify for both the full course and the 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 England and physically attends an institution in Scotland for 10 weeks, he is treated as studying in England.

- Students who are domiciled in Scotland, Wales, or Northern Ireland fall under the student support arrangements operated by the Scottish Executive, the Welsh Assembly Government, 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 England. 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 Department's view, a student is undertaking his course in England if he is attending an institution in England or he is studying via distance learning from his home in England 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 his home which is outside England, or if they spent less than the majority of the course in England. Similarly, a student is undertaking his course in the United Kingdom, in the Department's view, if he is attending an institution in the UK or is studying via distance learning from his 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 England via distance learning from home in France would not qualify for fee or course support.
33. 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 133 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 he 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

34. 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, **or any Higher Education Bursary** received by the student or, where relevant, their partner.
35. 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 his 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 138(4) (h) refers).

36. The table below illustrates when the income of a spouse, civil partner, or same or opposite sex co-habiting partner should be taken into account:

		Income taken into account			
		Spouse	Civil partner	Co-habiting partner of the opposite sex	Co-habiting 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

37. 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 co-habiting partner, where appropriate) must be at least £1,000 less in the current financial year than the previous financial year.
38. Students who are in receipt of any of the following income-assessed benefits:
- Income Support
  - Housing Benefit
  - Local Housing Allowance
  - Council Tax Benefit
  - Income based Jobseeker's Allowance (JSA)
  - An allowance under the arrangements known as the New Deal
  - Income-related Employment and Support Allowance (ESA)

at the time when they apply for the grants, or whose spouse's, civil partner's, or co-habiting 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 136(1).

39. 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 may also be in receipt of Housing Benefit or Local Housing Allowance 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.

40. Those students who are not in receipt of one of the benefits listed in paragraph 35 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.**
41. 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 138(1));
  - £2,000 for an only or eldest dependent child; and
  - £1,000 each for any subsequent dependent children.
42. 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 138(4) (a) refers). "Partner" is defined in Regulation 138(1). The disregards in paragraph 38 are applied where the child is dependent, (i.e wholly or mainly financially dependent on the student, or the student's partner).
43. The income threshold is set at £16,510; a student with an assessed income of less than £16, 510 will be entitled to the maximum amount of assistance available under Regulation 136(1).
44. As a consequence of applying the means test the student may receive:
- No support – zero award.
  - Full support - £260 course grant and £805/£970/£1,210 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.
45. The taper system will operate as follows:
- A student with relevant income of less than £16,510 would receive both the full fee and course grant available under Regulation 136(1);
  - A student with relevant income level of £16,510 would receive a reduction of £50 on the maximum amount of fee grant available to him under Regulation 136(1). He would be eligible to receive the full course grant;
  - Thereafter, as the student's income increases over £16,510 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 £11.92 for students studying at less than 60% of the Full-Time Equivalent (FTE); £1 in every £9.66 for students studying from 60% to less than 75% FTE; and, £1 in every £7.57 for students studying at 75% FTE or more.
  - A student with relevant income of more than £16,510 but less than £24,915 will receive a partial fee grant and, if eligible, a full course grant. See Regulation 137(5) and 137(6) for the method of determining the amount of fee grant.
  - A student with relevant income of exactly £24,915 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 £24,915 but less than £25,510 will receive no fee grant, but, if eligible, the full course grant of £260.
  - Thereafter, as the student's income increases over £25,510 the amount of

award will reduce until eventually it will be exhausted. The taper is set at £1 in every £9.50. This means that a student with a relevant income level of £25,510 or more but less than £27,505 will be entitled to a partial course grant.

- A student with an income level of exactly £27,505 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 £27,505 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 £16,510	Full fee grant (up to £805/£970/£1,210 or the level of fees charged by the HEI, whichever is the lower). Full course grant of £260.
£16,510	A reduction of £50 from the fee grant will apply. Full course grant of £260.
Over £16,510 but less than £24,915	A reduction of £50 from the fee grant will apply. Thereafter, a reduction of £1 from the fee grant would apply for each £11.92/£9.66/£7.57 of relevant income over £16,510 from the maximum amount of fee grant available. Full course grant of £260.
£24,915	£50 fee grant. Full course grant of £260.
Over £24,915 but less than £25,510	No fee grant. Full course grant of £260.
£25,510 or more but less than £27,505	No fee grant. Course grant of £260 less £1 for every £9.50 of income over £25,510.
£27,505	No fee grant. £50 course grant.
Over £27,505	Nil.

#### Single EU student, no dependants

Relevant Income	Effect of taper (student could receive).
Less than £16,510	Full fee grant (up to £805/£970/£1,210 or the level of fees charged by the HEI, whichever is the lower).
£16,510	A reduction of £50 from the fee grant will apply.
Over £16,510 but less than £25,510	A reduction of £50 from the fee grant plus a reduction of £1 from the fee grant for each £11.92/£9.66/£7.57 of relevant income over £16,510 will apply.
£25,510	£50 fee grant.
Over £25,510	Nil.

#### Married student, 2 dependent children

Relevant Income	Effect of taper (student could receive).
Less than £21,510	Full fee grant (up to £805/£970/£1,210 or the level of fees charged by the HEI, whichever is the lower). Full course grant of £260.
£21,510	A reduction of £50 from the fee grant will apply. Full course grant of £260.
Over £21,511 but less than £29,915	A reduction of £50 from the fee grant will apply. Thereafter, a reduction of £1 from the fee grant would apply for each £11.92/£9.66/£7.57 of relevant income over £21,090 from the maximum amount of fee grant available. Full course grant of £255.
£29,915	£50 fee grant. Full course grant of £260.
Over £29,916 but less than £30,510	No fee grant. Full course grant of £260.
£30,510 or more but	No fee grant. Course grant of £260 less £1 for every £9.50

less than £32,505	of income over £29,280.
£32,505	No fee grant. £50 course grant.
Over £32,505	Nil.

The term "Relevant income" is defined in Regulation 138(1) (c )

Students who transfer from one designated part-time course to another (Regulation 144)

- 46.** 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 144(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 145)

- 47.** 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.
- 48.** Subject to paragraph 44, as a student will cease to be an eligible student when he becomes 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. Providing LAs/SFE enter relevant dates correctly into the LA portal and perform a reassessment, this will be handled automatically by Change of Circumstances functionality.
- 49.** 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 145(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 40 of the guidance chapter regarding Disabled Students' Allowances for 2009/10.

- 50.** 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 134(1)(b) and (c) provided 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 134(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 134(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 145)

- 51.** 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

- 52.** 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

- 53.** 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 Student Support Regulations 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 in section 22 of the Teaching and Higher Education Act, part-time students who are eligible for support under the Student Support Regulations 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) (No2) Regulations 2008 as amended by the Education (student support) (Amendment) (No 2) Regulation 2008 and the Education (Student support) (Amendment) (No3) Regulations 2008 may still be eligible for discretionary funding under the PCEA Regulations.

Students who repeat years of their course

- 54.** Part-time students are eligible for a maximum of eight years of support. If they choose to apply for the fee support 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 134(1)), 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.

#### Examples

- 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 when studied on a part-time basis i.e 6 years . So in this case any repeat years of study can only be funded if the course can still be completed in 6 years. ( Regulation 135(5) and (6) refer)
  - A student who is studying a course that would take 4 years to complete if studied full-time must still complete his 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 135(5) and (6) refer).
- 55.** 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 compete the full-time equivalent.

### Specifically designating courses at private institutions

- 56.** Courses are automatically designated for part time support if they meet the criteria set out in Regulation 134(1) of the Regulations. Courses provided by privately funded HEIs or which otherwise do not meet the criteria in Regulation 134(1) must be specifically designated in order for financial support to be available to students undertaking those courses.
- 54.** Regulation 134(7) gives the Secretary of State the power to specifically designate courses which do not meet the criteria set out in Regulation 134(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)

- 55.** [A complete set and up to date list of specifically designated courses can be accessed on the Student Finance England website at:](http://practioners.studentfinanceengland.co.uk/portal/page?_pageid=133,4210298&_dad=portal&_schema=PORTAL)  
[http://practioners.studentfinanceengland.co.uk/portal/page?\\_pageid=133,4210298&\\_dad=portal&\\_schema=PORTAL](http://practioners.studentfinanceengland.co.uk/portal/page?_pageid=133,4210298&_dad=portal&_schema=PORTAL)

### Overpayments

- 56.** In the event that a part-time student receives an overpayment of part-time grant, the Secretary of State may, at his discretion, recover an overpayment made against any grant for part-time, full-time, or postgraduate study payable in any academic year. Further information on overpayments can be accessed on the Student Finance England website at:  
[http://practioners.studentfinanceengland.co.uk/portal/page?\\_pageid=133,4210298&\\_dad=portal&\\_schema=PORTAL](http://practioners.studentfinanceengland.co.uk/portal/page?_pageid=133,4210298&_dad=portal&_schema=PORTAL)

### Students on Distance Learning courses

- 57.** 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 England (subject to Regulation 136 (3)). For a student to get a course grant, they must be undertaking the course in the UK. Please also see paragraph **29** above.

Students undertaking designated full-time courses through distance learning 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 Education (Student Support) (No2) Regulations 2008 as amended by the Education (student support) (Amendment) (No 2) Regulation 2008 and the Education (Student support) (Amendment) (No3) Regulations 2008.

Full-time distance learners are entitled to part-time support package; this includes the course grant of £260 for books, travel and other expenditure in connection with the distance learning course. The amount of support available for the fee grant is £1,210 which is equal to 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 £16,510 would receive both the full fee and course grant available under Regulation 119(1) and Regulation 120;
- A student with relevant income level of £16,510 would receive a reduction of £50 on the maximum amount of fee grant available to him under Regulation 119(1). He would be eligible to receive the full course grant;
- A student with relevant income of more than £16,510 but less than £24,915 will receive a partial fee grant and, if eligible, a full course grant. This taper is set at £1 in every £7.57.
- A student with relevant income of exactly £24,915 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 £24,915 but less than £25,510 will receive no fee grant, but, if eligible, the full course grant of £260.
- Thereafter, as the student's income increases over £25,510 the amount of award will reduce until eventually it will be exhausted. The taper is set at £1 in every £9.50. This means that a student with a relevant income level of £25,510 or more but less than £27,505 will be entitled to a partial course grant.
- A student with an income level of exactly £27,505 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 £27,505 will not receive any support.

Full-time distance learning students 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

- 58.** The Open University administers applications for support from its own part-time students. If LAs/SFE 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

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

### Process, timetables and deadlines

- 60.** Process, timetables and deadlines:
- The application form for the fee and course grant (PTG1) will be available by the beginning of July 2009;
  - Applicants may return completed application forms to LAs/SFE 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/SFE as they receive them starting by early September 2009 when 'part time' functionality becomes available;.
- LAs/SFE 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 2009**;
- A summary of the part-time grant administration process can be found at Annex 1;

The Part-time Grant application form

61. LAs/SFE must not design their own application forms for grants for part-time students. They should use the Department'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 2009/10.
62. LAs/SFE can order stocks of the application form and the booklet by calling the Student Finance Publications order line on free phone 0800 731 9133. The form and notes can also be downloaded from the website at the following address: [direct.gov.uk/studentfinance](http://direct.gov.uk/studentfinance) (Forms and guides 2009/10)
63. **An addendum has been included with the PTG1 from September 2009, this includes a revised section 2 and guidance notes advising to complete this page instead of the existing section 2 contained within the main PTG1 form itself. The form itself currently states that a part-time top-up course taken after any lower level course will only be supported if the if the top-up course is studied at the same institution, in the same subject and without a break in study. However in 2009/10 this restriction only applies to topping up to Honours from an Ordinary Degree or Foundation Degree. Anyone topping up from an HNC or HND should not currently be restricted in this way. The addendum is to ensure that students applying for part-time support who have a previous qualification will be correctly assessed and receive their correct student finance eligibility. The addendum also includes a question asking applicants when they began their current course. This is to ensure those continuing on their current course are not asked questions f and g on the application which relate to Equivalent Level Qualification policy which applies from 09/10 onwards.**

Online

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

**New students**

**All new student applications in 09/10 will be processed by the Student Finance England (SFE) at Lingfield Point in Darlington.**

Continuing students

65. All continuing students considering applying for fee and course grants should be sent a part-time grant form and accompanying guidance notes. LAs/SFE 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 2008/2009. The process is the same as in 2008/2009.

#### 66. 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/SFE can then send an application pack to each student who received part time support in the 2008/2009 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 LAs 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 > 01/09/2009 ( to ensure only students with course end date beyond 31 August 2009 are selected)
- Select Academic Year 08/09
- 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

#### Students' Allowances

67. 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

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

#### Support to prisoners

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

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

70. The system will determine eligibility and assess applications in accordance with the Student Support Regulations.

#### Provisional assessments

71. 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 (09/10 Guidance on General, Eligibility and Financial Assessment Administration).

#### Students on benefit

72. 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

73. 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.
74. From the 2007/2008 academic year UK nationals have been asked to confirm their identity by submitting a valid original UK passport. **From 09/10 all UK nationals when applying will be asked to submit their Passport details on a PTG1 form. The new applicant will no longer be asked to send their passport for verification. The SLC will verify the details with the Identity and Passport Service**
75. Applicants who are in receipt of:
- Council Tax Benefit; and/or
  - Housing Benefit or Local Housing Allowance; and/or
  - Income Support; and/or
  - Income-based Job Seeker's Allowance; and/or
  - New Deal Allowance; and/or

- Income -related Employment and 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/ co-habiting partner) are receiving more than one of the benefits then 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, P2 'Notice of Coding', P60U for the financial year 2008-2009 or March 2009 payslip or a CI2;
- If they are self employed a self assessment tax return, self assessment tax calculation for financial year 2008-2009 or a GSA1.

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 09/10 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.

#### 79. Automatic Approvals

**From AY 09/10 onwards an automatic approvals function will be in place.**

**This is a new process for AY 09/10 onwards and will be for all processing LAs (this includes SFE at Darlington and all other existing LAs).**

**From AY 09/10 onwards a payment should be deemed as able to be approved automatically by the system where:**

- **The assessment has not been manually overridden,**
- **It has been assessed by an assessor who is authorised to have their payments automatically approved,**
- **The payment has not been selected for checking,**
- **The payment amount is not above the threshold.**

**There will also be the facility to allow the assessor to send a payment for manual approval. This will provide an over ride facility for assessors if, following an assessment, there is any doubt over the payment amount the customer has been awarded.**

**Further information regarding this new process will be in the Release Notes for 09/10.**

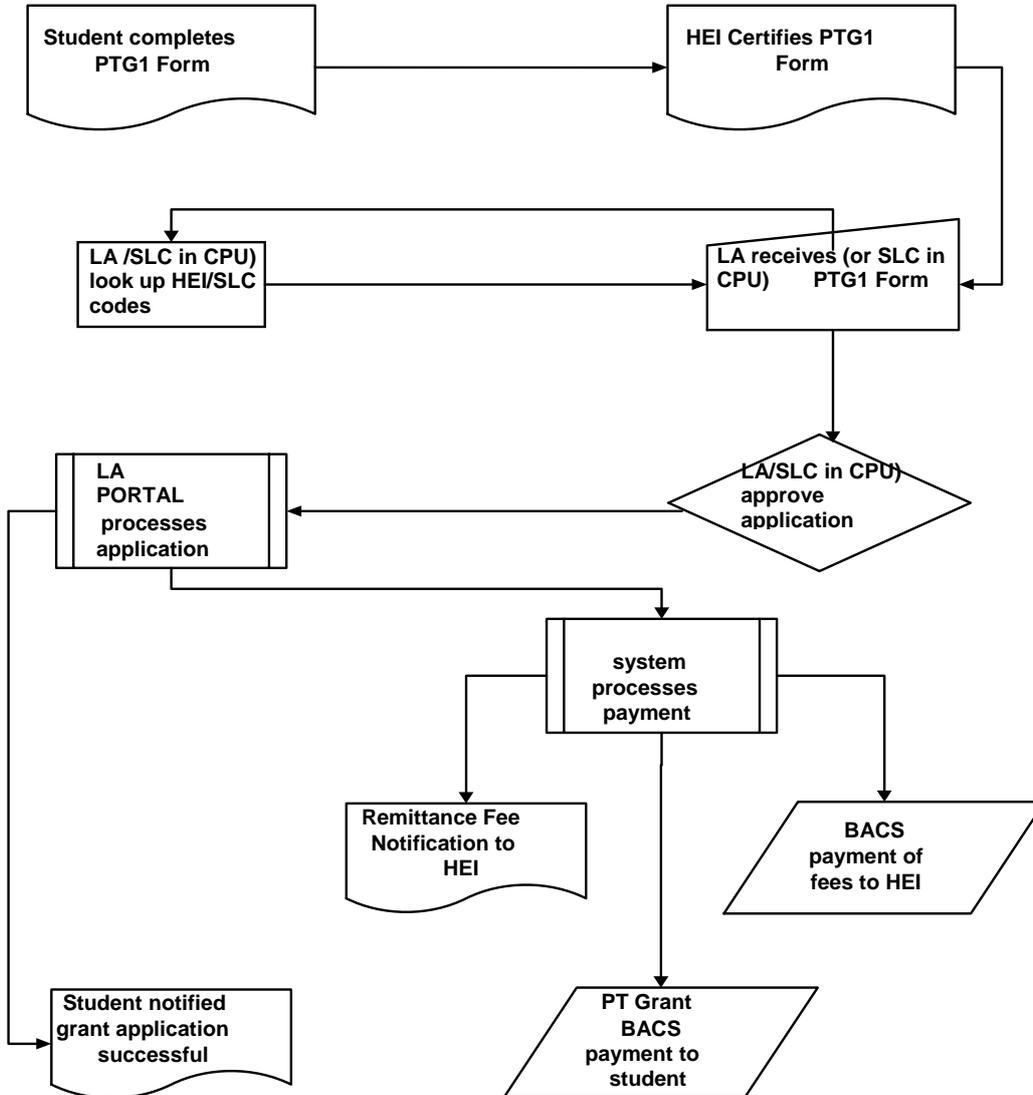
Verify student information

- 80.** SFE 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 2009/2010

Part Time Grant Processing 2009/10



## 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				
805	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 **£805**
- 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
785	400 (A) 400 (B)	- -	400 (A) 385 (B)	0 (A) 15 (B)

- A and B refer to the first and second college in the event of a transfer.
- Any remaining balance of the £785 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 £785
- 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 £785
- LA approves reassessed entitlement via indicating Total Public Contribution of £785 and Student Contribution of £15
- SLC make payment of £385 to college B
- Student is required to make a payment of £15 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 - £385
- Q.** What value should be inserted in the 'Student Contribution to Fees' field?
- A.** Initial (1st) FSN - £0  
Reassessed (2nd) FSN - £15

**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
785	600 (A) 400 (B)	- -	600 (A) 185 (B)	0 (A) 215 (B)

- A and B refer to the first and second college in the event of a transfer.
- Any remaining balance of the £785 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 £785
- 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 £785
- LA approves reassessed entitlement indicating total public contribution of £785 and student contribution of £215
- SLC make payment of £185 to college B
- Student is required to make a payment of £215 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 £215 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 - £185

- Q.** What value should be inserted in the 'Student Contribution to Fees' field?
- A.** Initial (1st) FSN - £0  
Reassessed (2nd) FSN - £215

**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