

---

## Quick guide

# Transferring students to winter term courses

## Creating temporary winter term start courses

Due to the challenges that some providers may be experiencing in delivering learning and late exam resits for their standard autumn start courses during the COVID-19 pandemic, we have recognised that you may need to apply greater flexibility to your delivery. The initial part of this guide will cover a process for creating a new temporary winter start version of your courses which will only be available for the 2020/21 academic year.

This temporary winter start version of study will allow for a condensed period of student engagement from January to August 2020/21, before students are expected to start the 2021/22 academic year in September again.

This should allow you greater flexibility when dealing with an increased intake, providing sustainable online tuition and being able to spread your provision throughout the year to facilitate any in-person teaching.

## Updating course information on CMS

If the required course was due to begin in the autumn term but is now due to be rescheduled to a winter term start, you should create a new course on CMS. You can find the guidance for this on the [HEP Services website](#). The course start date should be in the winter term and the end date in the summer term – no later than 31 August 2021. You should not add these students to an existing winter term course as a subsequent change back to autumn term start would not be possible.

When you create the new course, you should add 'Rescheduled' to the course name. For example, if the course name is 'Maths and Physics', you should name it 'Maths and Physics – Rescheduled' when you change it to a winter term start. This will allow us to process the CoCs to transfer students onto these temporary courses. As normal, these courses should have 3 terms, running from January 2021 to July/August 2021.

## Notifying students of the changes

Before you submit change of circumstance notifications, you must contact the affected students to let them know about the change to course dates and the name of their course. It is important that students are aware of the changes before receiving revised communications from us.

---

## Updating SLC of the changes

To ensure that we make the correct student and provider payments, after you have confirmed changes with your students please email the [relevant pro forma to courses\\_service\\_management@slc.co.uk](mailto:relevant_pro_forma@courses_service_management@slc.co.uk). This will help us take any necessary steps to process the course changes and CoCs.

If you would like another copy of the pro forma please email the Courses Service Management mailbox.

## Transferring students to the new course

To transfer your students onto these new temporary courses, you should submit a standard course transfer CoC via the Student Information Service (SIS) – except for SAAS and PT Grant students (excluding new Welsh PT Loan and Grant students from AY 2014/15). You should submit changes for SAAS students directly to SAAS and you should request a CoC form for PT Grant students by emailing [hep\\_services@slc.co.uk](mailto:hep_services@slc.co.uk).

This guidance does not apply to higher education providers in the Republic of Ireland or Scotland.

You can find guidance on submitting course transfers on the [HEP Services website](#). Due to the number of students that may be moving to a new course you may find it easier to submit CoCs using the upload function. You can find more information on this on the [HEP Services website](#).

Once students have been transferred onto the new winter start course, you should set the original course year to **No Students**, through the **Available Course Years** section on CMS.

## 2021/22 academic year

Students transferred onto a temporary winter start course, beginning in January 2021, should be transferred back onto the autumn start version of the course for academic year 2021/22. To do this the 2020/21 academic year course must be completed before the 2021/22 academic year course can start. Therefore the temporary winter start course must finish by August 2021.

## Registration and attendance

With these changes to the term dates it is important to maintain high standards when submitting registration and attendance. This means that you should only confirm registrations when you have evidence to support the confirmations. You should only submit attendance confirmations when you have evidence to support the attendance confirmation and after the cooling off period for the course has ended.

---

## Student maintenance and provider tuition fee payments

Students entitled to maintenance support will receive 3 instalments for the 2020/21 academic year, one at the start of each of the updated terms. This means that students originally starting in the autumn term, but now starting in the winter term will not receive the first instalment of their maintenance support until January.

Your university or college will receive tuition fee payments in the normal way. You can receive 2 instalments within term 1 (January to March 2021) if you choose to submit term 2 attendance confirmations in term 1. You can find [more information about tuition fee reprofiling for 2020/21](#) on the HEP Services website.

## Students resitting exams

There are several options for students who are resitting their exams and may not be able to join a September course start due to a delay in receiving their results.

The student can join the original course late and continue as normal.

Alternatively, if numbers warrant it, you can create a new intake of the course starting later in the autumn term.

We would expect that cooling off arrangements will apply as normal.

## Bursary awards

If your university or college makes bursary awards via the Bursary Administration Service, we would advise that you check the award rules currently set up. This will ensure any payments to qualifying students are disbursed at the correct time.