

## Guidance & Information – Undergraduate Part-time Attendance & Registration for Northern Ireland

### Purpose

This guidance document will show you how to perform various tasks including using the Attendance Worklist, confirming attendance to release Fee Payments and using the Registration Worklist to confirm the student is in study for release of Course Grant for part-time NI Students.

It is the responsibility of the HEP to make timely and accurate attendance and registration confirmations to allow Fee and Course Grant payments to be released.

### Tuition Fee Loan

From academic year 18/19, the number of attendance confirmations for part-time students will increase from one to three per year in line with the full-time confirmation process. We therefore require an attendance confirmation to be submitted per term, which will release the payment instalment for each liability period. Part-time students should have a minimum of two weeks attendance prior to attendance confirmation in liability 1 each academic year.

The Payment of tuition fees will be made in three instalments – 25%, 25% & 50%. These payment dates are shown below:

Season (Academic Year Start)	Payment 1	%	Payment 2	%	Payment 3	%
AUT (Sep – Dec)	3 <sup>rd</sup> Wed Oct	25%	1 <sup>st</sup> Wed Feb	25%	1 <sup>st</sup> Wed May	50%
WIN (Jan – Mar)	1 <sup>st</sup> Wed Feb	25%	1 <sup>st</sup> Wed May	25%	3 <sup>rd</sup> Wed Oct	50%
SPR (Apr – Jun)	1 <sup>st</sup> Wed May	25%	3 <sup>rd</sup> Wed Oct	25%	1 <sup>st</sup> Wed Feb	50%
SUM (Jul – Aug)	3 <sup>rd</sup> Wed July	25%	1 <sup>st</sup> Wed Feb	25%	1 <sup>st</sup> Wed May	50%

### Fee Grant

Fee Grant will continue to be paid as a single payment to the HEP when the application is Approved, and following the completion of the paper intensity form which must be sent to the centralised Education Authority by the HEP. Address:

Student Finance NI Part Time Office  
 Ballee Centre  
 Ballee Road West  
 Ballymena  
 BT42 2HS

Telephone number: 028 25661444

## Course Grant

Registration Confirmation will be required to release the course grant to the student, this confirmation will be available from the first day of the month the student's course starts. For new students this should be confirmed only when the student has been attending for 2 weeks.

## Access

To confirm attendance and registration you must hold Administrator user access within the HE Portal. If you require this access to be added to your account you can contact the User Administrator within your HEP.

## Attendance Worklist

The screenshot shows the 'Attendance Worklist' interface. At the top left is a folder icon and the text 'Attendance Worklist'. A red header bar contains the word 'Filter' on the left and 'Help' on the right. Below this are two tabs: 'Student Search' (active) and 'Course Search'. The main search area contains several fields: 'Academic Year' (dropdown menu set to '17-18'), 'Customer Reference Number' (text input), 'Date of Birth (dd/mm/yyyy)' (text input), 'Forename(s) Use wildcards (%) for more matches e.g. %Joh%' (text input), 'Registration Status' (dropdown menu set to 'Select'), 'Current Year Start Date From (mm/yyyy)' (text input), 'Number of Records to Display Per Page' (dropdown menu set to '25'), 'Mode of Study' (dropdown menu with 'Select' open, showing options 'Select', '...', 'FT', and 'PT'), 'Student Support Number' (text input), 'Surname Use wildcards (%) for more matches e.g. %Smi%' (text input), and 'Current Year Start Date To (mm/yyyy)' (text input). Below the search area are three buttons: 'Clear Filter and Results', 'Filter & Display Results', and 'Filter & Export Results'. A red bar below the buttons contains the text 'Outstanding Attendance Confirmations'. At the bottom, a message states 'No search has been performed yet'.

To identify part-time students which require an Attendance Confirmation the **Mode of Study** filter within the Attendance Worklist can be used which will ensure only students meeting this criteria are returned in the search results.

**Remember:**

Confirm attendance after two weeks

SSN	Full Name†	DoB	Course Name	Course Location	SLC Code	UCAS Code	CYSD	MoS	TFL Amount (£)	TFG Amount (£)	TFW Amount (£)	STP Amount (£)	Current Attendance Code	Current Attendance Status
		13/07/1994	INSTRUMENTATION AND CONTROL ENGINEERING		680624		09/2016	PT	2250.00	0.00	0.00	0.00		Awaiting Attendance Confirmation
		27/08/1989	WORKING WITH CHILDREN AND YOUNG PEOPLE...		680850		09/2016	PT	0.00	0.00	0.00	0.00		Attendance Confirmation Not Required
		03/05/1992	BUSINESS MANAGEMENT (EVENING DELIVERY)		696576		09/2016	PT	4500.00	0.00	0.00	0.00	A	Attendance Confirmed

**Registration Worklist**

Part-time students can be identified within the **Registration Worklist** by searching using the **Mode of Study** filter for part-time:

Registration Worklist

**Filter** Help

Student Search | Course Search

Academic Year: 17-18 | Customer Reference Number:

Student Support Number:  | Date of Birth (dd/mm/yyyy):

Forenames(s) Use wildcards (%) for more matches, e.g. %Joh%:  | Surname Use wildcards (%) for more matches, e.g. %Smi%:

Number of Records to Display Per Page: 25 | Mode of Study: PT

Clear Filter and Results | Filter & Display Results | Filter & Export Results

**Outstanding Registration Confirmations**

No search has been performed yet

**Remember:** Confirm registration after two weeks for new students

On the Registration Worklist, new part-time students should be filtered and confirmed separately to ensure the students have been attending for two weeks prior to confirmation submission.

## Registration Worklist Results

When you have selected the search criteria you wish to use

- Select the **Filter & Display** button, the results will show below the search filters on screen.

Each line of the results table displays one student record detailing the student's SSN, name and date of birth.

A **Registration Confirmation** drop down box is displayed next to each student's record on the worklist. In the dropdown, you can select either:

- **'Yes'** to register the individual student (this will trigger the Course Grant to student)
- **'No'** if you want to indicate the student has not registered which will remove the student's support entitlement

Once the **'Yes'** or **'No'** options have been selected for all relevant students click the **Submit** button to make the confirmations. All students that have had their registration confirmed will then be removed from the Registration Worklist and their Student History page will be updated to reflect this.