

## Quick Guide – Registration Confirmations

### When and Why?

Registration refers to the duration of a binding agreement between a person and an organisation for the delivery of educational services. Alternatively 'registration' may refer to the event or process through which that binding agreement is concluded.

It is the HEP's responsibility to make timely and accurate registration confirmations to release maintenance and contribution to cost payments to students. Students will need one registration confirmation at the beginning of each academic year in SIS (the Student Information Service); when this has been submitted it will trigger the release of the maintenance grant /loan and contribution to cost loans. If you have set the registration confirmation as a nominated trigger in the Bursary Administration Service, it will also release bursary or scholarship payments for this student.

Students will appear on the Registration Worklist for confirmation 30 days before the start of their course. Registration confirmation should be submitted as soon as a student has been enrolled, for new students this is normally after the HEP has had face-to-face contact with them. HEPs can wait 4-6 weeks to submit a 'Not Registered' confirmation to allow the student time to register at a different provider; however, if it is known that the individual is not pursuing higher education then the submission should be made when that becomes known.

HEPs will be required to ensure that there is a process in place for independent validation of registration confirmations; a minimum of two members of each HEP should be involved in the process for assurance purposes. This can be achieved in several ways:

- By saving confirmations in SIS and allowing a second person to check for accuracy before submission
- Having different individuals determining student registration has been completed and submitting the confirmation in SIS
- Where confirmations are system generated, the process managers are responsible for assurance of accuracy and security of the involved systems and processes.

For example, where Admissions create the entry in the Student Record system following accepting a student, and Registry use their internal system and SIS to confirm registration – the process managers would be an Admissions Manager and Registry Manager.

Any student receiving maintenance or contribution to costs funding will need registration confirmation.

### Access

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

## What else does Registration confirm?

Registration confirms that the student is registered/enrolled as per the definition at the beginning of this document, as well as some other aspects specific to certain products outlined below.

### Undergraduate Part-time Maintenance Loans (PTML)

The SFE and SFW PTML products require HEPs to confirm whether the number of credits the student has told us they will be completing in the academic year on their application is correct; this will be part of the registration confirmation. This *Credits* value will be visible in the *Registration Worklist* within SIS, as well as the *Course Information* tab in *Detailed Student Information*, but will only be mandatory for PTML students. The 'Credit' field will also be included in the Extended Student Information File, the Summary Student Registration Information File and the Registration Confirmation Import within SIS. SLC can also be notified of earlier or later credit changes using a new Credit CoC – further information can be found in the Credit CoC quick guide.

Where the HEP disagrees with the credit value showing, this can be amended to the correct credit amount for that academic year. This will automatically raise a CoC to change the credit value therefore once the CoC has been processed and a reassessment carried out, the student will reappear on the Registration Worklist for confirmation. Further information on the process to confirm or amend credit values for PTML students can be found in the Registration Worklist quick guide.

### Postgraduate Master's and Doctoral Loans

The Department for Education requires a 'confirmation of study' before releasing payments for which SLC use the registration functionality as it triggers payments direct to students. This 'confirmation of study' (registration) also confirms:

- ❖ Postgraduate Doctoral
  - The student is in study – once the student has enrolled on their programme of study they are deemed to be in study
  - Student is on an eligible full Doctoral course
  - The student is studying 50% of the full course in the UK
  - The student is on track to finish within the duration of their course/progression
  - The student is not or will not be\* in receipt of Research Council funding (made by United Kingdom Research & Innovation (UKRI))
  - The student is not or will not be\* in receipt of Knowledge Economy Skills Scholarships (KESS 2) funding (Welsh providers only)

\*Students who have applied for UKRI and/or KESS 2 funding who are waiting on a response as to whether they have been successful should not apply to SLC for the Doctoral loan. Only once the student has received confirmation that they will not receive funding from UKRI or KESS 2, they can then apply to SLC if they wish to. Also, students who have the intention of applying for UKRI or KESS 2 funding at a later date throughout the duration of their course, should not apply to SLC for Doctoral funding.

#### ❖ Postgraduate Master's

- The student is in study – once the student has enrolled on their programme of study they are deemed to be in study
- Meeting minimum study intensity requirements if studying part time  
*Part-time courses should be no more than twice the length of their one- or two-year full-time equivalent, where one is provided by the same HEP or, where no full-time equivalent course is provided by the same HEP, be no more than three academic years*
- Is on track to complete the course within the current course duration
- The student is studying 50% of the full course in the UK

## What to do if the student does not meet one of the criteria?

### Student is not in Study

HEPs should process students as suspended where students are taking a temporary break from their studies by using the Suspension Change of Circumstances functionality in SIS.

Where the student has not attended following academic year start, and the HEP has not been notified of student circumstances such as suspensions, an N registration code can be submitted. For undergraduate students, the HEP can wait up to four/six weeks after the term start date to submit 'Not Registered' (N code) to allow students time to be manually registered at another institution if they have chosen to attend a different provider. HEPs should submit N codes earlier where they know that students have decided to not pursue higher education.

### Postgraduate Student is not Progressing

Where the student is not progressing and it is likely that the student will not complete in the duration of the course that they're currently enrolled on, they can be transferred to a course with a longer duration as long as there is no element of repetition of study. This action is dependant on a course of longer duration being within the eligibility criteria for the finance product – in circumstances where this is not the case (example below), the HEP should contact SLC using the process outlined in the next section – and having the new course set up in the Courses Management System.

Example:

The student is on a three-year Postgraduate Doctoral course.

At the start of year three it is clear that the student will not complete at the end of the third year.

The student can be transferred onto a course with a longer duration to match the student's progression i.e. a four-year course or longer.

This would not be possible if the student was already on an eight-year Doctoral course and at the start of the eighth year it became clear that they would not complete in that year – only courses up to eight years in length are eligible for Doctoral funding therefore the student could not be transferred to a longer course.

## Refer to SLC

Where the student does not meet the criteria outlined and the scenarios above do not resolve the situation, we ask that HEPs do not submit registration confirmation and contact SLC via [HEP\\_Referrals@slc.co.uk](mailto:HEP_Referrals@slc.co.uk). In these instances, HEPs should provide the following information:

- Email subject line 'PGD Registration'
- Student's name
- Student's CRN
- Student's SSN
- Academic Year
- The specific reason why the student does not meet the registration criteria
- HEP code
- Full name of person contacting SLC
- Email address from the SIS Contacts (if not sending from one that is listed in Contacts)

Where students start their Doctoral course with SLC funding but circumstances change throughout their studies that opens a route to UKRI or KESS 2 funding that was not previously intended or possible, HEPs should follow a similar process as above by contacting SLC via [HEP\\_Referrals@slc.co.uk](mailto:HEP_Referrals@slc.co.uk). Students will become ineligible for SLC Doctoral funding from the date that which the student was in receipt of the alternative funding. In these instances, we request that HEPs refrain from notifying SLC using the Withdrawal CoC as the student is still in study therefore would be inaccurate. HEPs should provide the following information when contacting HEP Referrals:

- Email subject line 'PGD UKRI Funding' or 'PGD KESS Funding' as appropriate
- Student's name
- Student's CRN
- Student's SSN
- Academic Year
- The date that the student was or will be in receipt of the UKRI/KESS funding from
- HEP code
- Full name of person contacting SLC
- Email address from the SIS Contacts (if not sending from one that is listed in Contacts)