

Bursary Administration Service Rules & Entry

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Contents / Agenda

1 Introduction

2 Overview

3 Awards

4 Rules

5 Approval

6 Right First Time

7 Any other Questions

01 Introduction

Bursary Administration Service

- Provides an Administration Service to HEP's around student funding.
- Allows HEP's to manage their student funding eligibility in a way that is best for their institution.
- Provides HEP's with a means to pay awards to students via both automated predefined award rules and manual awards as required.
- Assesses on average 1.4 million Applications per academic year.

02 Overview

Overview

The aim

To provide an in-depth insight into the Bursary Administration Service.

The Outcome

To gain an advanced knowledge of the service and the capabilities of award rules.

03 Awards

Award Types

Automated Awards

- These are awards set up by your HEP using pre-defined rules.
- You can create rules for Automated Awards based on specific criteria available in the Bursary Portal.
- Once these awards are active the defined award rules will be automatically run against the HE student data.

Manual Awards

- These awards are best utilised when you wish to set up an award for an ad hoc purpose or where the reason is not available in the portal.
- For example based on progression or Exam results.

Setting Up Awards

- Administrators can create and maintain awards for Bursary, Scholarship or Fee Waivers.
- Awards can be Automated or Manual.
- Due to the potential complexity of the Automated Award Rules, each new Automated Award created by your HEP will be reviewed by SLC.
- Both Automated and Manual Awards can be edited up to the point of activation.
- Only Automated awards which have been allocated a Review Status of 'Review Completed' will then be permitted to be activated by your HEP.

Student List

Approval List

Reports

Administration

Institution Profile

Payment Profiles

Awards List

Reject by Award

Select HEI

Statistics

Awards List

Awards List

Use the filter options below to specify the awards you want to view

Academic Year	18-19
Category	Please Select
Award Name Use wild cards to find out more matches, e.g. %Mathematics%	
Active Awards	Yes
Terminated Awards	No
Award Type	Please Select
Review Status	Please Select

Clear Filter & Results Filter

Filter Results

No Filter results returned.

Add Award

04 Rules

Award Creation

Age at current course start

Age at first year start

Campus ID

Course Type

Course year

Dependents

Domicile

Final Year

HEI (HEP) Code

Household Income

Method of attendance

NHS Funded

First Part of Postcode

Principle earner income

Qualification

SLC Course code

Special Support Grant

Maintenance Grant

Tuition Fee

UCAS Course Code

New Student

Commencing year of study

Course Start Month

Cohort

Care Leaver

Special Support element

Maintenance loan Entitlement

Credit

Intensity

Award Creation

Is/Is Not

Equals/Does not
Equal/In/Not in

Equals/Is Greater than/Is
Greater than or Equal too

Does not Equal/Is less
than/Less than or Equal too.

Rule	Rule	Rule
Age at current course start	<i>Is younger than</i>	25
Household Income	<i>Is less than or Equal too</i>	£30,000
Method of attendance	<i>Is</i>	Full time attendance
Domicile	<i>Is Not</i>	Scotland

Award Targeting



The rules can be used to deliberately include or exclude certain students for awards.



Can include a wide range of students



This allows awards to be tailored towards Student demographics and circumstances.



Students can be eligible for more than one award.

Award Copying

- Should you wish to make awards which are similar but for are targeted at a different demographic you can copy an award then make amendments to the award rules to suit the rules required for the new award.
- This saves time in creating multiple awards from the beginning where there is perhaps only one or two changes, for example, A type of independent student.
- This applicable to both Automated and Manual awards.



Award Calculation Types

- Set amount
- Grant top up
- Proportion of Grant
- Single band sliding scale
- Two band sliding scale
- Multiple band



Award Payment Profile

Select or Create Payment profile for the award.

- Payment triggers
- Payment dates
- Number of Instalments
- Percentage of award paid in each instalment

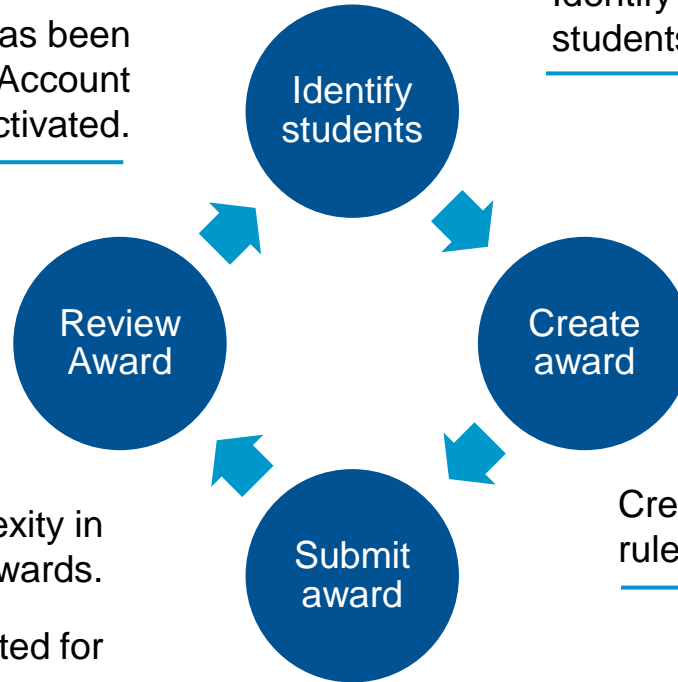


05 Approval

Submission

After the award has been reviewed by the Account Manager. It can be activated.

Identify the demographic of students that you want to pay.



Due to the potential complexity in Automated Awards.

Each award rule is Submitted for review by the Account Manager.

Create the Award and define the rule set from the award criteria.

Award Activation (Auto Awards)

- Awards that have been created will be reviewed by SLC.
- Should the Award rules be invalid, the review will fail.
- The Account Manager will provide feedback.
- Once these have passed review the award can be activated.
- Before Activation you should ensure that the award is accurate, **for payment dates, payment triggers, payment amounts, payment instalments** and **termination date** are accurate.
- Once the Award is active it cannot be edited

Award Activation (Manual Awards)

- Manual Awards are not required to be reviewed by SLC.
- Before Activation you should ensure that the award is accurate, **for payment dates, payment triggers, payment amounts, payment instalments** and **termination date** are accurate.
- Once the Award is active it **cannot** be edited.

06 Right First Time

Right First Time

- SLC promote and work towards a Right First time Ethos.
- The Several of the actions discussed play a part in this:
 - [SLC rule submission check](#)
 - [Copying an award rule set](#)
- This reduces the amount of reassessments requested by providers, which is beneficial to SLC, the provider and students in receipt of Bursary awards.
- As it improves service efficiency and the user experience.



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The slide features several decorative elements: a teal and yellow geometric shape in the top left; a blue triangle in the top right; a grid pattern on the left side with an orange vertical bar; and a purple, pink, and teal geometric shape in the bottom right.

Thank you