Office for Students
OfS

OfS registration checklist for providers

By submitting your application via the OfS portal, you are confirming that:

- you have read this document
- you have uploaded all your documents, as set out below
- you have followed the necessary steps to make a valid submission, as set out below.

Documents

Have you uploaded **all** your documents according to:

- the category of registration you are applying for (see condition A1/A2)?
- the date you are submitting your application (see condition B7)?
- the length of time you have been in operation and providing higher education (see condition D)?

Condition of registration	Which providers this applies to	Document	Where to submit the document(s)	
Not applicable	All providers	Application form	Section 1	☐
A1	Providers applying in the Approved (fee cap) category and intending to charge higher fees	Access and participation plan	Section 2	☐
		Fee information document	Section 2	☐
		Targets and investment plan	Section 2	☐
A2	Providers applying in the Approved or Approved (fee cap) category and intending to charge basic fees[1]	Access and participation statement	Section 4	☐
B7	For providers applying on or after 1 May 2022	A quality plan	Section 4	☐
		Supporting evidence	Section 4	☐
		An itemised list of each piece of supporting evidence submitted in relation to condition B7	Section 4	☐

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[1] For providers that will not teach students on courses subject to the regulated undergraduate tuition fee regime there is no submission requirement for either condition A1 or A2.

C1	All providers	Self-assessment on guidance on consumer protection law	Section 4	☐
		Student contract(s)	Section 4	☐
C3	All providers	Student protection plan	Section 4	☐
		Any policy you have which relates to refund and compensation	Section 4	☐
D	All providers	Financial and student number tables	Section 3	☐
	All providers	Commentary to accompany the financial and student number tables	Section 4	☐
	Providers that have been in operation and **providing higher education for more than three years**	Full audited financial statements for the three most recent years	Section 4	☐
	Providers that have been in operation and **providing higher education for fewer than three years**	Full audited financial statements for as many of the last three years as you have been providing higher education	Section 4	☐
		Business plan (and information about financial backing where relevant)	Section 4	☐
	Providers that have **not provided higher education in the last three years**	Business plan (and information about financial backing where relevant)	Section 4	☐
E1 / E2	All providers	Self-assessment on management and governance	Section 4	☐
		Governing documents and any other supporting evidence you refer to in your self-assessment	Section 4	☐
		An itemised list of each piece of supporting evidence submitted in relation to conditions E1 and E2.	Section 4	☐

Necessary steps to make a valid submission

Have you taken the following actions to make a valid submission?

Section	Steps	
Section 1	Checked that your application form does not contain any validation errors (if there are errors, you have rectified this before uploading).	☐
	Uploaded and submitted your application form and received a 'completed successfully' message.	☐
Section 2 (where applicable)	Uploaded and submitted your access and participation form documents and received a 'completed successfully' message. **As set out above, only providers applying in the Approved (fee cap) category and intending to charger higher fees will have access to this section and are required to submit documents here.**	☐
Section 3	Checked that your financial and student number tables do not contain any validation errors (if there are errors, you have rectified this before uploading).	☐
	Uploaded and submitted your financial and student number tables and received a 'completed successfully' message.	☐
Section 4	Uploaded all relevant documents (as set out above).	☐
	Submitted all other documents by clicking submit within Section 4 and received a 'completed successfully' message.	☐

Only when:

- **you have uploaded all your documents to the OfS portal, as set out above**
- **you have taken all the necessary steps, as set out above**
- **you are ready for the OfS to assess your application**

you should:

- **tick the box on the OfS portal registration homepage to confirm your submission**
- **click 'submit' to allow the OfS to access your application documents.**

For any queries, please contact regulation@officeforstudents.org.uk