ILR training – fees and financial support

Office for Students

OfS

July 2021

What we will cover

- Definitions of key fields

- What we use these for

- What we expect from providers in determining these

- Evidence that should be kept

- Common issues found

- Examples

- Improving data quality.

Office for Students

Fields we will cover

- SSN

- MSTUFEE

- GROSSFEE and NETFEE

- FINTYPE and FINAMOUNT

- SPECFEE.

What we use this data for

- SSN is used to link Individualised Learner Record (ILR) data to Student Loans Company (SLC) data for analysis

- Other fields are used for analysis, monitoring any potential fee breaches and monitoring access and participation plans.

Office for Students

Key fields
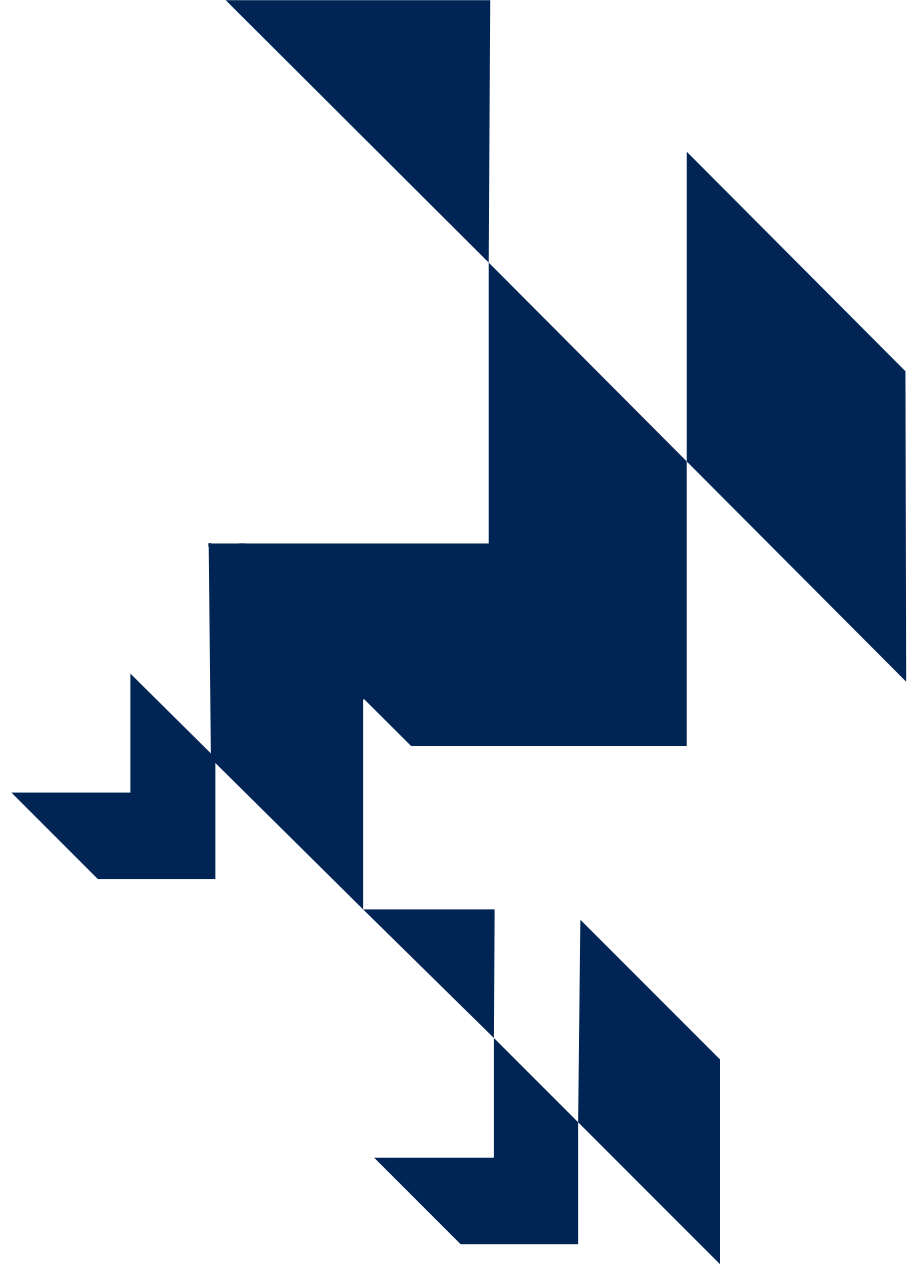
SSN

Student support number assigned by student support authorities.

- Optional field but we strongly encourage providers to return it

- GROSSFEE and NETFEE not required if SSN returned

- We expect SSN to be known where a students major source of tuition fee is the SLC - MSTUFEE = 02, 03, 04, 52, 53, 54.

Office for Students

MSTUFEE

The major source of tuition fees for the learner.

- The main source should be returned when there is more than one source
- Where the specification refers to a local education authority (LEA) this means the Student Loans Company
- Code 81 should be used when the main source is the student's employer.

Examples: MSTUFEE

A student in receipt of a fee loan from the SLC, assessed by an English LEA, should be returned with MSTUFEE=2.

A student where the fee is paid by a government department, as their employer, should be returned with MSTUFEE=81.

Office for Students

Common issues and good practice

Common issues:

- SSN not returned when this is available

- inaccurate coding of MSTUFEE.

Good practice:

- robust processes to collect, verify and return SSN.

Office for Students

GROSSFEE

The gross fee for the year for the student on this course. Fee before any fee waivers or discounts.

- Not required where SSN is provided

- Not required for apprenticeship programmes

- Should reflect the fee charged, before any waivers are applied

- Should not be reduced for non-payment

- Should not be reduced if the student withdraws part way through the year.

NETFEE

Net fee for the year for the student on this course. Fee after any fee waivers or discounts.

- Not required where SSN is provided

- Should reflect the fee charged, after any waivers are applied

- Should not be reduced for bursaries, free equipment or other similar support

- Should not be reduced for non-payment

- Should not be reduced if the student withdraws part way through the year.

Office for Students

FINTYPE and FINAMOUNT

The type and amount of financial support received by the student. Captures bursaries and other in-kind support.

- Coded to indicate the type of support received

- Support which is £50 or less per item must not be included

- Excludes fee waivers or other support to reduce fees.

Examples: GROSSFEE, NETFEE and financial support

A student is on a course year where the initial fee charged is £6,000. The student withdraws in January and is charged £3,000 for the year. GROSSFEE and NETFEE should not be reduced to reflect that the student withdrew and £6,000 should be returned for each.

A student is on a course year where the initial fee charged is £6,000. A fee waiver is applied so that the student only pays £5,000. GROSSFEE=£6,000 and NETFEE=£5,000 should be returned.

Office for Students

Examples: GROSSFEE, NETFEE and financial support

A student is on a course year where the initial fee charged is £6,000. A bursary of £1,000 is paid to the student in cash. GROSSFEE=£6,000 and NETFEE=£6,000 should be returned. The bursary is recorded through FINTYPE=1 and FINAMOUNT=£1,000.

Common issues and good practice

Common issues:

- GROSSFEE/NETFEE incorrectly reduced when students withdraw

- fees for the whole course returned rather than the fee for the year.

Good practice:

- robust processes to ensure that GROSSFEE/NETFEE are in line with fees charged

- robust processes to capture and return financial support provided

- where NETFEE and GROSSFEE differ, records maintained to evidence this.

SPECFEE

Records whether the fee is standard/prescribed, or otherwise.

- Students on the same pattern of study on the same course should have the same SPECFEE

- SPECFEE=0 (standard/prescribed) is expected for full year full-time undergraduate, part-time undergraduate and postgraduate initial teacher training (ITT) courses

- Postgraduate taught students who are not subject to regulated fees should be coded SPECFEE=9

- SPECFEE should not be adjusted when fees are waived for individual students

- For higher apprenticeship students, SPECFEE must reflect the qualification that the student is studying as part of their apprenticeship.
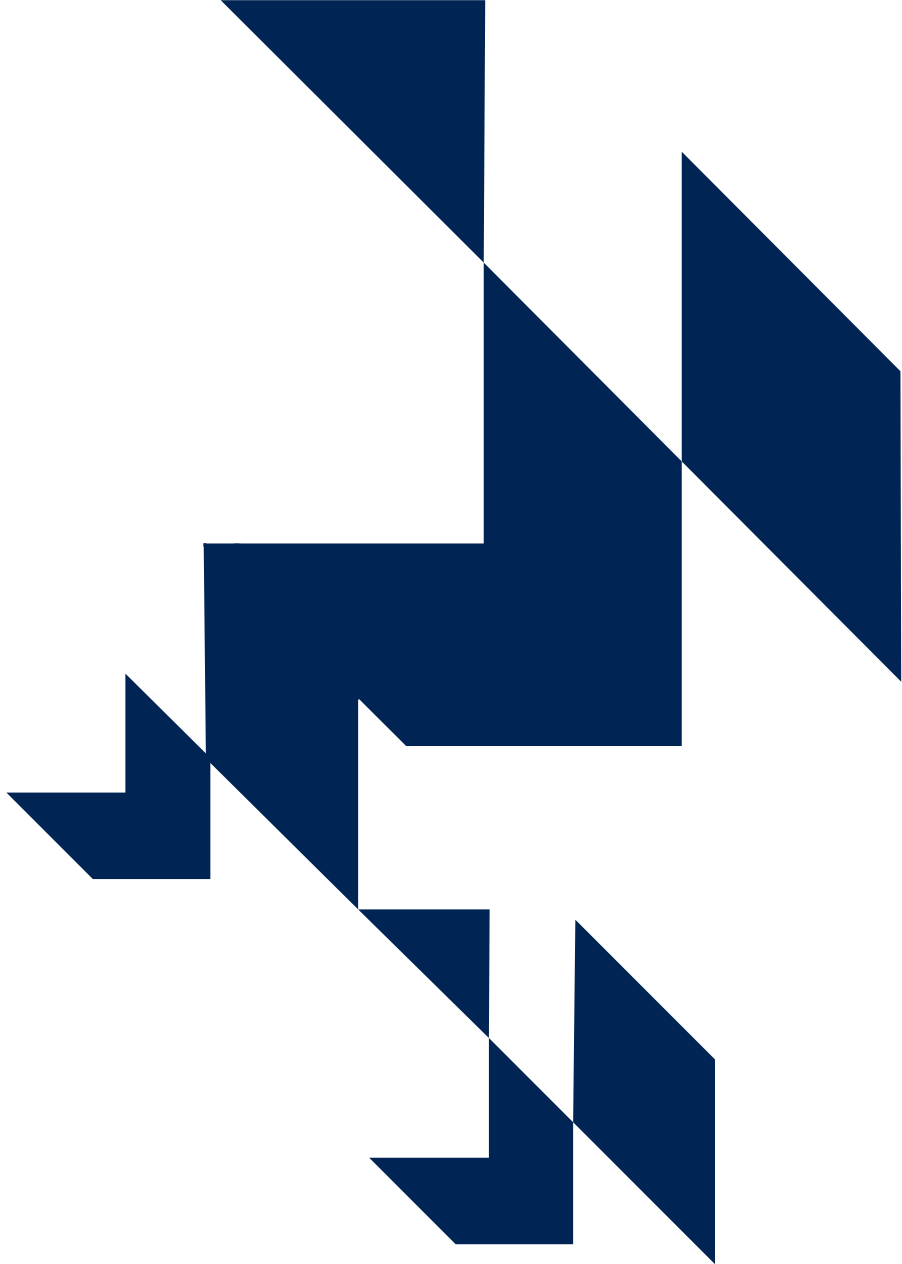
Common issues and good practice

Common issues:

- SPECFEE=9 incorrectly returned for students subject to regulated/prescribed fees
- SPECFEE=0 returned for PGT students other than ITT students.

Good practice:

- Checks that SPECFEE is consistent for students on the same course/year of course.

Office for Students

Data quality

Validation and internal checks

Could include:

- spot checks of data held where this is input manually

- checks that fields are populated

- comparisons with data from the SLC, and finance systems, where applicable

- checks that SPECFEE is the same for students on the same course/course type

- checks that GROSSFEE matches approved fee levels for course/mode/year of entry

- checks where NETFEE less than GROSSFEE to ensure differences are genuine.

Office for Students

Thank you for listening