



# Postgraduate Tuition Fee Loan





# Policy Summary





### Overview

- Available from AY 2017/18
- Non-income assessed
- Eligible postgraduate courses
- Maximum £5,500 of fee support for the course
- Income Contingent Repayment (ICR)
- Paid to HEP



## SFNI Postgraduate TFL

### Application

- Paper and online applications available
- Separate application every AY
- Time limit for application: 9 months from 1<sup>st</sup> day of the AY
- Time limit to increase loan amount: 1 month before end of AY
- Students cannot reduce the loan to less than has already been paid
- Late entrants can apply but are not entitled to any PG TFL payment for terms in which they were not in attendance / undertaking the course



### Eligibility

- Students will not be eligible for PG TFL and funding for an undergraduate HE course concurrently
- A student can have both undergraduate HE funding and a PG TFL in the same AY as long as it is not at the same time
- No age limit
- Students in receipt of an NHS bursary can get PG support
- Students may become eligible after an “event”



### Residency

- PG TFL residency requirements will be the same as undergraduate products:
- **NI domiciled students** with ‘settled status’ in the UK
  - Ordinarily resident in the UK & Islands for 3 years prior to the 1<sup>st</sup> AY
  - Ordinarily resident in NI immediately prior to the 1<sup>st</sup> AY
- **EU Students**
  - Ordinarily resident in the EEA/Switzerland for 3 years prior to the 1<sup>st</sup> AY
  - Undertaking the course in NI
- Students who do not meet these requirements may be eligible under another regulatory category



### Ineligible Applications

- Doesn't meet residency criteria
- Doesn't meet previous funding criteria
- Ineligible course or provider
- Outstanding arrears
- 'Unfit' for student support
- Applies too late
- Prisoner in custody



### Previous Study and Funding

- PG TFL is available only once, for one level 7 course
- Previous study is not taken into account;
  - Previous study at any level does not affect PG TFL entitlement
  - Previous level 7 study can be accredited to a new course
- Previous funding for a level 7 course does affect PG TFL entitlement.
- This applies whether or not the student;
  - Accessed the maximum amount of PG TFL for the previous course
  - Gained a qualification for the course that they received PG TFL for
  - Is now undertaking a different Level 7 qualification from the start of the new course
  - Is now undertaking the extra credits/modules required to convert an existing PG qualification to another Level 7 qualification





### Course Eligibility

- PG TFL will be available for eligible postgraduate courses provided by;
  - **UK HEPs** (NI domiciled students)
  - **NI HEPs** (EU students)
- Courses at authority funded providers (with or without degree awarding powers) are eligible
- Courses at alternative providers (with or without degree awarding powers) are not eligible
- Qualifications must be awarded by a UK HEP with at least 50% of study in UK



## SFNI Postgraduate TFL

### Course Eligibility

- Eligible courses (Level 7 on the QAA Framework);
- Postgraduate Master's courses;
  - Postgraduate Diplomas;
  - Postgraduate Certificates
- PG TFL is not available for;
- Postgraduate Doctoral degrees;
  - Master's degrees that are undertaken as an integral part of a Postgraduate Doctoral Degree;
  - Courses with a postgraduate element that are currently eligible for undergraduate support.
- Both taught and research masters are eligible
- PG intercalated years can be funded via PG TFL



### Course Eligibility

- Part-time and full-time courses are eligible
- For part-time study, the following are not relevant;
  - Intensity of study in individual AYs; or
  - Full-time equivalent course length
- Courses must last no more than three AYs
- Courses can be completed in less than one full AY
- Distance learning courses are eligible
- Where the course is a distance learning course, the student must be resident in Northern Ireland on the first day of the first AY of the course.



## Fee Support

- One confirmation of study required per AY
- PG TFL is a **non-means tested** loan
- The maximum PG TFL available is **£5,500** per course.
  
- The maximum amount paid per year is dependant on the course length
  - **£5,500** for a one year course
  - **£2,750** for each AY of a two year course, and
  - **£1,833** for each AY of a three year course (**£1,834** in the final year).

Course length (AYs)	Max PG TFL per AY		
	Year 1	Year 2	Year 3
1	£5,500		
2	£2,750	£2,750	
3	£1,833	£1,833	£1,834

- The maximum rates are not affected by weeks study, intensity or level of qualification



### Fee Support

- The minimum amount is **£1**
- The maximum amount awarded is the lesser of the yearly cap, the tuition fee and the loan requested
- No more than the maximum PG TFL per AY will be available, even where the HEP charges a higher fee in individual AYs

### For example

A HEP charges £5,500 in total for a two year course.

- In year 1 they wish to charge the student £3,000.
- In year 2 they wish to charge the student £2,500.

The student will still only be able to access a maximum of £2,750 in each AY

they will be entitled to;

- **£2750** in year 1; and
- £2500 in year 2



## SFNI Postgraduate TFL

### Payments

- Payments of PG TFL will be made to the HEP in three instalments per AY as per undergraduate TFL
- The instalments will be split into the following proportions;
  - Instalment 1 - 25%
  - Instalment 2 - 25%
  - Instalment 3 - 50%
- Payments in the AY are scheduled across three AY quarters, even where the study period in the AY is shorter
- Payments will not be released until a valid National Insurance Number (NINO) has been received and verified



## Payments

- Where the maximum loan amount is not needed, the payments will be proportioned based on the loan requested

### For example;

**Jill** undertakes a one year course; the fee charged is £4,000.  
She requests a loan of £3,000. Payments are scheduled as follows:

Instalment 1	<b>£750</b>	(25% of £3,000)
Instalment 2	<b>£750</b>	(25% of £3,000)
Instalment 3	<b>£1,500</b>	(50% of £3,000)



## SFNI Postgraduate TFL

### Repayments

- **Plan 1** repayment terms will apply to PG TFL
- PG TFL repayments will only be deducted when a student earns over the threshold amount under existing ICR terms
- The Statutory Repayment Date (SRDD) for PG TFL will be;
  - The start of the tax year following the course end date; **OR**
  - The start of the tax year following the withdrawal date, where the student withdrew
- PG TFL repayments will not be concurrent with and separate to undergraduate loan repayments





# Courses Management Service





## Key Policy Summary

- Authority funded HE Providers only (all AP's out of scope)
- Postgraduate Master's education provision is a devolved matter and applicable to Northern Ireland only.( i.e. Northern Ireland domiciled students studying at an institution anywhere in UK or by distance learning Northern Ireland and EU students studying in Northern Ireland)
- Courses starting on or after **1 August 2017** ( AY17/18) are available for NI domiciled students

### Eligible courses:

Postgraduate Master's courses  
Postgraduate Diplomas  
Postgraduate Certificates  
(with no subject restrictions)

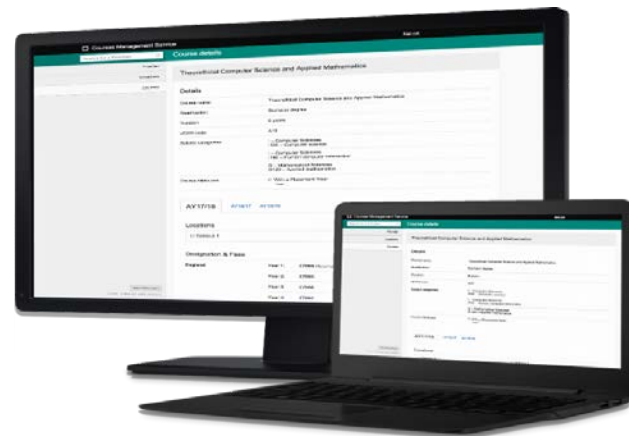
### Course lengths:

Full Time – 1,2 or 3 years  
Part Time - 1,2 or 3 years



## CMS Course Collection

- All relevant providers to enter both full and part time Postgraduate course details on CMS from May (approximately) Course collection date to be confirmed.
- Full and part time Postgraduate course entry format is exactly the same
- Due to the different course structure, providers that have existing SFE / SFW postgraduate courses, will be required to set up NI versions





## CMS Changes

- CMS has been developed to ensure Postgraduate courses can be identified when a student applies on-line – the PGNI student would only see PGNI courses
- The Copy Course functionality will assist with course data entry
- CMS Export includes Funding Level to enable providers to distinguish between Postgraduate and Undergraduate courses
- Course Search on-screen facility includes Postgraduate and Undergraduate filters
- New filters to be added to PG course list screen to identify between PG NI courses and PG SFE / SFW courses – to be introduced late summer 2017



## How to add a Postgraduate NI Course to CMS

- Add Course 'choice screen' split out between Postgraduate NI & Postgraduate SFE / SFW
- Validation in place to ensure that PG NI courses can only be added from AY 17/18
- Although PG NI courses are exactly the same for FT & PT – separate versions of each are required for MI Reporting purposes and for other SLC systems that capture a study mode (ie SIS)



# How to add a Postgraduate NI Course to CMS

**Provider**   **Locations**   Courses

## Add a Course

All fields are required unless marked Optional.

Start Year

Funding Level  Undergraduate  Postgraduate

Study Mode  Full-time  Part-time

Domicile  England and Wales  Northern Ireland

**Continue** [Cancel](#)



## How to add a Postgraduate NI Course to CMS

- Core course details screen exactly the same for full and part time courses
- Course durations will be 1,2 or 3 years for full and part time courses
- Distance learning will be the only course attribute
  - Separate courses must be entered for a standard and distance learning course
- Courses entered must be at least to subject classification level
- Qualifications will be defaulted to the following...
  - Postgraduate Taught Masters
  - Postgraduate Research Masters
  - Postgraduate Diploma's
  - Postgraduate Certificates



# How to add a Postgraduate NI Course to CMS

**Provider** | **Locations** | **Courses**

## Add a Course

All fields are required unless marked Optional.

### Course Details

Funding Level	Postgraduate
Study Mode	Full-time
Course name	<input type="text" value="Advanced Clinical Pharmacy Practice"/> <small>Up to 120 characters</small>
Qualification	<input type="text" value="Postgraduate Diploma"/>
Duration	<input type="text" value="1 Year"/>
UCAS code	<input type="text" value="R2D2"/> <input type="checkbox"/> No UCAS code
HEP course code(s) <small>OPTIONAL</small>	<input type="text" value="Pharm1-PG"/> <a href="#">Add another course code</a>
Subject categories	<input type="text" value="B200 – Pharmacology, toxicology &amp; pharmacy"/> <a href="#">Add another subject</a>
Course Attributes	<input type="checkbox"/> Distance Learning course





## How to add a Full Time Postgraduate NI Course to CMS

- Providers requested to enter three sets of term dates for all years of a full time **and** part time PG NI course (to mirror the current full time undergraduate course term date structure)
- Full time and part time courses are entered in exactly the same structure
- Up to twelve intakes can be entered
- Any number of relevant locations can be selected
- The courses will all automatically be defaulted to be designated for Northern Ireland domiciled students only – this will only be presented to the user once the course is saved
- Fees – the **total course fee** for that course **per year** is to be entered (this will bypass the provider fee cap if the amount entered is greater). Like undergraduate course fees are entered for each year of the course.



# How to add a FT & PT Postgraduate NI Course to CMS

AY17/18

**Locations**

London Campus

Main Campus

**Designation**

From which parts of the UK will you accept students?

England

Northern Ireland

Scotland

Wales

**Fees**

Year 1 £ 15000

**Term Dates**

**First intake**

**All Years** Year 1 dates are remembered from the last course you added.

Term 1	10/12/2016 <small>Start date</small>	to	12/01/2017 <small>End date</small>
Term 2	12/02/2017 <small>Start date</small>	to	12/03/2017 <small>End date</small>
Term 3	12/04/2017 <small>Start date</small>	to	12/05/2017 <small>End date</small>

These dates are the same for all 1 years



# Student Information Service





## Attendance Confirmation Process

HEP required to confirm student details and attendance code via the 'attendance worklist' or import/export facility on SIS

### Full Time

- Three confirmations of attendance are required - one before each payment is released
- The first confirmation to be made once the student has been attending the course for 2 weeks

### Part Time

- Only one confirmation of attendance is required once the student has been attending the course for 2 weeks
- This will release all three payments



## Postgraduate Tuition Fee Loan Payments

Payment of Postgraduate Tuition Fees will then be made to HEPs in 3 instalments

- 25%, 25%, 50%
- set dates for each AY start

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



# Level of Funding

SIS Home

Student Information Home

View Student Information

Registration Home

Attendance Home

Combined Home

CoC Home

Financial Reports

Select HEI

HE Gateway Home

Student Information Filter

Filter Help

Student Search Course Search General Search

Academic Year	17-18	Application Status	Select
Course Start Date (dd/mm/yyyy)		Course Name <small>Use wildcards (%) for more matches e.g. Mat%</small>	
UCAS Course Code		SLC Course Code	
Method of Attendance	Select		
Campus	Select		
Qualification	Select	Course Type	Select
Course Status	Select	Course Fee Rate (£)	
Current Attendance Status	Select		
Registration Status	Select		
Current Year Start Date From (mm/yyyy)		Current Year Start Date To (mm/yyyy)	
Mode of Study	Select	Level of Funding	PG Select --- UG PG

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

List of Students - Academic Year 2017

Filter by 'Level of Funding' to search for PG students only



## View Student Information

The maximum PG TFL available is £5,500 per course capped

- £5,500 for a one year course
- £2,750 for each AY of a two year course
- £1,833 for each AY of a three year course

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
FAKE16938867N	INTEGRATIONTEST1491231234877, SISEDS1491231234877	03/04/1992	HAT MENDING-ENG-JUN	CARDIFF UNIVERSITY	428190			FT	5500.00	0.00	0.00	4500.00		Awaiting Attendance Confirmation

Example shown is for a 1 year course, HEP are charging £10,000 and the student has requested the maximum PG TFL of £5,500 leaving a Student to Pay amount of £4500



# Detailed Student Information

## Student Details

### Personal Information

### Course Information

### Other Information

<b>Address</b>	10 HOME ST SISEDS	<b>Domicile</b>	England
	SISEDSVILLE	<b>Award Authority</b>	SFD PROCESSING UNIT
	SO16 7HT	<b>Bank Details Held</b>	Y
<b>Registration Status</b>	Registration Confirmation Not Required	<b>Valid NINO Held Indicator</b>	
<b>Alternative Location Details</b>	PGCE	<b>Current Attendance Status</b>	Awaiting Attendance Confirmation
<b>Current Attendance Code</b>		<b>FSN Status</b>	F
<b>Application Status</b>	Approved	<b>Transferred Indicator</b>	
		<b>Reassessed Indicator</b>	N

### History

## Attendance Confirmation(s)

Liability Period	Course	Course Location	Course Year	TFL Amount (£)	TFG Amount (£)	TFW Amount (£)	STP Amount (£)	Attendance Status	Last Updated By	Last Updated Date Time	Attendance Code
1	HAT MENDING-ENG-JUN	CARDIFF UNIVERSITY	1	5500.00	0.00	0.00	4500.00	Awaiting Attendance Confirmation	JWSSIS	03/04/2017 15:54:06	
2	HAT MENDING-ENG-JUN	CARDIFF UNIVERSITY	1	5500.00	0.00	0.00	4500.00	Awaiting Attendance Confirmation	JWSSIS	03/04/2017 15:54:06	
3	HAT MENDING-ENG-JUN	CARDIFF UNIVERSITY	1	5500.00	0.00	0.00	4500.00	Awaiting Attendance Confirmation	JWSSIS	03/04/2017 15:54:06	





## Detailed Student Information

### Student Details

Personal Information

Course Information

Other Information

Course Name	HAT MENDING-ENG-JUN	Course Status	Open
SLC Course Code	428190	UCAS Course Code	
Campus	A CARDIFF UNIVERSITY	Course Duration (years)	1
Method of Attendance	Full Time Attendance	Qualification	PG-RM
Temporary Course Indicator	N	Part Time Course Indicator	N
Course Start Date (dd/mm/yyyy)	01/06/2017	Course End Date (dd/mm/yyyy)	01/02/2018
Current Course Year	1	Level of Funding	PG
Tuition Fee Loan Amount (£)	5500.00	Tuition Fee Grant Amount (£)	0.00
Tuition Fee Waiver Amount (£)	0.00	Tuition Fee Amount Payable by Student (£)	4500.00
Course Fee Rate Confirmed by Student (£)	10000.00	Course Fee Rate confirmed by HEI (£)	10000.00