

# Quick Guide - Attendance Confirmations – SFNI PG TFL

## Purpose

This quick guide will show you how to perform various tasks including using the Attendance Worklist and confirming attendance to release Postgraduate Tuition Fee Loan payments.

## When and Why?

It is the responsibility of the HEP to make timely and accurate attendance confirmations to allow Fee Payments to be released from SLC to Higher Education Providers (HEPs) on behalf of students.

## Attendance Worklist

Payments will be released following submission of attendance confirmation from the HEP which confirms that the student has been undertaking the course for two weeks. If the student has not been in attendance for at least two weeks, the HEP should not confirm attendance as there is no entitlement to the Fee Loan. Attendance confirmations also confirm that the student is on track to complete the course within three academic years or less. For part time courses, no intensity of study is required to be confirmed.

Full time courses: Three attendance confirmations are required per academic year, one each term which will release the payment instalment for that liability period. Courses that are full time but less than a full academic year will still require three attendance confirmations.

Part time courses: One attendance confirmation is required per academic year to release the first payment. Subsequent payments in that academic year do not require further attendance confirmations, payments will be released as long as the student has not withdrawn or suspended on the liability date.

Each term start date provided by the HEP will form the liability dates for the fee payments which will be paid in three instalments – 25%, 25% & 50%. These payment dates are shown below:

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

HEPs are only entitled to receive the full fee loan if the student is in attendance at each of the liability points provided, having undertaken two weeks of study. After the initial payment point, payments thereafter will be made weekly.

## Access

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

## Attendance Home

You can access the Attendance Home section via the [Attendance Home](#) link on the menu on left of the SIS Home page. Clicking this menu item will also display all of the attendance sub areas which apply to your user access.

## Attendance Worklist

You can access the Attendance Worklist by selecting [Attendance Worklist](#) from the Attendance Home sub menu. When using the search filters on this page only the students who require an attendance confirmation will appear in the results.

The Attendance Worklist Filter page is split out over two tabs to allow you to search using a selection of criteria: Student Search and Course Search.

To easily identify students who are in receipt of PG Tuition Fee Loan, use the [Course Search](#) tab to filter on [Level of Funding](#) (Postgraduate NI).



Attendance Worklist

Filter Help

Student Search **Course Search**

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

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

**Please remember that attendance confirmations should be submitted after the student has attended for two weeks.**

## Attendance Worklist Results

When you have selected the criteria you wish to use

- Click the **Filter & Display Results** button, the results will display below the search filters.

The results are split out over three tabs:

<b>Unconfirmed Attendances</b>	Attendance confirmations that have yet to be actioned
<b>Saved Attendances</b>	Confirmations that have been saved but not submitted
<b>Saved &amp; Reassessed</b>	Where an attendance code has been saved and a reassessment has since been received

Each line of the results table displays one student record, detailing the student's personal details, course and fee information, and then the attendance status drop down box for each of the three liability periods.

The attendance codes for HEPs to use are as follows:

Code	Definition
A	Student is in attendance – course and fee information are correct <b>Also</b> After reassessment – course and fee information amended correctly Payment will be released
C	Course mismatch – HEP to raise a CoC
F	In attendance but the HEP disagrees with fee – HEP to raise a CoC
L	In attendance but liability disputed, HEP to resolve – Payment will be released
N	In attendance but liability disputed, HEP will not resolve – HEP to raise a CoC
X	Student not in attendance after the course start – HEP to raise CoC
S	Student suspended – HEP to raise a CoC to block Maintenance & Fee Payments
D	Can only be submitted in the first liability period to advise a student has never attended your HEP or not attended for the first two weeks, a D code submission will remove the student's support entitlement.

When you have **selected the attendance codes for the students displayed** using the drop down boxes you will have the option to either **Save or Submit**, these options are shown at the bottom of the screen.

- If you opt to **Submit** the codes this will trigger the fee payments process (for the positive attendance codes).

When you have successfully confirmed attendance for liability period 1, the student will no longer appear on the Attendance Worklist and their attendance status will be updated to show as 'Attendance Confirmed' and will stay at this status until the first day of liability period 2 (the start of the second term). At this point the student will re-appear on the worklist and their attendance status for period 2 will be amended to show 'Awaiting Attendance Confirmation'.

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**It is not possible to submit an attendance confirmation for a liability period if the previous liability period is still awaiting an attendance confirmation. In order to check if there are outstanding attendance confirmations required for a particular liability period you should use the liability period filters on the Course Search page of the Attendance Worklist.**

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### Note

- If you **Save** an attendance code you can re-visit the worklist and submit at a later date – the record will move from the **Unconfirmed tab** to the **Saved tab**.

## Attendance Worklist Results – Saved / Saved & Re-assessed tabs

On the Saved/Saved & Re-assessed tabs the Attendance Code field will display the code that has previously been saved but not submitted.

You can now submit the saved attendance codes using the check boxes on the left of the records and then clicking the **Submit** button. A **Select All Displayed** option is also provided to allow you to select all records displayed.

An application may appear on both the *Unconfirmed* tab as well as the *Saved* tab. This will occur if the attendance confirmation for period 1 is still outstanding by the time period 2 is reached, and both periods are outstanding.

To change a student's confirmation status, click on the **Student Support Number (SSN)** link which will take you to the Detailed Student Information page where this can be updated.

## Attendance Worklist Export/Import

There is an Export and Import Attendance Confirmation facility which will enable you to import attendance confirmations from your own internal systems into the Student Information Service via a bulk file using the Attendance Confirmation Report file format.

For a copy of the latest technical specification please email [HEP\\_Services@slc.co.uk](mailto:HEP_Services@slc.co.uk).