
12 May 1998

CIRCULAR

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

**RETURN OF FUNDING UNITS:
SUMMER 1998**

Cheylesmore House
Quinton Road
Coventry CV1 2WT

To

Principals of colleges
Heads of external institutions
Heads of higher education
institutions receiving Council funds
Chief education officers

Circular type

Request for data

Summary

Request for return of funding units
for summer 1998.
Returns are requested by
15 June 1998

Reference number: 98/14

Enquiries:
Scott Winter
Funding manager: allocations and
claims
01203 863349

98/14

RETURN OF FUNDING UNITS: SUMMER 1998

INTRODUCTION

1 In this circular, the Council asks each institution to provide, by 15 June 1998, an estimate of the number of funding units delivered in 1997-98 by summer 1998. This will be used to adjust payments to institutions which are not expecting to deliver their estimated profile of funded units, as outlined in Circular 97/27 *Payment of Funds 1997-98*.

BACKGROUND

2 In my letter dated 22 July 1997, I informed you that demand-led element (DLE) returns were being withdrawn from the 1997-98 teaching year. I also informed you that the Council would use November 1997 ISR 9 (1 November 1997; 1997-98) data to estimate the funding units generated by an institution in the autumn 1997 period, and that institutions would be asked to make a return of funding units in summer 1998.

RETURN OF FUNDING UNITS: SUMMER 1998

3 All institutions are asked to complete and return the form SUM RET 98, which is attached as annex B to this circular, to the Council by 15 June 1998. Guidance on completing the form is at annex A.

4 Specialist designated institutions which are funded for both schedule 2 and non-schedule 2 provision are asked to provide separate returns for each type of provision.

5 The Council will validate institutions' returns by comparing them with an estimate of the expected total funding units for autumn 1997, spring 1998 and summer 1998. For details of the calculation of the Council estimate see paragraphs 6 to 9 of annex A.

FURTHER INFORMATION

6 If you have any questions about the information in this circular, please contact the funding team on 01203 863349. Enquiries may be faxed to 01203 863112. Please label faxes 'Return of funding units: Summer 1998'.



GUIDANCE FOR COMPLETING FORM SUM RET 98

CALCULATION OF UNITS

1 Guidance on the calculation of funding units and the funding methodology is given in *How to Apply for Funding 1997-98*, published in December 1996. The Council has provided version 5.3 (1997-98) of the funding program to help institutions calculate their funding units.

RETURN OF FUNDING UNITS: SUMMER 1998

2 All institutions are asked to indicate on form SUM RET 98 the total funding units generated in autumn 1997, spring 1998 and which they expect to generate in summer 1998. The return should show the individual total for each period and the cumulative total for all three. The return should not include:

- achievement units which the institution expects to generate after 15 May 1998
- any units for students enrolling and completing their programmes between 16 May 1998 and 31 July 1998
- any units in respect of the additional funds for unemployed students.

3 These should be included in the audited final return of funding units to be sent to the Council in February 1999. Institutions are not expected to return output from the funding program with their return.

4 Specialist designated institutions which are funded for both schedule 2 and non-schedule 2 provision should provide separate returns for each type of provision.

5 Each institution's estimate will be checked against a Council estimate of the institution's performance in 1997-98. The Council estimate will be calculated from the units generated by the institution in autumn 1997 and the institution's expected profile of units generated through the year, and is described in paragraphs 6 to 9 below.

6 Where the institution's estimate is within 5 per cent of the Council's estimate, the Council will use the institution's estimate to make any payment adjustments, unless it has specific concerns about the data provided by the institution. Where the institution's estimate differs by more than 5 per cent

from that of the Council, the institution is asked to give the reasons for the difference on the form SUM DIFF 98 at annex C.

Calculation of the Council's Estimate

Unit profile

7 For institutions which made demand-led element (DLE) claims for each term in 1996-97, the estimated 1997-98 profile will be calculated from the unit totals shown in each period on the summer 1997 DLE claim.

8 For institutions which did not make tri-annual DLE claims in 1996-97, but returned ISR 10 (31 Dec 1997; 1996-97) or ISR 8 (31 July 1997; 1996-97) data, the Council will estimate their unit profile by importing their ISR data into version 3.4 (1996-97) of the DLE program.

9 For institutions which did not make tri-annual DLE claims or return ISR data in 1996-97, the Council will use the average profile for the institution type.

Achievement units

10 Achievement units will be added to the estimate as appropriate, but summer achievement units will be excluded from the Council estimate.

DECLARATION

11 The Council expects form SUM RET 98 to be signed by the principal or head of the institution, or, in the case of higher education institutions, by the person with equivalent responsibility for further education in the institution.

12 Form SUM DIFF 98, even if a nil return, must accompany form SUM RET 98.

SUM RET 98

(Reference Circular 98/14)

All institutions are asked to photocopy, complete and return this form together with form SUM DIFF 98 to Scott Winter at the Council's Coventry office by 15 June 1998.

**THE
FURTHER
EDUCATION
FUNDING
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 Name of FEFC-funded institution

 Sponsoring college (*for external institutions*)

 FEFC code

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 01203 863349
Fax 01203 863112

	<i>Autumn 1997 (A)</i>	<i>Spring 1998 (B)</i>	<i>Summer 1998 (C)</i>	<i>Total claim for all periods (A+B+C)</i>
Funding units claimed: (excluding summer achievement units and units in respect of additional funds for unemployed students)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DECLARATION

I certify that, to the best of my knowledge, the funding units claimed above have been calculated from data correctly extracted from the institution's records, which accurately reflect student numbers at 1 November 1997 and 15 May 1998 in accordance with the guidance and definitions set out in *How to Apply for Funding 1997-98* and Circular 98/14.

 Signature
(*principal/head of institution*)

 Name (*please print*)

 Position

 Date
