

January 2013/02

Special initiative

Guidance

Action may be required by

Monday 8 April 2013

This document provides provisional allocations for the 2014-15 National Scholarship Programme and guidance to institutions on the operation and management of the programme.

National Scholarship Programme 2014-15

Provisional allocations and guidance for institutions

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National Scholarship Programme 2014-15

Provisional allocations and guidance for institutions

To	Heads of HEFCE-funded higher education institutions Heads of HEFCE-funded further education colleges
Of interest to those responsible for	Senior management, Admissions, Access agreements, Widening Participation, Finance, Other stakeholders with an interest in widening participation, fair access and the NSP
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Enquiries to	Clair Murphy, tel 0117 931 7138, e-mail nsp@hefce.ac.uk

Executive summary

Purpose

1. The Department for Business, Innovation and Skills (BIS) sets the overall policy and funding level for the National Scholarship Programme (NSP). HEFCE administers the fund on its behalf.
2. This document provides information about provisional NSP allocations for the academic year 2014-15 and guidance to institutions about the programme. This document informs institutions about a change in the funding method for the NSP in 2014-15 and consequent revisions to the arrangements for matched funding. The guidance also renews confirmation of the national eligibility criteria for students.
3. Following the first year of the formative evaluation of the NSP, and based on advice from the Minister's NSP expert Steering Group, BIS has decided upon a number of changes to the programme to take effect from the 2014-15 academic year. The changes are as follows:
 - a. Funding allocations to institutions will be calculated by a new method. This allocation method aligns better with the NSP eligibility criteria, using the principle that funding should be more focused on institutions that have a higher proportion of students from low-income backgrounds.
 - b. The requirement for financial contributions from institutions will be set at the level previously planned for 2014-15 and included in their existing access agreements. Where this would result in financial contributions at a greater ratio than 1:1, the institution is free to make additional NSP awards and/or re-direct the excess to other forms of financial support or access and retention activity set out in their access agreement.
 - c. Institutional financial contributions will only be required from institutions with an access agreement.

d. Part-time students are eligible for all elements of the NSP menu including those relating to maintenance.

4. The document also explains how HEFCE intends to monitor the delivery of the NSP by institutions in 2013-14, and specifies the data that institutions should seek to collect in order to meet our monitoring requirements. It also gives information about the ongoing formative evaluation of the programme.

5. Institutions should note that the changes to the programme set out in this document, including changes to the allocation model, do not come into force until 2014-15.

Key points

6. The primary purpose of the NSP is to benefit individual students who come from disadvantaged backgrounds as they enter higher education.

7. The Government's contribution to the programme will be £150 million in 2014-15 and remains at £3,000 per student (pro rata) in their first year of study. Provisional allocations can be found in Annex A. Final allocations for the 2014-15 academic year will be published in February 2014. Institutions will receive their full 2014-15 allocation in one payment in August 2014.

8. The Government has set very broad-based national eligibility criteria for the programme, based on household income. Students are eligible to be considered for a scholarship if their declared household residual income is £25,000 or less, whether they are full-time or part-time students. To be eligible, part-time students must be studying at a minimum of 25 per cent intensity relative to the full-time equivalent.

9. Each full-time student awarded a scholarship will receive a benefit of not less than £3,000 in their first year of study, with a pro rata amount delivered to part-time students also in their first year of study.

Summary of changes to the programme from 2014-15

10. The Government's contribution to institutional schemes will be calculated using a new funding method. The new methodology supports the principle that funding should follow those individuals most in need. This means that those institutions which recruit more students from a disadvantaged background are likely to receive a higher proportion of the funding than in previous years of the programme, and those institutions which recruit fewer disadvantaged students are likely to receive a lower proportion. Further information about the new funding method can be found at paragraphs 30-34. A description of the data used to support the method is at Annex B for higher education institutions and Annex C for further education colleges, while details of the technical algorithms applied to Higher Education Statistics Agency (HESA) data are at Annex E, and to ILR data at Annex F.

11. The change to the allocation method for the Government's contribution has necessitated a move away from the 1:1 matched funding requirement. Instead of matching the Government's contribution on a 1:1 basis (a 100 per cent match), institutions intending to charge above the minimum threshold for any of their full-time or part-time fees will be expected to maintain the level of their contribution to the NSP programme at that planned for 2014-15. Where this would result in a

matched funding commitment greater than 1:1, the institution will be free to redirect the excess to any access or retention activity in their access agreement; such overmatch must thus be retained within the access agreement spend. The total level of planned spending on the NSP and other WP measures will be subject to the approval of the Office for Fair Access (OFFA). Further information about arrangements for an institution's NSP contribution is given at paragraphs 40-48.

12. For those institutions that have set out a planned overmatch in their 2014-15 access agreements, the requirement will be that the institutional contribution to the NSP is equal to the previously planned 1:1 match (that is, the planned spend less the overmatch element).

13. Institutions which intend to charge less than the minimum fee threshold for all their full-time and part-time courses will no longer be expected to offer any institutional financial contribution towards the programme, although they may do so if they wish.

14. Finally, the menu of options for part-time students has changed in that part-time students may now receive the same types of benefits as full-time students.

Monitoring arrangements

15. Institutions submitting access agreements for 2014-15 to OFFA will need to provide NSP programme information in those agreements. Institutions participating on a voluntary basis that do not submit an access agreement to OFFA will be required to submit NSP programme information to HEFCE by completing a template that can be accessed via the HEFCE extranet. Annex D shows a sample of that template.

16. Institutions will be required to submit two monitoring returns in respect of the **2013-14** NSP allocation through the OFFA/HEFCE access agreement and widening participation strategic assessment (WPSA) monitoring returns: one aggregated at institutional level in January 2014, and an individualised beneficiary return in January 2015. In-year monitoring for 2013-14 is due to be submitted by institutions in January 2014.

17. The individualised return should provide the aggregate number of awards delivered in the first term of the academic year and an estimate of the number still to be delivered. This early monitoring return is required by BIS to enable it to report to the Secretary of State and other Ministers on the progress of the programme.

18. A final monitoring return is to be submitted in January 2015 when the final figures for 2013-14 will be known. In this return we will require information at the individualised level that cannot be collected from other data sources.

19. Institutions are also expected to flag NSP recipients in 2013-14 on their data returns to HESA (for higher education institutions) or the Data Service (for further education colleges).

Action required

20. **Institutions that submit access agreements to OFFA:** Institutional access agreements for 2014-15 must include information regarding delivery of the NSP and the institution's contribution. Access agreements are due to be returned to OFFA by **Monday 8 April 2013**.

21. **Institutions not submitting an access agreement to OFFA:** Institutions intending to charge £6,000 or less for their full-time fees and below £4,500 for their part-time fees – and therefore not submitting an access agreement to OFFA – must complete a template and upload it to the HEFCE extranet by **Monday 8 April 2013**.

22. We encourage institutions to upload their data as early as possible during this period so that any issues of data quality can be resolved before the deadline. Details on how to access the template will be sent to heads of institutions and to widening participation strategic statement, NSP and access agreement contacts.

Opting out

23. Participation in the NSP is compulsory for institutions intending to charge above £6,000 for **any** of their full-time undergraduate fees, or above £4,500 for **any** of their part-time undergraduate fees from 2014-15.

24. Institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees will not be required to make a contribution to the programme from 2014-15. Given the benefit the NSP offers to students we do not anticipate that such institutions will wish to opt out of the NSP. If an institution charging below the minimum fee threshold wishes to opt out it must inform us of this decision in the template provided on the extranet.

25. For such institutions, if we do not receive the template confirming plans for the NSP or notification of opt-out by the deadline of 8 April 2013, we will assume that the institution is **not** participating in the programme and we will remove its NSP allocation.

Introduction

What is provided by the National Scholarship Programme

26. The purpose of the National Scholarship Programme (NSP) is to provide a direct benefit to individual, eligible students from disadvantaged backgrounds as they enter higher education. Funding delivered through the Government's contribution to the programme cannot be used to fund outreach activities.

27. The Government's contribution to the programme will be £150 million in 2014-15 and remains at £3,000 per student (pro rata). Each eligible full-time student awarded a scholarship will receive a benefit of not less than £3,000 in their first year of study, with a pro rata amount delivered to eligible part-time students studying a minimum of 25 per cent intensity relative to the full-time equivalent (FTE).

28. It is intended that the element of the award funded from the Government's contribution will be delivered in the first year of study. This may be matched by a contribution from the institution, but institutions' matched funding can be provided in year one or spread across subsequent years (to promote retention for example). We provide further detail regarding matched funding requirements in paragraphs 40-48.

29. No more than £1,000 of the total scholarship may be offered as a cash award (pro rata for part-time students).

Funding method

30. From 2014-15, the allocation model for the NSP will change so that the distribution of the funding is more closely aligned with the numbers of students from low-income backgrounds in individual institutions. The aim of the new allocation method is to reflect more closely the patterns of recruitment of student entrants with a household income below £25,000, the national criterion for an award under the programme.

31. The new allocation model has some similarities to the Access to Learning Fund as this is the allocation model most closely aligned to the purposes of the NSP. Allocations through the new model are calculated using data relating to past student cohorts and previous Student Loans Company (SLC) data. The individual student data which institutions submit through Higher Education Statistics Agency (HESA) and Individualised Learner Record (ILR) returns are linked to those provided by the SLC to provide additional information about the loan and fee entitlements of students. The model links SLC data with geographic area measures which calculate areas of low participation. Consequently, the method uses both area measures and student income measures derived from the SLC data.

32. The new allocation method offers a more appropriate approach through which to deliver the NSP to institutions than the current method driven by overall undergraduate student volume. In line with our usual practice, we will release each institution's data to their HESES/HEIFES contact so that they can re-create and check the new allocation model – see Annexes B and C for more information about this release.

33. To enable planning, we have included provisional allocations at Annex A. Institutions should note that, because the underlying data will be affected by changes relating to both 2012-13 and 2013-14, **these figures can be notional only, and will be revised in February 2013 as more recent data become available**. Final allocations for 2014-15 will be published in February 2014.

34. Where the new model results in an allocation which will not deliver one full £3,000 scholarship we have rounded up the allocation to ensure that at least one full award can be offered.

How the NSP may be delivered

35. The Government has provided a 'menu' of options from which institutions may choose how to offer scholarships. These have not changed since 2012-13 and are:

- a fee waiver or fee discount
- a free or discounted foundation year
- financial scholarship or bursary, capped as a cash award at £1,000 (pro rata)
- institutional services.

36. Institutional services might include:

- discounted accommodation or arrangements to contribute to the cost of private accommodation
- help with childcare costs
- help with purchase of IT or course-related equipment
- vouchers for textbooks from campus or online retailers
- pre-paid account cards for institutional goods and services
- help with transport costs
- help with printer costs
- subsidised field trips
- subsidised meals
- help with lab costs.

37. The important principle in determining whether something is an institutional service or not is whether or not the institution pays for it. For example, if the institution has an arrangement with an accommodation provider whereby the institution pays for the accommodation and sub-lets it, then this accommodation is an institutional service. If the student pays for the accommodation directly, it is not an institutional service.

38. In cases where the NSP offer is in the form of fee waivers or discounts, or free or discounted foundation years, the SLC must be informed via the online change of circumstance (COC) notification for each student. This is processed by the relevant award authority, and results are updated into the Student Finance system and fee payment reports for higher education institutions.

For 2013-14, the SLC is developing an enhancement to its bursary administration service for the automation of fee waivers.

39. The government-funded element of each scholarship must be delivered in the year of entry for the student.

Institutional contributions to the programme

40. The method used for calculating the number of NSP awards each institution is given has changed. Where previously the NSP allocation, and thereby number of awards, was calculated on a volume measure, the new allocation method is designed to align better with the NSP eligibility criteria. This means that allocations will be calculated according to a principle of funding institutions in proportion to the number of students likely to be eligible to receive the NSP and not in proportion to the size of an institution's undergraduate population. Further, technical information about the allocation methodology can be found in Annexes E and F.

41. The move to the new allocation method has necessitated changes in the matched funding requirement placed upon institutions intending to charge above the basic fee levels in 2014-15. From 2014-15 institutions are required to continue to meet the matched funding level previously planned and agreed in their existing access agreements for 2014-15.

42. Where the new allocation results in an institution receiving an allocation greater than the matched funding previously planned, the matched funding requirement will not be increased, but will remain at the level planned in the access agreement for 2014-15. The whole of the planned match should be dedicated to supporting the NSP. Institutions may increase their contribution to the programme if they wish.

43. Where the new allocation results in an institutional commitment greater than a ratio of 1:1 (that is, greater than 100 per cent of their new allocation) institutions are free to redirect the excess to any financial support, access or retention activity in their access agreement (including additional NSP awards).

44. In cases where the matched funding planned for 2014-15 exceeded 100 per cent of the Government's allocation under the previous model (that is, an institution had chosen to overmatch its contribution), institutions should aim to contribute the matched funding expected under the previous, volume-driven, allocation method for that year.

45. Institutions may provide a funding contribution of more than 100 per cent. While most institutions match the Government's NSP contribution from fee income, the programme does not preclude them from using the NSP as leverage to attract contributions from philanthropic donors, including employers and charities. Such donations may be eligible for Gift Aid, which would further enhance the value of the contribution. This approach is encouraged as it could assist more students to benefit from the NSP.

46. Institutions may choose to use their matched contribution to the fund to:

- top up the scholarship awarded to individual students to increase the total award they receive

- offer additional £3,000 (or pro rata) scholarships to other eligible students
- combine the two options by offering an enhanced level of award to a greater number of students.

47. Institutions may choose to deliver all of their matched contribution in the first year, or to spread their contribution over years of study if the matched funding is used to enhance the level of the award made.

48. The Government has, since the start of the scheme, acknowledged the possibility that the requirement for an institutional contribution may mean some institutions cannot continue to invest the necessary resources into important outreach activity. In such circumstances, institutions may make a case to the Director of Fair Access for a reduced level of institutional contribution, which the Office for Fair Access (OFFA) will consider. Institutions may also want to discuss the impact of the changes in the funding methodology with both HEFCE and OFFA.

Requirements for institutions intending to charge at or below the basic fee levels

49. For those institutions which intend to charge fees at or below the basic fee levels for both full-time and part-time students in 2014-15 (£6,000 for full-time students and £4,500 for part-time students), there will no longer be a matched funding requirement, although additional institutional funding may be added to the government funding if institutions wish to do so. The options for delivering the fund are the same as for those charging above the basic fee level, as set out in paragraphs 35-39 and 46-47.

50. Institutions intending to charge at or below the basic fee levels for all their courses are not required to submit an access agreement to OFFA. Such institutions should complete the template on the HEFCE extranet setting out how they intend to deliver the scholarships.

51. The template must be submitted to HEFCE by **Monday 8 April 2013** via the HEFCE extranet. Details on how to access the template will be sent to heads of institutions and to NSP, widening participation strategic statement and access agreement contacts.

52. Given the benefit the NSP offers to students and the fact that there is no institutional contribution requirement for institutions intending to charge at or below the basic fee threshold, we do not anticipate that such institutions will want to opt out of the NSP.

53. However, if an institution charging below the minimum fee threshold wishes to opt out it must inform us of this decision in the template provided on the extranet. If we do not receive the template confirming plans for the NSP or notification of opt-out by the deadline, we will assume that the institution is **not** participating in the programme and we will remove its NSP allocation.

Institutional contributions for franchising institutions and partner colleges

54. Institutions with franchise agreements with partner colleges should consider the number of scholarships that they will award through such arrangements, and whether they need to develop different eligibility criteria for such franchised provision. It is up to the franchising institution to determine the process through which such awards should be made, but the institution must secure

appropriate assurance from its partner colleges that the funds have been allocated appropriately and in line with the agreed criteria. Details of awards relating to franchised provision (indirect numbers) made through partner colleges should be reported by the higher education institution.

55. Colleges holding directly funded numbers will, where appropriate, receive their own allocation of awards relating to these numbers. Where awards are allocated, colleges will need to run their own awards scheme and report to HEFCE (or OFFA if they return an access agreement).

56. Overall, the institutional contribution requirements for the franchising institution remain, regardless of fee levels charged at the partner college where the franchise provision is delivered. Under the new matching arrangements, it will be for the franchising institution to decide how much of its contribution planned for 2014-15 will be used to support awards passed to partner colleges. It is allowable for franchising institution and partner college to determine between themselves an element of NSP contribution from college as part of their usual funding agreement. In all cases, the minimum value of an award to an individual must be £3,000 (pro rata), wherever it is delivered.

Allocation of the Government's contribution

57. Institutions should note that the provisional allocations at Annex A state the number of full-time equivalent scholarships that each institution's allocation will deliver. This indicates the minimum number of scholarships that each institution is expected to award. It is not acceptable for institutions to use the Government's contribution to offer larger awards to fewer students.

58. Any NSP funds that would have been delivered to institutions that opt out of the programme will be evenly redistributed to all institutions participating in the programme using the NSP allocation method as described in Annexes B and C.

59. The final allocations will be confirmed in February 2014. Institutional allocations will be delivered in one payment made in August 2014.

60. Institutions are required to use all of the funds delivered through the NSP for scholarships. It is not acceptable for any of the funds to be used to cover administrative costs incurred by the institution. In the event that interest is accrued on funds before they are allocated, such interest could be used by the institution to add to its NSP allocation or to offset some of its administrative costs. Moreover, reasonable administration costs are considered countable activity as part of access agreements.

61. Institutions should plan to spend all of the Government's NSP allocation each year, but we acknowledge that this may not always be practicable. Institutions should discuss the carrying forward of funds with HEFCE and OFFA. HEFCE reserves the right to recover excess balances and redistribute them to other institutions.

Accounting for NSP and matched funds

62. The NSP represents a significant investment of public funds, and institutions will need to ensure that they are able to account effectively for both the government funds delivered through the programme and their matched funding contribution. HEFCE, on behalf of BIS, reserves the right to audit participating institutions in respect of the programme, if the need arises, and will require annual

reports within the widening participation strategic assessment (WPSA) or access agreement monitoring returns regarding the operation of the programme and the funds delivered.

63. Institutions should account for NSP funds in accordance with the 'Statement of Recommended Practice: Accounting for Further and Higher Education'¹.

Student eligibility

64. The Government has set very broad-based national eligibility criteria for the programme, based on household income. Students are eligible to apply for or be considered for a scholarship if their declared household residual income is £25,000 or less, whether they are full-time or part-time students. However, institutions must make it clear in all communications, marketing and publicity that meeting this essential eligibility criterion does not equate to entitlement to a scholarship.

65. Guidance on how to assess household income can be found in the 'Assessing Financial Entitlement' section of the Student Finance England Practitioners' web-site², and in 'National Scholarship Programme: Income verification for part-time students' (HEFCE Circular letter 06/2012), which can be found in the publications section of the HEFCE web-site.

66. With the exception of part-time students, who are eligible to receive a pro rata award from the complete menu of modes of delivery, the NSP can only be used to assist those categories of person who qualify for different elements of student support under the current Education (Student Support) Regulations³. Where those regulations differentiate between the types of support available to different categories of person, we would expect the NSP awards to differentiate similarly. This will have the following effect:

- a. NSP awards will not be available to individuals who are ordinarily resident in Scotland, Wales and Northern Ireland.
- b. The maintenance element of an NSP award (discounted accommodation or other institutional services and cash award), will not be available to EU nationals⁴.

67. Institutions should include within the pool to be considered for an award all those entering, whether through A-level or other entry routes (for example adults with no formal qualifications, entrants progressing from apprenticeships, and learners with vocational qualifications) who meet the essential criterion.

68. In addition to the broad eligibility criterion outlined in paragraph 64, the following categories of student are **not** eligible for the NSP, irrespective of their income levels. These are:

- NHS-funded students (this does not apply to students who are on a guaranteed pathway to a medicine related qualification but not yet in receipt of a NHS bursary: these students are

¹ Available at www.universitiesuk.ac.uk/Publications/Type/Pages/Code-of-Practice.aspx

² Available at www.practitioners.slc.co.uk/media/178871/assessing_financial_entitlement_12-13_final_1-1_april_2012.pdf

³ See www.legislation.gov.uk/uk/si/2012/1653/contents/made but note that later updates may be available.

⁴ By 'EU nationals' we mean those students for whom the only paragraph in Part 2 Schedule 1 of the regulations into which the student falls is paragraph 9.

eligible to receive an NSP award because the first part of the course is a stand-alone programme which does not attract other funding)

- students undertaking a postgraduate initial teacher training course leading to qualified teacher status
- any other students whose fees are paid or part-paid through a sponsorship arrangement
- students who are not considered to be new entrants because they are continuing from one course to another (for example, from foundation degree or HND on to the final year of an honours degree)⁵
- students transferring in from another institution
- students undertaking a postgraduate qualification
- part-time students studying at less than 25 per cent intensity relative to the full-time equivalent.

69. Additional eligibility criteria will be a matter for individual institutions. When determining any additional criteria, institutions may wish to consider if there are particular groups of students they would especially seek to support and encourage. This might include mature students or students who have previously benefited from the Education Maintenance Allowance, the current 16-19 bursary, or other discretionary needs-based awards. Institutions may wish to refer to the HEFCE guidance 'Higher education outreach: targeting disadvantaged learners' (HEFCE 2007/12), which describes key criteria for targeting widening participation activity. They include:

- learners from lower socio-economic groups
- students with disabilities
- students who were looked-after children or care leavers (students are able to declare this information under the Higher Education Bursary and Scholarship Scheme (HEBSS))
- particular ethnic minority groups
- travellers
- refugees.

70. The formative evaluation of the NSP has shown that a number of institutions are using Participation of Local Areas (POLAR) classifications to form an eligibility criterion when making awards. Institutions should note that POLAR is an area-based measure, suitable for funding and policy purposes, but not suited to making decisions based upon individuals. This is because students not living in low participation areas can be disadvantaged in other ways, and vice versa.

71. Institutions must ensure that any additional criteria they use are transparent and comply fully with their duties and responsibilities under the Equality Act 2010 and other relevant legislation. They

⁵ The NSP is aimed at new entrants to higher education. Thus entrants onto foundation degree or HND courses would be able to apply for an award, but those who are topping up awards would not be considered new entrants even if the top-up occurs at a different institution.

may need to indicate in their guidance that meeting the additional criteria does not constitute entitlement to a scholarship.

72. It will be the responsibility of each institution to operate transparent and fair processes and procedures for making NSP awards. They must also deal fairly with queries relating to the NSP, and handle any appeals against decisions made in respect of awarding scholarships. Institutions must ensure that they provide clear guidance for students regarding appeals processes.

Information for potential NSP beneficiaries

73. Raising awareness of the NSP among potential beneficiaries of higher education is a key priority for the programme. We strongly encourage institutions to put details about the NSP alongside information about other institutional or course bursaries, scholarships and awards for which applicants might be eligible, to ensure that those students who may be awarded the NSP do not overlook other opportunities for support.

74. Institutions must ensure that information regarding the operation of and criteria for the NSP is readily available to eligible students and published on each institution's web-site. Such information should include:

- the total number of scholarships the institution intends to award
- the total value of each scholarship
- the number of years each scholarship would be awarded for
- the national and institutional eligibility criteria (if it is likely that an institution will have more students meeting its eligibility criteria than it will have scholarships to award, then it should clearly state that meeting the eligibility criteria will not guarantee receipt of a scholarship)
- the application process for full-time and part-time applicants
- how the scholarship will be awarded (for example tuition fee waiver or reduction, free foundation year, discounted accommodation); if institutions intend to offer a number of models the relevant information must be provided for each model
- how the NSP relates to and interacts with the rest of the institution's student support arrangements.

75. Institutions should include a reference to the NSP in their Key Information Set submission. The page linked to by the support details URL (SUPPORTURL) provided to HESA and HEFCE should include a prominent reference to the NSP (for further information, please see the HESA guidance).

76. As part of its 'Course Finder' facility UCAS will provide information on whether an institution awards NSP funds.

77. In May 2012, CFE Consulting published a review of the programme setup for the first year of operation. Based on initial findings the evaluators identified a number of institutional web-sites where NSP information for applicants had been particularly well presented and which were thought to be most helpful to potential applicants. Such web-sites tend to:

- be easy to navigate to locate information about the NSP and other aspects of student financial support
- describe the purpose of the NSP and how it is funded, clearly and concisely
- outline the number of scholarships the institution will deliver
- state the level of the award each beneficiary will receive
- provide details on the timescale over which the package will be awarded (such as whether it is for the first year only, or first and subsequent years)
- state clearly at what point or points in the year the award will be delivered to students
- describe how the package will be awarded (such as fee waiver, cash bursary, vouchers)
- include information on core eligibility criteria and any additional criteria
- make specific reference to part-time and mature students' eligibility
- outline what action (if any) the applicant needs to take to find out more information and apply for a scholarship
- provide clear instructions on how and when to apply, and include an application form online
- clarify whether potential students can apply for other types of financial support (such as bursaries and fee waivers) offered by the institution, and what these include
- include links to guidance on the NSP
- provide a point of contact within the institution that applicants can approach with further queries
- provide a regularly updated FAQ section.

78. It will also be helpful for institutions to highlight the interaction of any awards they make with any state benefits that students may be claiming. Institutions need to be especially mindful of the impact of any cash awards on students' entitlements to benefit payments.

79. We encourage institutions to review the information they currently provide with regard to the NSP on their web-sites and, where necessary, enhance it by taking the actions identified above.

80. Institutions also need to ensure that those who apply directly to the institution are made aware of the programme, and that navigation to the relevant web page from other parts of the institution's web-site is straightforward. Institutions should consider how they use their marketing and widening participation outreach activity to inform potential beneficiaries of their NSP provision.

81. Institutions should also ensure that applicants for courses at partner institutions offering franchised provision are fully aware of the programme and are able to apply for scholarships. Information should be made available through partner institutions' web-sites, including the criteria and the process for applying.

82. We appreciate that some institutions have taken the view that the number of awards their allocation provides is so small that providing extensive information on the web-site might raise applicants' expectations which the institution would be unable to meet. While we understand this position, we encourage institutions to provide information about the programme while being sufficiently transparent about the limitations of their allocation and, where appropriate, what other support might be available to students. Even where allocations are very few in number, institutions should have a clear rationale for how they intend to make an award, and this should be transparent to potential beneficiaries through the information institutions make available on their web-sites.

Allocation process

83. There is no centralised allocation process for individual NSP awards; institutions will need to have their own systems in place.

84. For those students making a direct application to study at an institution, the information provided to applicants should include guidance regarding the NSP and signposting to the relevant sections of institutions' web-sites. Institutions will process all their applications for study as usual, both those coming through the UCAS application system and those applying directly. Institutions will then make their decisions and issue offer letters to applicants. At this point institutions should inform applicants that they may be entitled to an NSP award and guide them to the relevant section of the institution's web-site. To minimise potential confusion for applicants, particularly those in receipt of offers from more than one institution, institutions should inform the applicant by including the following common paragraph either in their own offer communication (whether by e-mail or letter) or as part of the offer sent through UCAS:

'You may be eligible for a National Scholarship award. The National Scholarship Programme is an initiative aimed at low-income students and funded both by the Government and by universities and colleges. To be considered for a scholarship your residual household income must be below £25,000, although not all those with incomes below this level will receive a National Scholarship award. To find out more about eligibility for the National Scholarship Programme and about other institutional support that might be available to you, please visit our web-site at [*insert relevant web-page address*] which also indicates how you may apply and how you would then be assessed for a scholarship.'

85. When designing their allocation and assessment processes for the NSP, institutions should carefully consider what additional information they might need from the applicant over and above that already supplied either through UCAS or, in the case of direct applicants, on their own main application form. Institutions should note that UCAS makes contextual data available to all UK higher education providers, so these do not need to be collected from applicants.

86. For all of an institution's UCAS applicants that have firmly accepted an offer of a place, the institution should collect information regarding their ethnicity, parental occupation and social class

via the general application form. Institutions may allocate the NSP award based on that information, thus minimising burden on applicants. If an institution has developed its own additional NSP criteria (see paragraph 69) however, it may need to collect other information and therefore develop an application form for the NSP. Institutions should be aware that such a process may act as a barrier to eligible students and so ensure that they only request information that they are unable to obtain from another source, and that the form is as clear and as brief as possible.

87. Institutions which subscribe to the HEBSS will receive verification of the applicants' residual household income further to the submission of an application for maintenance support via a national support application. The Student Loans Company provides a complementary service which offers income verification for those applicants (part-time or EU students) who are not entitled to state maintenance support. Institutions may request this further service via additional contracts, or may choose to use their own methods of verifying residual household income to assess eligibility (see paragraph 65).

88. In March 2012 we issued the guidance document 'National Scholarship Programme: Income verification for part-time students' (HEFCE Circular letter 06/2012), and this can be found in the publications section of the HEFCE web-site.

89. Upon verification of income, institutions will be able to remove any applicants from their NSP list who do not meet the national criterion, and in due course will be able to inform all other applicants whether their application for a scholarship has been successful.

90. We recognise that institutions may accept direct applicants at various points throughout the academic year, and so may not commit all of their scholarships by the start of the autumn term. Institutions will need to determine how many scholarships to hold back from the standard application cycle for such in-year applicants, based on the number and characteristics of such applicants in previous years.

91. Since scholarships will be offered in advance of applicants taking up a place, some scholarships that are offered will not be taken up because an applicant:

- does not achieve the grades expected in their entry qualifications
- accepts a place in a different institution
- accepts the place and scholarship but does not subsequently enrol at the institution
- accepts a place, enrolls and receives part of the award, but subsequently leaves the institution before the whole award is taken up.

Institutions are advised against attempting to resolve these situations by making more offers than they have the funds to deliver.

92. When there are unused funds arising from such circumstances, institutions may use these to offer scholarships to late applicants, whether part-time or full-time, or to students who have already started their course, so long as such applicants and students fulfil the national and institutional eligibility criteria. However, offering scholarships to students who have already started their course

should be the exception, and should only occur if funds are available because the applicants originally offered the scholarships failed to enrol at the institution.

Delivering the scholarship award and unspent funds

93. The Government expects all of the funding it delivers through HEFCE for scholarships in 2014-15 to be committed in 2014-15. If an institution is unable to deliver all the scholarships that the funding would have covered, HEFCE and OFFA, as part of their monitoring of the programme, will require a full explanation of why the underspend occurred. After discussion with the institution, HEFCE and OFFA will decide whether the underspend should be carried forward by the individual institution into the subsequent year, or recovered for redistribution across all institutions participating in the programme.

94. It is for each institution to decide when it delivers the scholarship to the student, so long as the Government allocation is delivered in the first year, and this will largely depend on the delivery option. For example, in the case of fee waiver or discount, it would make sense for the institution to notify the SLC and deduct the amount from the course fees owed; if delivery is through discounted accommodation however, the institution may wish to spread the payments over the course of the year.

95. If a student holding a scholarship withdraws during the year, institutions should not attempt to recover funds delivered through the NSP. If an institution is left with an underspend due to such circumstances, HEFCE and OFFA will address this as outlined in paragraph 93.

96. If the SLC reviews the assessment of a student's residual household income and a student in receipt of the NSP is then found never to have been eligible, institutions should not attempt to recover funds already delivered through the NSP, although no further payments should be made.

97. If a student's circumstances change during the year and their household income increases above the £25,000 threshold, payments should continue because the student was eligible at the point when the award was made.

98. As stated in paragraph 38, if the scholarship is offered as a fee waiver or discount or free or discounted foundation year, institutions must inform the SLC via the online COC notification for each student.

99. For those institutions subscribing to the full HEBSS service, the process of assessment and application of fee waivers for eligible students will be automated.

100. Institutions must ensure that clear and comprehensive information is given to the student who has gained a scholarship award, detailing:

- how the scholarship will be awarded
- the period over which the scholarship will be awarded
- when the payments will be made (where applicable)
- the exact amount the student will receive in each payment (where applicable)
- a reminder of its possible impacts on other entitlements.

101. Institutions should ensure that any rules, terms and conditions applied to the programme are clear, unambiguous and accessible to students.

Monitoring arrangements for previous years and programme evaluation

102. Through our monitoring arrangements we will collect information on the NSP such as the number, value and types of award that institutions have allocated or are expecting to allocate. We will also collect information on institutions' own eligibility criteria.

103. Institutions with access agreements will need to provide NSP programme information as part of the annual monitoring process. This information must include early estimates of the number of students expected to receive an award, types of award made, and the level of matched funding contribution to be made. Institutions not submitting an access agreement to OFFA will be required to submit the same information to HEFCE by completing a template via the HEFCE extranet (see Annex D).

104. Institutions will be required to submit two monitoring returns in respect of the 2012-13 and 2013-14 NSP allocation through the OFFA/HEFCE access agreement and WPSA monitoring returns.

In-year monitoring

105. Institutions have already submitted in-year monitoring in January 2013 in relation to the 2012-13 NSP. There will be an in-year monitoring requirement for the 2013-14 NSP to be submitted by institutions in January 2014 and similarly in 2015. As with the January 2013 return, institutions will need to provide an aggregate number of awards delivered in the first term of the academic year and an estimate of the number still to be delivered. This early monitoring return is required by BIS, to enable it to report on the progress of the programme to the Secretary of State and other Ministers. A table setting out the information that will be collected for this return is on page 37 (Tables 11-15) of 'How to complete your monitoring return: Access agreements and WPSAs 2011-12, and NSP 2012-13 (in-year)' (HEFCE 2012/29), available via the publications section of the HEFCE web-site. Further guidance will be provided in OFFA and HEFCE's request for monitoring of the 2012-13 access agreements and WPSAs, which will be issued in autumn 2013.

Final monitoring

106. A second monitoring return is to be submitted in January 2014 for the 2012-13 NSP when the final figures for 2012-13 will be known, and again in January 2015 for the 2013-14 NSP. In this return we will require information at the individualised level that cannot be collected from other data sources. A table setting out the information that will be collected for this return is in Appendix 1 of 'How to complete your monitoring return: Access agreements and WPSAs 2011-12, and NSP 2012-13 (in-year)' (HEFCE 2012/29), available via the publications section of the HEFCE web-site. Further information about this return will be published shortly on the HEFCE web-site: HESES, WPSA and access agreement contacts within institutions will be notified when it is available.

107. Institutions are also expected to flag NSP recipients on their data returns to HESA (for higher education institutions) or the Data Service (for further education colleges).

Programme evaluation

108. The programme has been subject to evaluation since October 2011. Commissioned by HEFCE, the evaluation has three key elements:

- a review of the initial setup and operation of the NSP
- reporting on the continuing setup and operation of the first year (2012-13)
- a longer-term evaluation, delivering both qualitative and quantitative evidence of the operation and effectiveness of the programme over the full three years from 2012-13 to 2014-15.

109. The consultants, CFE consulting, have carried out the first of these and a first report was published in May 2012. An addendum to this report will be published in spring 2013.

110. CFE will contact all institutions participating in the NSP over the course of the three years of the evaluation. We encourage institutions to engage fully with the evaluation so that it can most effectively guide and inform the future development of the programme.

Summary timetable

111. The table below summarises key dates and actions required for the operation and delivery of the National Scholarship Programme for 2014-15 and for monitoring the programme for 2013-14.

Actions	Dates for 2013-14 NSP awards	Dates for 2014-15 NSP awards
Institutions that are intending to set fee levels above £6,000 for full-time or £4,500 for part-time students in 2014-15 submit access agreements to OFFA.		8 April 2013
Institutions intending to set fee levels at or below £6,000 for full-time and £4,500 for part-time students in 2014-15 submit a template via the HEFCE extranet. Institutions wishing to opt out of the NSP must inform us of this decision with the template.		8 April 2013
A request for completion is made to institutions for an indicative aggregate NSP monitoring form for 2013-14. This will be made through OFFA and HEFCE access agreement and WPSA monitoring guidance for 2012-13.	Autumn 2013	
Institutions to submit their indicative aggregate NSP monitoring form for 2013-14, as requested through OFFA and HEFCE access agreement and WPSA monitoring for 2012-13.	January 2014	
Final NSP allocations for 2014-15 published.		February 2014

Actions	Dates for 2013-14 NSP awards	Dates for 2014-15 NSP awards
Applicants receive offer letters from UCAS or institutions which inform them of the NSP.		Spring 2014
HEFCE/OFFA outcomes report on WPSA, NSP and access agreement monitoring for 2012-13, including 2013-14 in-year monitoring.	May 2014	
Institutions begin to receive verification of income from the SLC.		Mid-July 2014
Institutions inform applicants that they will receive a National Scholarship award.		August or September 2014
NSP allocations delivered to institutions.		August 2014
In cases where the NSP offer is in the form of fee waivers or discounts or free or discounted foundation years the SLC must be informed via the online COC notification for each student.		Autumn 2014
A request is made to institutions for full NSP monitoring for 2013-14 through OFFA and HEFCE access agreement and WPSA monitoring for 2013-14.	Autumn 2014	
Institutions submit their full NSP monitoring return for 2013-14 through OFFA and HEFCE access agreement and WPSA monitoring for 2013-14.	January 2015	
HEFCE/OFFA outcomes report on WPSA, NSP and access agreement monitoring for 2013-14.	May 2015	

Annex A: National Scholarship Programme: Provisional allocations for 2014-15

Institution	Provisional allocation (£)	Number of full (£3,000) scholarships
Anglia Ruskin University	2,085,000	695
Aston University	735,000	245
University of Bath	900,000	300
Bath Spa University	813,000	271
University of Bedfordshire	1,464,000	488
Birkbeck College	687,000	229
University of Birmingham	1,863,000	621
Birmingham City University	1,899,000	633
University College Birmingham	594,000	198
Bishop Grosseteste University	198,000	66
University of Bolton	696,000	232
The Arts University Bournemouth	408,000	136
Bournemouth University	1,695,000	565
University of Bradford	1,098,000	366
University of Brighton	1,806,000	602
University of Bristol	1,107,000	369
Brunel University	1,080,000	360
Buckinghamshire New University	840,000	280
University of Cambridge	1,017,000	339
Institute of Cancer Research	0	0
Canterbury Christ Church University	1,152,000	384
University of Central Lancashire	2,070,000	690
University of Chester	1,200,000	400
University of Chichester	642,000	214
City University, London	699,000	233
Courtauld Institute of Art	15,000	5
Coventry University	2,112,000	704
Cranfield University	0	0
University for the Creative Arts	705,000	235
University of Cumbria	570,000	190
Conservatoire for Dance and Drama	147,000	49
De Montfort University	1,944,000	648
University of Derby	2,016,000	672
University of Durham	1,170,000	390
University of East Anglia	1,032,000	344
University of East London	1,995,000	665
Edge Hill University	963,000	321
Institute of Education	48,000	16
University of Essex	1,287,000	429
University of Exeter	1,281,000	427
Falmouth University	615,000	205
University of Gloucestershire	687,000	229
Goldsmiths' College	654,000	218

University of Greenwich	1,314,000	438
Guildhall School of Music & Drama	48,000	16
Harper Adams University	426,000	142
University of Hertfordshire	1,881,000	627
Heythrop College	51,000	17
University of Huddersfield	1,905,000	635
University of Hull	972,000	324
Imperial College London	579,000	193
Keele University	639,000	213
University of Kent	1,701,000	567
King's College London	1,257,000	419
Kingston University	1,587,000	529
Lancaster University	912,000	304
University of Leeds	2,034,000	678
Leeds College of Art	144,000	48
Leeds Metropolitan University	2,328,000	776
Leeds Trinity University	384,000	128
University of Leicester	1,044,000	348
University of Lincoln	1,290,000	430
University of Liverpool	1,044,000	348
Liverpool Hope University	501,000	167
Liverpool John Moores University	1,536,000	512
Liverpool Institute for Performing Arts	81,000	27
University of the Arts London	1,302,000	434
University of London	0	0
University College London	1,053,000	351
London Business School	0	0
London School of Economics and Political Science	330,000	110
London School of Hygiene & Tropical Medicine	0	0
London Metropolitan University	1,935,000	645
London South Bank University	888,000	296
Loughborough University	1,152,000	384
University of Manchester	2,070,000	690
Manchester Metropolitan University	3,186,000	1062
Middlesex University	1,923,000	641
University of Newcastle upon Tyne	1,518,000	506
Newman University College	324,000	108
University of Northampton	1,500,000	500
University of Northumbria at Newcastle	2,124,000	708
Norwich University of the Arts	246,000	82
University of Nottingham	2,001,000	667
Nottingham Trent University	2,679,000	893
Open University	6,270,000	2090
School of Oriental and African Studies	291,000	97
University of Oxford	1,071,000	357
Oxford Brookes University	1,185,000	395
University of Plymouth	2,433,000	811
University College Plymouth St Mark & St John	309,000	103

University of Portsmouth	2,103,000	701
Queen Mary, University of London	1,212,000	404
Ravensbourne	285,000	95
University of Reading	924,000	308
Roehampton University	813,000	271
Rose Bruford College	81,000	27
Royal Academy of Music	21,000	7
Royal Agricultural College	87,000	29
Royal College of Art	0	0
Royal Central School of Speech and Drama	87,000	29
Royal College of Music	30,000	10
Royal Holloway, University of London	780,000	260
Royal Northern College of Music	48,000	16
Royal Veterinary College	135,000	45
St George's Hospital Medical School	195,000	65
St Mary's University College	360,000	120
University of Salford	1,614,000	538
University of Sheffield	1,461,000	487
Sheffield Hallam University	2,736,000	912
University of Southampton	1,200,000	400
Southampton Solent University	1,716,000	572
Staffordshire University	2,379,000	793
Universities of East Anglia and Essex; Joint Provision at University Campus Suffolk	627,000	209
University of Sunderland	1,356,000	452
University of Surrey	594,000	198
University of Sussex	1,011,000	337
Teesside University	1,440,000	480
Trinity Laban Conservatoire of Music and Dance	69,000	23
University of Warwick	930,000	310
University of the West of England, Bristol	1,806,000	602
The University of West London	717,000	239
University of Westminster	2,043,000	681
University of Winchester	633,000	211
University of Wolverhampton	2,130,000	710
University of Worcester	1,152,000	384
Writtle College	90,000	30
University of York	1,197,000	399
York St John University	453,000	151
Abingdon and Witney College	12,000	4
Accrington and Rossendale College	90,000	30
Amersham and Wycombe College	42,000	14
Ashton-Under-Lyne Sixth Form College	6,000	2
Askham Bryan College	60,000	20
Aylesbury College	3,000	1
Barking and Dagenham College	51,000	17
Barnet and Southgate College	33,000	11
Barnfield College	42,000	14
Barnsley College	18,000	6

Basingstoke College of Technology	12,000	4
City of Bath College	12,000	4
Bedford College	63,000	21
Berkshire College of Agriculture	12,000	4
Bexhill College	12,000	4
Bexley College	0	0
Bicton College	0	0
Birmingham Metropolitan College	87,000	29
Bishop Auckland College	18,000	6
Bishop Burton College	105,000	35
Blackburn College	507,000	169
Blackpool and the Fylde College	423,000	141
Bolton College	24,000	8
Boston College	24,000	8
The Bournemouth and Poole College	75,000	25
Bournville College of Further Education	18,000	6
Bradford College	354,000	118
Bridgwater College	48,000	16
City College Brighton and Hove	42,000	14
City of Bristol College	69,000	23
Brockenhurst College	6,000	2
Bromley College of Further and Higher Education	27,000	9
Brooklands College	9,000	3
Brooksby Melton College	42,000	14
Burnley College	60,000	20
Bury College	18,000	6
Calderdale College	63,000	21
Cambridge Regional College	15,000	5
Canterbury College	57,000	19
Carlisle College	21,000	7
Carshalton College	36,000	12
Central Bedfordshire College	15,000	5
Central College Nottingham	45,000	15
Central Sussex College	24,000	8
Chesterfield College	54,000	18
Chichester College	42,000	14
City and Islington College	30,000	10
Cleveland College of Art and Design	87,000	29
Colchester Institute	72,000	24
Cornwall College	87,000	29
City College Coventry	21,000	7
Craven College	54,000	18
Croydon College	108,000	36
Dearne Valley College	84,000	28
Derby College	24,000	8
Doncaster College	183,000	61
Dudley College of Technology	39,000	13
New College Durham	165,000	55

Ealing, Hammersmith and West London College	42,000	14
East Berkshire College	15,000	5
East Riding College	30,000	10
East Surrey College	18,000	6
Eastleigh College	15,000	5
Easton and Otley College	0	0
Exeter College	39,000	13
Fareham College	0	0
Farnborough College of Technology	93,000	31
Furness College	9,000	3
Gateshead College	81,000	27
Gloucestershire College	39,000	13
Grantham College	18,000	6
Grimsby Institute of Further and Higher Education	276,000	92
Guildford College of Further and Higher Education	117,000	39
Hackney Community College	78,000	26
Hadlow College	12,000	4
Halesowen College	0	0
The College of Haringey, Enfield and North East London	9,000	3
Harrow College	12,000	4
Hartpury College	123,000	41
Havering College of Further and Higher Education	123,000	41
Henley College Coventry	51,000	17
Hereford College of Arts	51,000	17
Herefordshire College of Technology	6,000	2
Hertford Regional College	18,000	6
Highbury College	36,000	12
Holy Cross College	36,000	12
Hopwood Hall College	39,000	13
Hugh Baird College	33,000	11
Hull College	279,000	93
Kendal College	12,000	4
Kensington and Chelsea College	9,000	3
Kidderminster College	15,000	5
King Edward VI College Stourbridge	18,000	6
Kingston College	39,000	13
Kingston Maurward College	12,000	4
Kirklees College	57,000	19
Knowsley Community College	15,000	5
Lakes College - West Cumbria	39,000	13
Leeds City College	279,000	93
Leeds College of Building	6,000	2
Leicester College	66,000	22
Lewisham College	27,000	9
Lincoln College	69,000	23
City of Liverpool College	96,000	32
Loughborough College	99,000	33
Macclesfield College	177,000	59

The Manchester College	366,000	122
MidKent College of Higher and Further Education	99,000	33
Milton Keynes College	63,000	21
Moulton College	78,000	26
Myerscough College	33,000	11
Newbury College	15,000	5
Newcastle College	447,000	149
Newham College of Further Education	108,000	36
North East Surrey College of Technology	48,000	16
North East Worcestershire College	54,000	18
North Hertfordshire College	9,000	3
North Lindsey College	123,000	41
North Nottinghamshire College	0	0
North Warwickshire and Hinckley College	69,000	23
North West Kent College of Technology	0	0
The College of North West London	36,000	12
Northbrook College, Sussex	210,000	70
Northumberland College	30,000	10
Norwich City College of Further and Higher Education	93,000	31
New College Nottingham	171,000	57
Oaklands College	18,000	6
The Oldham College	186,000	62
Oxford and Cherwell Valley College	15,000	5
Peter Symonds College	21,000	7
Peterborough Regional College	9,000	3
Petroc	9,000	3
Plumpton College	51,000	17
Plymouth College of Art	180,000	60
City College Plymouth	18,000	6
Preston College	24,000	8
Reaseheath College	48,000	16
Richard Huish College	9,000	3
Richmond-upon-Thames College	15,000	5
Riverside College, Halton	15,000	5
Rotherham College of Arts and Technology	54,000	18
Runshaw College	75,000	25
Ruskin College	45,000	15
Salford City College	12,000	4
Sandwell College	0	0
SEEVIC College	18,000	6
Selby College	21,000	7
The Sheffield College	87,000	29
Solihull College	105,000	35
Somerset College of Arts and Technology	90,000	30
South and City College Birmingham	60,000	20
South Devon College	21,000	7
The South Downs College	21,000	7
South Essex College of Further and Higher Education	48,000	16

South Gloucestershire and Stroud College	30,000	10
South Leicestershire College	18,000	6
South Thames College	42,000	14
South Tyneside College	87,000	29
South and West Kent College	24,000	8
Southampton City College	3,000	1
Southport College	27,000	9
Sparsholt College Hampshire	69,000	23
St Helens College	141,000	47
St Mary's College, Blackburn	6,000	2
New College Stamford	30,000	10
Stephenson College	24,000	8
Stockport College	135,000	45
Stourbridge College	18,000	6
Stratford-upon-Avon College	18,000	6
Strode College	12,000	4
City of Sunderland College	54,000	18
Sussex Downs College	36,000	12
Swindon College	30,000	10
Tameside College	18,000	6
Telford College of Arts and Technology	0	0
New College Telford	3,000	1
Totton College	0	0
Trafford College	33,000	11
Tresham College of Further and Higher Education	18,000	6
Truro and Penwith College	27,000	9
Tyne Metropolitan College	33,000	11
Uxbridge College	33,000	11
Wakefield College	84,000	28
Walsall College	54,000	18
Warrington Collegiate	9,000	3
Warwickshire College	123,000	41
West Herts College	18,000	6
West Nottinghamshire College	132,000	44
West Thames College	66,000	22
City of Westminster College	42,000	14
Westminster Kingsway College	42,000	14
Weston College	24,000	8
Weymouth College	9,000	3
Wigan and Leigh College	105,000	35
Wiltshire College	72,000	24
Wirral Metropolitan College	60,000	20
City of Wolverhampton College	33,000	11
Worcester College of Technology	207,000	69
Worcester Sixth Form College	9,000	3
Yeovil College	24,000	8
York College	69,000	23
Total	149,913,000	49,971

Annex B: HESA-derived statistics that inform the 2014-15 provisional National Scholarship Programme allocation

Purpose

1. This annex describes how we have used 2010-11 and 2009-10 HESA student data, plus 2012-13 HESES data, to inform the provisional National Scholarship Programme (NSP) allocations for 2014-15. Further details of the algorithms we apply to HESA data are provided in Annex E.
2. For some institutions we have found discrepancies between the counts of new entrants from HESA/ILR and HESES/HEIFES data. We will contact these institutions to ask them to explain the discrepancies and submit data amendments where required for use in the final allocations in February 2014.

NSP allocation outputs

3. To establish how we have calculated your institution's provisional 2014-15 NSP allocation from your HESA and HESES data, please refer to the following two files which will be available on the HEFCE extranet within the next few weeks at <https://extranet.hedata.ac.uk>:
 - Summary file (NSP10XXXX.xls – where XXXX is the HESA institution identifier)
 - Individualised file (NSP10XXXX.ind).
4. The extranet keys required to access this information will be posted to our HESES contact at each institution. (Note that these files will be in a different location on the extranet to 'Template for participation in the National Scholarship Programme for institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees for 2014-15' as shown at Annex D.)

Summary file (NSP10XXXX.xls)

5. This Excel workbook (NSP10XXXX.xls) shows a summary of the provisional 2014-15 NSP allocation calculation for your institution.

Individualised file (NSP10XXXX.ind)

6. This file (NSP10XXXX.ind) contains details of how each student was categorised in the part of the provisional 2014-15 NSP allocation calculations that uses HESA data. The HESA figures used in calculating the allocation can be re-built from this individualised file. Annex E provides details on the contents of this file.

NSP allocation method

7. Firstly we use 2010-11 and 2009-10 HESA student data to calculate an 'NSP proportion' for 2010-11. This is essentially the full-time equivalent (FTE) for NSP-eligible students per new entrant, after weighting. Students that meet all of the following conditions form the denominator of this proportion ('2010-11 new entrants (according to HESA/ILR data)' in the summary file NSP10LYYYYYY.xls). The brackets contain details of how these students can be identified from the individualised file.

- HEFCE-fundable (NSPTYPE = HOMEF, HOMEIF) in 2010-11
- undergraduates in 2010-11 (NSPLEVEL10 = UGX, FD)
- new entrants on HESES10 (NSPENTRANT = 1)
- in the HESES10 population (HESEXCL10 = 0).

Such students can be identified in the individualised file by simply selecting NSPPOP = 1.

8. The 2010-11 FTE (NSPFTE10) for students who meet the conditions in paragraph 7 (NSPPOP = 1), and who are **not** one of the following, forms the base population of the numerator of this proportion ('2010-11 FTE for NSP eligible students' in the summary file NSP10XXXX.xls):

- domiciled in Scotland, Wales, or Northern Ireland at the start of their course (DOMICILE = XG, XH, XI)
- on a course that is entirely eligible for NHS bursaries (NHSBURSARY = 1)
- on a course that is partly eligible for NHS bursaries and are in years five or six for pre-registration medical and dental students, or in years two, three or four of a four-year graduate entry programme (NHSBURSARY = 2 and ((CRSELGTH ≥ 5 and YEARSTU > 4) or (CRSELGTH = 4 and YEARPRG = 2,3,4))
- on a part-time course studying at less than 25 per cent intensity for 2010-11 (NSPMODE = PT and NSPFTE10 ≤ 0.25)
- on a course lasting less than 24 weeks (NSPVALIDLENGTH = 0)
- in the HESES population on an undergraduate course studying at at least 25 per cent intensity in 2009-10 (NSPEXL09 = 0 and NSPLEVEL09 = UGX, FD and NSPFTE09 ≥ 0.25).

Such students can be identified in the individualised file by simply selecting NSPCOUNT = 1. '2010-11 FTE for NSP eligible students' is the sum of NSPFTE10 for these students. Note that this definition of the 'NSP eligible' population is broadly the same as the national criteria but it does not exclude those with a household residual income of over £25,000. Since each institution has its own criteria for allocating these awards, the guidance does not indicate whether any individual student is eligible to receive an NSP award.

9. This '2010-11 FTE for NSP eligible students' figure is modified by adding weighted 2010-11 FTE for mature students, for those from low participation or low educational attainment neighbourhoods, and for those with a household residual income of £25,000 or less, to give the total numerator ('Weighted 2010-11 FTE for NSP eligible students').

10. Students' FTE counts towards the mature 2010-11 FTE if they meet the conditions in paragraph 8 (NSPCOUNT = 1) and also are aged at least 21 when they start their course (ENTRYAGE ≥ 21 years). Such students can be identified in the individualised file by selecting NSPFTE_MATURE > 0. '2010-11 FTE for NSP eligible mature students' is the sum of NSPFTE10 for these students.

11. Students' FTE counts towards the 2010-11 low participation or low educational attainment area group total FTE if they meet the conditions in paragraph 8 (NSPCOUNT = 1) and also:

- are both young and full-time (ENTRYAGE < 21 and NSPMODE10 = FT,SWOUT) and have a postcode (HESA field POSTCODE) in POLAR3 quintiles 1 or 2 (LPNQUINTILE = 1,2); or
- are either mature or part-time (ENTRYAGE ≥ 21 or NSPMODE = PT) and have a postcode in educational attainment quintiles 1 or 2 (LPNQUINTILE = 1,2).

Such students can be identified in the individualised file by selecting NSPFTE_LOW_PARTICIPATION > 0. '2010-11 FTE for NSP eligible students from low participation areas' is the sum of NSPFTE10 for these students.

12. To work out the FTE for those with household residual income (HRI) of £25,000 or less, we need to first define a population of students that were eligible to apply for means-assessed student support for the 2010-11 academic year. Students are included in this population if they meet the conditions in paragraph 8 (NSPCOUNT = 1) and also were studying at no less than 50 per cent intensity in 2010-11 (NSPFTE10 ≥ 50). Such students can be identified in the individualised file by selecting NSPFTE_SLCPOP > 0. '2010-11 FTE for NSP eligible students that were also SLC eligible' is the sum of NSPFTE10 for these students.

13. Of this population, data from the Student Loans Company (SLC) for those studying in 2010-11 show which students were assessed to have an HRI of £25,000 or less. These students **cannot** be identified in the individualised file for data protection reasons. '2010-11 FTE for NSP eligible students with a HRI of £25,000 or below' is the sum of the NSPFTE10 for these students.

14. The 'Scaled 2010-11 FTE for NSP eligible students with a HRI £25,000 or below' is found by dividing the total '2010-11 FTE for NSP eligible students with a HRI of £25,000 or below' found in the previous paragraph by '2010-11 FTE for NSP eligible students that are also SLC eligible' (paragraph 12), and then multiplying by the '2010-11 FTE for NSP eligible students' defined in paragraph 8.

15. The total numerator ('Weighted 2010-11 FTE for NSP eligible students') is found by adding '2010-11 FTE for NSP eligible students' to the three additional FTE totals above, each multiplied by their respective weighting ('2010-11 FTE for NSP eligible students' + ('2010-11 FTE for NSP eligible mature students' x 0.25) + ('2010-11 FTE for NSP eligible students from low participation areas' x 0.5) + ('Scaled 2010-11 FTE for NSP eligible students with a HRI of £25,000 or below' x 1)).

16. This numerator, divided by the denominator defined in paragraph 7, gives us the 'NSP proportion': that is, the weighted 2010-11 FTE for NSP eligible students per 2010-11 new entrant.

17. Next, this is multiplied by a count of new entrants taken from HESES12 data ('HESES/HEIFES12 new entrants' in the summary file NSP10XXXX.xls). This figure can be derived from Table 5 of your HESES12 return by selecting all HEFCE-fundable undergraduates (Level = HND, Sub-degree (excl. HND), FD, Other UG degree) in Column 2. Note that the final NSP allocation for 2014-15 will instead use a count of new entrants derived from HESES13 data.

18. Finally, the product of the 'NSP proportion' and 'HESES/HEIFES12 new entrants' is multiplied by the NSP rate, 0.106002974227 full awards per scaled new entrant⁶ (that is, 'HESES/HEIFES12 new entrants' scaled by the 'NSP proportion'). This figure is then rounded to the nearest whole number to calculate the provisional number of full NSP awards for the institution in 2014-15. A minimum of one full NSP award per institution applies (where 'NSP proportion' > 0 and 'HESES/HEIFES12 new entrants' > 0). The number of full NSP awards is then multiplied by the value of one full award (£3,000) to give the provisional 2014-15 NSP allocation for the institution.

⁶ This rate is calculated as the total number of full NSP awards available for 2014-15 (49,971) divided by the total scaled new entrants in the sector (that is, the sum of 'NSP proportion' multiplied by 'HESES/HEIFES12 new entrants' for all institutions) while taking into account that a minimum of one full NSP award per institution applies to most institutions.

Annex C: ILR-derived statistics that inform the 2014-15 provisional National Scholarship Programme allocation

Purpose

1. This annex describes how we have used 2010-11 and 2009-10 ILR data, and also 2012-13 HEIFES data, to inform the provisional National Scholarship Programme (NSP) allocations for 2014-15. Further details of the algorithms we apply to the ILR data are provided in Annex F.
2. For some further education colleges we have found discrepancies between the counts of new entrants from ILR and HEIFES data. We will contact these colleges to ask them to explain the discrepancies and submit data amendments where required for use in the final allocations in February 2014.

NSP allocation outputs

3. To establish how we have calculated your college's provisional 2014-15 NSP allocation from your ILR and HEIFES data, please refer to the following two files which will be available on the HEFCE extranet within a few weeks at <https://extranet.hedata.ac.uk>:
 - Summary file (NSP10LYYYYYY.xls – where YYYYYY is the provider number ST_UPIN (L01) for your college)
 - Individualised file (NSP10YYYYYY.ind). (This file is only provided for colleges that received HEFCE funding directly prior to 2012-13.)
4. The extranet keys required to access this information will be posted separately to our HEIFES contact at each college. (Note that these files will be in a different location on the extranet to 'Template for participation in the National Scholarship Programme for institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees for 2014-15' as described in Annex D.)

Summary file (NSP10LYYYYYY.xls)

5. This Excel workbook (NSP10LYYYYYY.xls) shows a summary of the provisional 2014-15 NSP allocation calculation for your college.

Individualised file (NSP10YYYYYY.ind)

6. This file (NSP10YYYYYY.ind) contains details of how each student was categorised in the part of the provisional 2014-15 NSP allocation calculations that uses ILR data. The ILR figures used in calculating the allocation can be re-built from this individualised file. Annex F provides details on the contents of this file. Note that this file is not provided for colleges who were not directly funded by HEFCE prior to 2012-13.

NSP allocation method

For colleges that were directly funded by HEFCE prior to 2012-13

7. Firstly we use 2010-11 and 2009-10 ILR LR05/F05 student data to calculate an 'NSP proportion' for 2010-11. This is essentially the full-time equivalent (FTE) for NSP-eligible students per new entrant, after weighting. Students that meet all of the following conditions form the

denominator of this proportion ('2010-11 new entrants (according to HESA/ILR data)' in the summary file NSP10LYYYYYY.xls). The brackets contain details of how these students can be identified from the individualised file.

- HEFCE-fundable (NSPTYPE = HOMEF, HOMEIF) in 2010-11
- undergraduates in 2010-11 (NSPLEVEL10 = UGX, FD)
- new entrants on HEIFES10 (NSPENTRANT = 1)
- in the HEIFES10 population (HEFEXCL10 = 0).

Such students can be identified in the individualised file by simply selecting NSPPOP = 1.

8. The 2010-11 FTE (NSPFTE10) for students who meet the conditions in paragraph 7 (NSPPOP = 1), and who are **not** one of the following, forms the numerator of this proportion ('2010-11 FTE for NSP eligible students' in the summary file NSP10LYYYYYY.xls):

- domiciled in Scotland, Wales, or Northern Ireland at the start of their course (ST_DOMIC10 = XF, XG, XH, XI)
- on a course that is eligible for NHS bursaries (HQ_NHSBU10 = 1,2)
- on a part-time course studying at less than 25 per cent intensity for 2010-11 (NSPMODE10 = PT and NSPFTE10 < 0.25)
- on a course lasting less than 24 weeks (NSPVALIDLENGTH = 0)
- in the HEIFES population on an undergraduates course studying at at least 25 per cent intensity in 2009-10 (HEFEXL09 = 0 and NSPLEVEL09 = UGX, FD and NSPFTE09 ≥ 0.25).

Such students can be identified in the individualised file by simply selecting NSPCOUNT = 1. '2010-11 FTE for NSP eligible students' is the sum of NSPFTE10 for these students. Note that this definition of the 'NSP eligible' population is broadly the same as the national criteria but it does not exclude those with a household residual income of over £25,000. Since each institution has its own criteria for allocating these awards, the guidance does not indicate whether any individual student is eligible to receive an NSP award.

9. This '2010-11 FTE for NSP eligible students' figure is modified by adding weighted 2010-11 FTE for mature students, those from areas of low participation or low educational attainment, and those with a household residual income of £25,000 or less, to give the total numerator ('Weighted 2010-11 FTE for NSP eligible students').

10. Students' FTE counts towards the mature 2010-11 FTE if they meet the conditions in paragraph 8 (NSPCOUNT = 1) and also are aged at least 21 when they started their course (ENTRYAGE ≥ 21 years). Such students can be identified in the individualised file by selecting NSPFTE_MATURE > 0. '2010-11 FTE for NSP eligible mature students' is the sum of NSPFTE10 for these students.

11. Student FTEs count towards the 2010-11 low participation or low educational attainment area group total FTE if they meet the conditions in paragraph 8 (NSPCOUNT = 1) and also:

- are both young and full-time (ENTRYAGE < 21 and NSPMODE10 = FT,SWOUT) and have a postcode (ILR field ST_POSTC) in POLAR3 quintiles 1 or 2; or
- are either mature or part-time (ENTRYAGE ≥ 21 or NSPMODE = PT) and have a postcode (ILR field ST_POSTC) in educational attainment quintiles 1 or 2.

Such students can be identified in the individualised file by selecting NSPFTE_LOW_PARTICIPATION > 0. '2010-11 FTE for NSP eligible students from low participation areas' is the sum of NSPFTE10 for these students.

12. To work out the FTE for those with household residual income (HRI) of £25,000 or less, we need to first define a population of students that were eligible to apply for means-assessed student support for the 2010-11 academic year. Students are included in this population if they meet the conditions in paragraph 8 (NSPCOUNT = 1) and also were studying at no less than 50 per cent intensity in 2010-11 (NSPFTE10 ≥ 50). Such students can be identified in the individualised file by selecting NSPFTE_SLCPOP > 0. '2010-11 FTE for NSP eligible students that were also SLC eligible' is the sum of NSPFTE10 for these students.

13. Of this population, data from the Student Loans Company (SLC) for those studying in 2010-11 show which students were assessed to have a HRI of £25,000 or less. These students **cannot** be identified in the individualised file for data protection reasons. '2010-11 FTE for NSP eligible students with a HRI of £25,000 or below' is the sum of the NSPFTE10 for these students.

14. The 'Scaled 2010-11 FTE for NSP eligible students with a HRI of £25,000 or below' is found by dividing the total 'NSP FTE for NSP eligible students with a HRI of £25,000 or below' found in the previous paragraph by '2010-11 FTE for NSP eligible students that are also SLC eligible' (paragraph 12), and then multiplying by the '2010-11 FTE for NSP eligible students' defined in paragraph 8.

15. The total numerator ('Weighted 2010-11 FTE for NSP eligible students') is found by adding '2010-11 FTE for NSP eligible students' to the three additional FTE totals above, each multiplied by their respective weighting ('2010-11 FTE for NSP eligible students' + ('2010-11 FTE for NSP eligible mature students' x 0.25) + ('2010-11 FTE for NSP eligible students from low participation areas' x 0.5) + ('Scaled 2010-11 FTE for NSP eligible students with a HRI of £25,000 or below' x 1)).

16. This numerator, divided by the denominator defined in paragraph 7, gives us the 'NSP proportion' for 2010-11, that is, the weighted FTE for NSP eligible students per 2010-11 new entrant.

17. Next, the 'NSP proportion' is multiplied by a count of new entrants as taken from HEIFES12 data ('HESES/HEIFES12 new entrants' in the summary file NSP10LYYYYYY.xls). This figure can be derived from Table 5 of your HEIFES12 return by selecting all HEFCE-fundable undergraduates (Level = HND, Sub-degree (excl. HND), FD, Other UG degree) in Column 2. Note that the final NSP allocation for 2014-15 will instead use a count of new entrants derived from HEIFES13 data.

18. Finally, the product of the 'NSP proportion' and 'HESES/HEIFES12 new entrants' is multiplied by the NSP rate, 0.106002974227full awards per scaled new entrant⁷ (that is, 'HESES/HEIFES12 new entrants' scaled by the 'NSP proportion'). This figure is then rounded to the nearest whole number to calculate the provisional number of full NSP awards for the college in 2014-15. A minimum of one full NSP award per college applies (where 'NSP proportion' > 0 and 'HESES/HEIFES12 new entrants' > 0). The number of full NSP awards is then multiplied by the value of one full award (£3,000) to give the provisional 2014-15 NSP allocation for the college.

For colleges who were not directly funded by HEFCE prior to 2012-13

19. For colleges who will begin to receive direct HEFCE funding in 2013-14, the provisional 2014-15 NSP allocation calculation is based solely on the student number control margin places awarded for 2013-14. For colleges who began to receive direct HEFCE funding in 2012-13, the provisional 2014-15 NSP allocation calculation is based solely on the HEIFES12 new entrants figure. Therefore, all the figures relating to 2010-11 are set to zero in the summary file NSP10LYYYYYY.xls.

20. The 'HESES/HEIFES12 new entrants' figure in the summary file NSP10LYYYYYY.xls is instead the student number control margin places awarded for the first year the institution is directly funded by HEFCE (2012-13 or 2013-14). The 2014-15 NSP allocation is calculated using the average 'NSP proportion' across all other colleges. This average is the total 'Weighted 2010-11 FTE for NSP eligible students' across all colleges that were directly funded by HEFCE prior to 2012-13, divided by the total number of 2010-11 new entrants at these colleges. The NSP allocation is then found by multiplying this average NSP proportion by the 'HESES/HEIFES11 new entrants' and the NSP rate, 0.106002974227full awards per scaled new entrant. This figure is then rounded to the nearest whole number to calculate the provisional number of full NSP awards for the college in 2014-15. A minimum of one full NSP award per college applies. The number of full NSP awards is then multiplied by the value of one full award (£3,000) to give the provisional 2014-15 NSP allocation for the college.

⁷ This rate is calculated as the total number of full NSP awards available for 2014-15 (49,971) divided by the total scaled new entrants in the sector (that is, the sum of 'NSP proportion' multiplied by 'HESES/HEIFES12 new entrants' for all institutions) while taking into account that a minimum of one full NSP award per institution applies to most institutions.

Annex D: Sample template for participation in the NSP for institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees for 2014-15

This form is provided here **for information only** – it is to be completed on the HEFCE extranet (see paragraph 51 of the main text).

Institution name:
Institution UKPRN:

Notes:

This table contains information to help HEFCE in managing the National Scholarship Programme.

Participation in the National Scholarship Programme

Institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees will not be required to make a contribution to the programme from 2014-15. Given the benefit the NSP offers to students we do not anticipate that such institutions will wish to opt out of the NSP. If an institution charging below the minimum fee threshold wishes to opt out it must inform us of this decision in the template provided on the extranet.

This return relates to 2014-15 entrants only. Do not include 2012-13 or 2013-14 entrants where they receive awards in subsequent years.

Table 1 – National Scholarship Programme (NSP) 2014-15 entrants

Do you intend to participate in the NSP for 2014-15?	
---	--

Table 1a - NSP estimated allocations	
Provisional 2014-15 HEFCE allocation (£s):	
Minimum number of full-time equivalent scholarships (£3,000) expected to be delivered:	
Minimum required match funding (£s):	
Additional match funding planned (£s)	
Total spend (£s)	

Table 1b - Estimated number of 2014-15 entrants receiving awards	Estimated number of students (headcount)	Estimated FTE of students

Table 1c - Delivery of your NSP awards	
How are you delivering the NSP (both the government allocation and institution's match funding) over the duration of the course? Please select from the drop down list.	Options: 1. NSP delivered to recipient in the first year of study only 2. NSP payments spread equally over first 2 years of study 3. NSP payments spread disproportionately over first 2 years of study 4. NSP payments spread equally across all years of study 5. NSP payments spread disproportionately across all years of study 6. Other – please give details
If 'Other' please give details.	
How are you allocating your match funding (pro rata for part time students)? Please select from the drop down list.	Options: 1. Top up individual NSP awards to £6,000 (for institutions with 100% match funding requirement) 2. Top up individual NSP awards to £4,500 (for institutions with 50% match funding requirement) 3. Increase the number of individual NSP awards at £3,000 for all students. 4. Increase the number of individual awards above £3,000 for all students. 5. Range of awards 6. Other – please give details
If 'Other' please give details.	
How are you using criteria to select NSP recipients? Please select from the drop down list.	Options: 1. National criteria only (Details of national criteria and general eligibility can be found on the HEFCE web-site at http://www.hefce.ac.uk/nspfaq) 2. National criteria plus criteria in priority order with a fixed NSP fund 3. National criteria plus fixed criteria with guaranteed eligibility, institution tops up fund in excess of match funding if necessary 4. Other – please give details
If 'Other' please give details.	

Table 1d - Estimated breakdown of NSP expenditure	NSP government allocation and institutional match funding delivered in year 1 (£)	NSP match funding delivered in subsequent years to 2014-15 entrants (including any additional match funding) (£)
Fee waivers or discounts		
Discounted accommodation or other similar institutional service		
Financial scholarships/bursaries		
Free or discounted foundation years		
Student choice		
Total		

Table 1e - Criteria		
National criteria description	Is this criterion mandatory for receiving an NSP award?	
Declared residual household income is £25,000 or less	Yes	
Student's fee is neither paid nor part paid through a sponsorship arrangement	Yes	
Student is not NHS funded	Yes	
Student is not undertaking a postgraduate initial teacher training course leading to qualified teacher status	Yes	
Student is not directly continuing from one course to another (for example, from foundation degree or HND on to the final year of an honours degree).	Yes	
Student is not transferring in from another institution.	Yes	
Student is not undertaking a postgraduate qualification.	Yes	
Student is studying at least 25% intensity of the full time equivalent.	Yes	
Student is not normally resident in Scotland, Wales or Northern Ireland.	Yes	
If the student is part time or an EU national then they will not receive the maintenance element of an NSP award (discounted accommodation or other institutional services and cash award).	Yes	
Institutional criteria description	Is this criterion mandatory for receiving an NSP award?	If you institution prioritises one criterion over another, please enter the order in which they are ranked

Annex E: Technical details of the algorithms applied to HESA data

Algorithms applied to HESA data

Purpose

- Below we describe the methods used to generate the data used to calculate the provisional 2014-15 National Scholarship Programme (NSP) allocations from the HESA student data.
- This annex is aimed at readers with in-depth knowledge of the data. Readers are advised to have copies of the HESA Student Record Coding Manual for 2010-11 and 2009-10 to hand when reading it.

HESA fields used in the calculation

- Only certain fields, detailed in Table E1, were used to calculate the provisional 2014-15 NSP allocations.
- Fields taken from the HESA return or derived as part of the calculations are shown in capitals throughout this guidance using the names given in Tables E1 and E2 respectively.

Table E1 Fields used in the calculation

Entity	Field	Description	Column in individualised file*
Course	COURSEAIM	General qualification aim of course	See Table E2
Course [†]	COURSEID	Course identifier	H
Course	NHSBURSARY	Course eligibility for NHS bursaries	AM
Entry profile	DOMICILE	Domicile	AJ
Entry profile	POSTCODE	Postcode prior to entry	AN
Instance [†]	CAMPID	Campus identifier	I
Instance	COMDATE	Start date of instance	See Table E2
Instance	FEEELIG	Fee eligibility	AK
Instance	FUNDCODE	Fundability code	AL
Instance [†]	INSTCAMP	Institution's own campus identifier	K
Instance	NUMHUS	Student instance identifier	See Table E2
Instance [†]	OWNINST	Institution's own instance identifier	J
Instance	SPLENGTH	Expected length of study	AO
Instance	TYPEYR	Type of instance year	AP
Instance	UNITLGTH	Units of expected length of study	AQ
Instance	YEARPRG	Year of course	AR
Instance	YEARSTU	Year of student on this course	AS
Institution	UKPRN	UK Provider Reference Number	A

Entity	Field	Description	Column in individualised file*
Student	BIRTHDTE	Date of birth	AI
Student	HUSID	HESA unique student identifier	B
Student [†]	OWNSTU	Institution's own internal identifier for the student	See Table E2

* The individualised data file NSP10XXXX.ind.

[†] These fields are not used in the calculation but are included in the individualised file to allow easy identification of students.

Linking between years

5. We link 2010-11 HESA data to 2009-10 HESA data using the HUSID and UKPRN combination. Prior to linking we reduce each HESA return to one record per student (UKPRN x HUSID). If a student has more than one record in the 2009-10 HESA return we take the record in the HESES population for the 2009-10 (HESEXCL09 = 0) in preference to those not in that population. If the student had more than one record with the same value of HESEXCL09 we take undergraduates (NSPLEVEL09 = UGX, FD) in preference to postgraduates (NSPLEVEL09 = PGT, PGR). If the student has more than one record with the same level (NSPLEVEL09) we take the record with the largest full-time equivalence (FTE) (NSPFTE09) in preference to those with less FTE. If the student has more than one record with the same FTE, we take the record with the highest COURSEAIM09 value and then the earliest COMDATE09 value until we identify a single record.

6. If a student has more than one record in the HESA 2010-11 return we take the record in the NSPPOP population in preference to those not in that population. Similarly, we take the record in the NSPCOUNT population in preference to any records not in that population. Then we take the record in the NSP_HRI_below_25K population in preference to any records not in it, then the record in the NSP_Low_Participation population in preference to any records not in that population, and then the record in the NSP_mature population in preference to those not in that population. If all of these are the same for multiple records, these records are reduced to one using the criteria in paragraph 5, using 2010-11 fields instead of 2009-10 fields.

7. The individualised file is restricted to one record for each student and only contains students with a record in the 2010-11 HESA return.

Linking to SLC data

8. In order to determine household residual income (HRI), we link to data from the Student Loans Company (SLC). The 2010-11 HESA data are matched to the SLC data for students entering higher education in 2010-11. This matching is achieved using a number of different match processes, linking on data items such as name and date of birth⁸.

⁸ This is a similar matching process to the one used in producing performance indicators for higher education institutions and further education colleges. Annex D of HEFCE 2012/20 is an example of this (www.hefce.ac.uk/pubs/year/2012/201220).

Description of derived fields

9. Table E2 gives details of the derived fields in the individualised data file.

Table E2 NSP allocation derived fields

Derived field name	Description	Paragraph	Column in individualised file*
COMDATEXX	COMDATE value for the year denoted by XX	20	T-U
COURSEAIMXX	COURSEAIM value for the year denoted by XX	19	L-M
CRSELGTH	Length of course	23	V
ENTRYAGE	Age on entry to the course	10	W
HESEXCLXX	Reason for exclusion from the HESES population for the year denoted by XX	18	X-Y
INSTANCEKEY	Unique instance identifier	11	G
LPNQUINTILE	Indicator showing the participation or educational attainment quintile of the student's local area	28	Z
NSPCOUNT	Field indicating that a student is considered NSP eligible, according to our allocation definitions	25	N
NSPENTRANT	Entrant in HESES flag	21	AA
NSPFTEXX	FTE for the year of instance denoted by XX	17	AB-AC
NSPFTECOUNT	2010-11 FTE for NSP eligible students	26	O
NSPFTE_LOW_ PARTICIPATION	2010-11 FTE for NSP eligible students from an area of low participation	29	P

Derived field name	Description	Paragraph	Column in individualised file*
NSPFTE_MATURE	2010-11 FTE for NSP eligible mature students	27	Q
NSPFTE_SLCPOP	2010-11 FTE for NSP eligible students in the SLC eligible population	30	R
NSPLEVELXX	Level of study for the year denoted by XX	14	AD-AE
NSPMODE	Mode of study	15	AF
NSPPOP	Field indicating inclusion in denominator of the 'NSP proportion'	24	S
NSPTYPE	Fundability status	16	AG
NSPVALIDLENGTH	Indicator for course length of at least one academic year	22	AH
NUMHUSXX	NUMHUS value for the year denoted by XX	12	E-F
OWNSTUXX	OWNSTU value for the year denoted by XX	13	C-D

* The individualised data file NSP10XXXX.ind.

ENTRYAGE (Column W)

10. This is a derived field that gives the age of the student when they started their course, as a whole number, based on COMDATE10 and BIRTHDTE. If either of these two fields are blank, ENTRYAGE = 0.

INSTANCEKEY (Column G)

11. This is a derived field which uniquely identifies instances on the HESA records.

NUMHUSXX (Columns E-F)

12. These fields contain the NUMHUS field value in the HESA student record for the year denoted by XX. For example, NUMHUS10 is the NUMHUS field value in the 2010-11 HESA student record.

OWNSTUXX (Columns C-D)

13. These fields contain the OWNSTU field value in the HESA student record for the year denoted by XX. For example, OWNSTU09 is the OWNSTU field value in the 2009-10 HESA student record.

NSPLEVELXX (Columns AD-AE)

14. These fields contain the value of the HESES level derived field (HESLEVEL) for the year denoted by XX. For example, NSPLEVEL10 contains the value of the 2010-11 HESLEVEL field. For a full description of the HESLEVEL algorithm refer to the 'HESES10 re-creation technical document', www.hefce.ac.uk/data/famd/lateststatistics/2010-11overview/

NSPMODE (Columns AF)

15. This field contain the value of the HESES mode derived field (HESMODE) for 2010-11. For a full description of the HESMODE algorithm refer to the 'HESES10 re-creation technical document'.

NSPTYPE (Column AG)

16. This field contains the fundability and residential status derived field (HESTYPE) for 2010-11. For a full description of the HESTYPE algorithm refer to the 'HESES10 re-creation technical document'.

NSPFTEXX (Columns AB-AC)

17. These fields contain the value of the HESES FTE derived field (HESESFTE), divided by 100, for the year denoted by XX. For example, NSPFTE09 contains the value of the 2009-10 HESESFTE field, divided by 100. For a full description of the HESESFTE algorithm refer to the 'HESES10 re-creation technical document'.

HESEXCLXX (Columns X-Y)

18. These fields contain the value of the HESES exclusion reason derived field (HESEXCL) for the year denoted by XX. For example, HESEXCL10 contains the value of the 2010-11 HESEXCL field. For a full description of the HESEXCL algorithm refer to the 'HESES10 re-creation technical document'.

COURSEAIMXX (Columns L-M)

19. These fields contain the COURSEAIM field value in the HESA student record for the year denoted by XX. For example, COURSEAIM09 is the COURSEAIM field value in the 2009-10 HESA student record. These fields are only used to determine which records to keep where a student has multiple records.

COMDATEXX (Columns T-U)

20. These fields contain the COMDATE field value in the HESA student record for the year denoted by XX. For example, COMDATE10 is the COMDATE field value in the 2010-11 HESA student record.

NSPENTRANT (Column AA)

21. This field indicates students in their first year of instance in 2010-11.

Value	Description	Definition
1	Entrant	(TYPEYR = 1 and COMDATE10 ≥ 1 August 2010) or (TYPEYR = 2, 4, 5 and COMDATE10 ≥ 1 August 2009 and COMDATE10 ≤ 31 July 2010)
0	Otherwise	Otherwise

NSPVALIDLENGTH (Column AH)

22. This field indicates students whose expected length of study is at least 24 weeks.

Value	Description	Definition
0	The expected length of study is less than one academic year	(UNITLGTH = 2 and SPLength < 6) or (UNITLGTH = 3 and SPLength < 24) or (UNITLGTH = 4 and SPLength < 168) or UNITLGTH = 5
1	Otherwise	Otherwise

CRSELGTH (Column V)

23. This field contains the expected length of the course in years. The values are rounded up to the nearest whole year.

Value	Description	Definition
SPLength	UNITLGTH = 1 means SPLength is recorded in years	UNITLGTH = 1
SPLength / 12	SPLength is recorded in months	UNITLGTH = 2
SPLength / 52	SLENGTH is recorded in weeks	UNITLGTH = 3
6	Unknown length	UNITLGTH = 9
1		Otherwise

NSPPOP (Column S)

24. This field indicates students who will count in the denominator of the 'NSP proportion' in the calculation of the 2013-14 NSP allocation.

Value	Description	Definition
1	Student counts in the denominator of the 'NSP proportion'	HESEXCL10 = 0 and NSPLEVEL10 = UGX, FD and NSPENTRANT = 1 and NSPTYPE = HOMEF, HOMEIF
0	Otherwise	Otherwise

NSPCOUNT (Column N)

25. This field indicates students who count as NSP eligible in terms of our allocation algorithms, which are guided by the national eligibility criteria. Note that these are not sufficient criteria to determine whether a student is to be given an NSP award. For example, it does not include the household income criterion, and each institution decides its own award criteria.

Value	Description	Definition
1	NSP eligible	NSPPOP = 1 and DOMICILE ≠ XG,XH,XI and (NSPMODE = FTS,SWOUT or (NSPMODE = PT and NSPFTE10 ≥ 0.25)) and NSPVALIDLENGTH = 1 and NHSBURSARY ≠ 1 and not (NHSBURSARY = 2 and ((CRSELGTH ≥ 5 and YEARSTU > 4) or (CRSELGTH = 4 and YEARPRG = 2,3,4))) and (HESEXCL09 ≠ 0 or NSPLEVEL09 ≠ UGX, FD or NSPFTE09 < 0.25)
0	Otherwise	Otherwise

NSPFTECOUNT (Column O)

26. This field gives the 2010-11 FTE for NSP eligible students.

Value	Description	Definition
NSPFTE10	FTE for NSP eligible students	NSPCOUNT = 1
0	Otherwise	Otherwise

NSPFTE_MATURE (Column Q)

27. This field gives the 2010-11 FTE for NSP eligible mature students.

Value	Description	Definition
NSPFTE10	FTE for NSP eligible mature students	NSPCOUNT = 1 and ENTRYAGE ≥ 21
0	Otherwise	Otherwise

LPNQUINTILE (Column Z)

28. This field gives the POLAR3 quintile for students that are young and full-time, and the educational attainment quintile for other students (see www.hefce.ac.uk/polar).

Value	Description	Definition
POLAR3 quintile (based on the student's POSTCODE)	POLAR3 quintile for students that are young and full-time	ENTRYAGE < 21 and NSPMODE = FT,SWOUT
Educational attainment quintile (based on the student's POSTCODE)	Educational attainment quintile for students that are mature or part-time	ENTRYAGE ≥ 21 or NSPMODE = PT

NSPFTE_LOW_PARTICIPATION (Column P)

29. This field gives the 2010-11 FTE for NSP eligible students from an area of low participation or educational attainment.

Value	Description	Definition
NSPFTE10	FTE for NSP eligible students from low participation or educational attainment areas	NSPCOUNT = 1 and LPNQUINTILE = 1,2
0	Otherwise	Otherwise

NSPFTE_SLCPOP (Column R)

30. This field gives the 2010-11 FTE for NSP eligible students who were eligible to apply for means-tested grants from the SLC for 2010-11.

Value	Description	Definition
NSPFTE10	FTE for NSP eligible students who were SLC eligible in 2010-11	NSPCOUNT = 1 and NSPFTE10 \geq 0.50
0	Otherwise	Otherwise

Description of the use of SLC data

31. Students are counted as having an HRI of £25,000 or less if their HRI is recorded in the SLC data and is £25,000 or less. Additionally, part-time students are also counted in this group if they have no HRI recorded but have been awarded a grant for their tuition fees.

Annex F: Technical details of the algorithms applied to ILR data

Algorithms applied to ILR data

Purpose

1. This annex describes the methods used to generate the data used to calculate the 2014-15 provisional NSP allocations from the ILR data.
2. It is aimed at readers with in-depth knowledge of the data. Readers are advised to have a copy of the 'Specification of the Individualised Learner Record for 2010/11' and 'Specification of the Individualised Learner Record for 2009/10' (available from the Information Authority) to hand when reading it.

ILR fields used in the calculation

3. Only certain fields, detailed in Table F1, were used to calculate the provisional 2014-15 NSP allocations.
4. Fields taken from the ILR return or derived as part of the calculations are shown in capitals throughout this guidance using the names given in Tables F1 and F2 respectively.

Table F1 Fields used in the calculation

Field code	Description	Name	Data set	Column in individualised file*
L01 [†]	Contract/allocation provider number	ST_UPIN	Learner	B
L03	Learner reference number	ST_REF	Learner	C
L11	Date of birth	ST_DOB	Learner	AN
L17	Learner home postcode	ST_POSTC	Learner	AP
L24	Country of domicile	ST_DOMIC	Learner	AO
L42 [†]	Provider-specified learner data	ST_COLL1/ ST_COLL2	Learner	D-E
L45 [†]	Unique learner number	ULN	Learner	F
L46	UK Provider Reference Number	UKPRN	Learner	A
A05 [†]	Learning aim data set sequence	QA_SEQNO	Learning aim	See Table F2
A09 [†]	Learning aim reference	QA_AIM_R	Learning aim	J
A27	Learning start date	QA_ST_DA	Learning aim	See Table F2
A28	Learning planned end date	QA_EXP_E	Learning aim	AM
A48 [†]	Provider-specified learning aim data	QA_COLL1/ QA_COLL2	Learning aim	K-L

Field code	Description	Name	Data set	Column in individualised file*
H09 [†]	Student instance identifier	HQ_NUMH U	HE	See Table F2
H13	Type of programme year	HQ_PYTYP	HE	AK
H44	Identifying courses eligible for NHS bursaries	HQ_NHSBU	HE	AL

* The individualised data file NSP10YYYYYY.ind.

[†] These fields are not used in the calculation but are included in the individualised file to allow easy identification of students.

Linking between years

5. We link 2010-11 ILR LR05 data to 2009-10 ILR F05 data using the ST_REF (L03) and UKPRN (L46) combination. Prior to linking we reduce each ILR return to one record per student (UKPRN (L46) x ST_REF (L03)). If a student has more than one record in the 2009-10 ILR return we take the record in the HEIFES population for the 2009-10 (HEFEXCL09 = 0) in preference to those not in that population. If the student had more than one record with the same value of HEFEXCL09 we take undergraduates (NSPLEVEL09 = UGX, FD) in preference to postgraduates (NSPLEVEL09 = PGT, PGR). If the student has more than one record with the same level (NSPLEVEL09) we take the record with the largest full-time equivalence (FTE) (NSPFTE09) in preference to those with less FTE. If the student has more than one record with the same FTE, we take the record with the highest HEFQAIM09 value and then the earliest QA_ST_DA09 value until we identify a single record.

6. If a student has more than one record in the 2010-11 ILR return we take the record in the NSPPOP population in preference to those not in that population. Similarly, we take the record in the NSPCOUNT population in preference to any records not in that population. Then we take the record in the NSP_HRI_below_25K population in preference to any records not in it, then the record in the NSP_Low_Participation population in preference to any records not in that population, and then the record in the NSP_mature population in preference to those not in that population. If all of these are the same for multiple records, these records are reduced to one using the criteria in paragraph 5, using 2010-11 fields instead of 2009-10 fields.

7. The individualised file is restricted to one record for each student and only contains students with a record in the 2010-11 ILR LR05 return.

Linking to SLC data

8. In order to determine household residual income (HRI), we link to data from the Student Loans Company (SLC). The 2010-11 ILR data are matched to the SLC data for students entering higher

education in 2010-11. This matching is achieved using a number of different match processes, linking on data items such as name and date of birth⁹.

Description of derived fields

9. Table F2 gives details of the derived fields in the individualised data file.

Table F2 NSP allocation derived fields

Derived field name	Description	Paragraph	Column in individualised file*
ENTRYAGE	Age of student when they started their course	10	W
HEFEXCLXX	Reason for exclusion from the HEIFES population for the year denoted by XX	19	X-Y
HEFQAIMXX	HEFQAIM value for the year denoted by XX	20	O-P
HQ_NUMHUXX	HQ_NUMHU (H09) for the year denoted by XX	14	M-N
ILRKEY	Unique learning aim identifier	12	I
LPNQUINTILE	Indicator showing the participation or educational attainment quintile of the student's local area	27	Z
NSPCOUNT	Field indicating that a student is considered NSP eligible, according to our allocation definitions	24	Q
NSPENTRANT	Entrant in HEIFES flag	22	AA
NSPFTEXX	FTE of the year of instance denoted by XX	18	AB-AC
NSPFTECOUNT	2010-11 FTE for NSP eligible students	25	R
NSPFTE_LOW_PARTICIPATION	2010-11 FTE for NSP eligible students from an area of low participation	28	S

⁹ This is a similar matching process to the one used in producing performance indicators for Higher Education Institutions and Further Education Colleges. Annex D of HEFCE 2012/20 is an example of this (www.hefce.ac.uk/pubs/year/2012/201220).

Derived field name	Description	Paragraph	Column in individualised file*
NSPFTE_MATURE	2010-11 FTE for NSP eligible mature students	26	T
NSPFTE_SLCPOP	2010-11 FTE for NSP eligible students in the SLC eligible population	29	U
NSPLEVELXX	Level of study for the year denoted by XX	15	AD-AE
NSPPOP	Field indicating inclusion in denominator of the 'NSP proportion'	23	V
NSPMODE	Mode of study	16	AF
NSPTYPE	Fundability status	17	AG
NSPVALIDLENGTH	Indicator for course length of at least one academic year	11	AH
QA_SEQNOXX	QA_SEQNO (A05) value for the year denoted by XX	13	G-H
QA_ST_DAXX	QA_ST_DA (A27) value for the year denoted by XX	21	AI-AJ

* The individualised data file NSP10YYYYYY.ind.

ENTRYAGE (Column W)

10. This is a derived field that gives the age of the student when they started their course, as a whole number, based on QA_ST_DA10 and ST_DOB (L11). If either of these two fields are blank, ENTRYAGE = 0.

NSPVALIDLENGTH (Column AH)

11. This field indicates students whose expected length of study is at least 24 weeks.

Value	Description	Definition
0	The expected length of study is less than one academic year	QA_EXP_E (A28) is not blank and QA_ST_DA10 is not blank and QA_EXP_E - QA_ST_DA10 < 168 days
1	Otherwise	Otherwise

ILRKEY (Column I)

12. This field uniquely identifies learning aims on the 2010-11 ILR return.

QA_SEQNOXX (Columns G-H)

13. These fields contain the QA_SEQNO (A05) field value in the ILR return for the year denoted by XX. For example, QA_SEQNO10 is the QA_SEQNO (A05) field value in the 2010-11 ILR return.

HQ_NUMHUXX (Columns M-N)

14. These fields contain the HQ_NUMHU (H09) field value in the ILR return for the year denoted by XX. For example, HQ_NUMHU09 is the HQ_NUMHU (H09) field value in the 2009-10 ILR return.

NSPLEVELXX (Columns AD-AE)

15. These fields contain the value of the HEIFES level derived field (HEFLEVEL) for the year denoted by XX. For example, NSPLEVEL10 contains the value of the 2010-11 HEFLEVEL field. For a full description of the HEFLEVEL algorithm refer to the 'HEIFES10 re-creation technical document', www.hefce.ac.uk/learning/datacoll/derived/latest/

NSPMODE (Column AF)

16. This field contains the mode of study derived field (HEFMODE) for 2010-11. For a full description of the HEFMODE algorithm refer to the 'HEIFES10 re-creation technical document'.

NSPTYPE (Column AG)

17. This field contains the fundability and residential status derived field (HEFTYPE) for 2010-11. For a full description of the HEFTYPE algorithm refer to the 'HEIFES10 re-creation technical document'.

NSPFTEXX (Columns AB-AC)

18. These fields contain the value of the HEIFES FTE derived field (HEFESFTE), divided by 100, for the year denoted by XX. For example, NSPFTE09 contains the value of the 2009-10 HEFESFTE field, divided by 100. For a full description of the HEFESFTE algorithm refer to the 'HEIFES10 re-creation technical document'.

HEFEXCLXX (Columns X-Y)

19. These fields contain the HEIFES exclusion reason derived field (HEFEXCL) value for the year denoted by XX. For example, HEFEXCL10 contains the 2010-11 HEFEXCL field value. For a full description of the HEFEXCL algorithm refer to the 'HEIFES10 re-creation technical document'.

HEFQAIMXX (Columns O-P)

20. These fields contain the broad recognised HE qualification aim derived field (HEFQAIM) value for the year denoted by XX. For example, HEFQAIM09 is the HEFQAIM field value for 2009-10. These fields are only used to determine which records to keep where a student has multiple records included in the NSP population. For a full description of the HEFQAIM algorithm refer to the 'HEIFES10 re-creation technical document'.

QA_ST_DAXX (Columns AI-AJ)

21. These fields contain the QA_ST_DA (A27) field value in the ILR return for the year denoted by XX. For example, QA_ST_DA10 is the QA_ST_DA (A27) field value in the 2010-11 ILR return.

NSPENTRANT (Column AA)

22. This field indicates students in their first year of programme of study in 2010-11.

Value	Description	Definition
1	Entrant	(HQ_PYTYP (H13) = 1 and QA_ST_DA10 ≥ 1 August 2010) or (HQ_PYTYP (H13) = 2, 4, 5 and QA_ST_DA10 ≥ 1 August 2009 and QA_ST_DA10 ≤ 31 July 2010)
0	Otherwise	Otherwise

NSPPOP (Column V)

23. This field indicates students who will count in the denominator of the 'NSP proportion'.

Value	Description	Definition
1	Student counts in the denominator of the 'NSP proportion'	HEFEXCL10 = 0 and NSPLEVEL10 = UGX, FD and NSPENTRANT = 1 and NSPTYPE = HOMEF, HOMEIF
0	Otherwise	Otherwise

NSPCOUNT (Column Q)

24. This field indicates students who count as NSP eligible in terms of our allocation algorithms, which are guided by the national eligibility criteria. Note that these are not sufficient criteria to determine whether a student is to be given an NSP award. For example, it does not include the household income criterion, and each institution decides its own award criteria.

Value	Description	Definition
1	NSP eligible	NSPPOP = 1 and ST_DOMIC (L24) ≠ XG,XH,XI and (NSPMODE = FTS,SWOUT or (NSPMODE = PT and NSPFTE10 ≥ 0.25)) and NSPVALIDLENGTH = 1 and HQ_NHSBU (H44) ≠ 1,2 and (HEFEXCL09 ≠ 0 or NSPLEVEL09 ≠ UGX, FD or NSPFTE09 < 0.25)
0	Otherwise	Otherwise

NSPFTECOUNT (Column R)

25. This field gives the 2010-11 FTE for NSP eligible students.

Value	Description	Definition
NSPFTE10	FTE for NSP eligible students	NSPCOUNT = 1
0	Otherwise	Otherwise

NSPFTE_MATURE (Column T)

26. This field gives the 2010-11 FTE for NSP eligible mature students.

Value	Description	Definition
NSPFTE10	FTE for NSP eligible mature students	NSPCOUNT = 1 and ENTRYAGE \geq 21
0	Otherwise	Otherwise

LPNQUINTILE (Column Z)

27. This field gives the POLAR3 quintile for students that are young and full-time, and the educational attainment quintile for other students (see www.hefce.ac.uk/polar).

Value	Description	Definition
POLAR3 quintile (based on the student's ST_POSTC (L17))	POLAR3 quintile for students that are young and full-time	ENTRYAGE < 21 and NSPMODE = FT,SWOUT
Educational attainment quintile (based on ST_POSTC (L17))	Educational attainment quintile for students that are mature or part-time	ENTRYAGE \geq 21 or NSPMODE = PT

NSPFTE_LOW_PARTICIPATION (Column S)

28. This field gives the 2010-11 FTE for NSP eligible students from an area of low participation or educational attainment.

Value	Description	Definition
NSPFTE10	FTE for NSP eligible students from low participation or educational attainment areas	NSPCOUNT = 1 and LPNQUINTILE = 1,2
0	Otherwise	Otherwise

NSPFTE_SLCPOP (Column U)

29. This field gives the 2010-11 FTE for NSP eligible students who were apparently eligible to apply for means-tested grants from the SLC for 2010-11.

Value	Description	Definition
NSPFTE10	FTE for NSP eligible students who were SLC eligible in 2010-11	NSPCOUNT = 1 and NSPFTE10 \geq 0.50
0	Otherwise	Otherwise

Description of the use of SLC data

30. Students are counted as having an HRI of less than £25,000 if their HRI is recorded in the SLC data and is less than £25,000. Additionally, part-time students are also counted in this group if they have no HRI recorded but have been awarded a grant for their tuition fees.

List of abbreviations

BIS	Department for Business, Innovation and Skills
COC	Change of Circumstance
EU	European Union
FTE	Full-time equivalent
HEBSS	Higher Education Bursary and Scholarship Scheme
HEFCE	Higher Education Funding Council for England
HEIFES	Higher Education in Further Education: Students Survey
HESA	Higher Education Statistics Agency
HESES	Higher Education Students Early Statistics Survey
HND	Higher National Diploma
ILR	Individualised Learner Record
NHS	National Health Service
NSP	National Scholarship Programme
OFFA	Office for Fair Access
POLAR	Participation of Local Areas
SLC	Student Loans Company
WPSA	Widening participation strategic assessment