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**Special initiative**

**Guidance**

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This report is for information

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This document provides guidance to higher education institutions and further education colleges on the operation, management, funding, monitoring and review of the National Scholarship Programme for the academic year 2012-13.

# National Scholarship Programme 2012-13

## Guidance for institutions

# National Scholarship Programme 2012-13: 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
Reference	2011/10
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## Executive summary

### Purpose

1. The Department for Business, Innovation and Skills sets the overall policy and funding level for the new National Scholarship Programme (NSP). HEFCE administers the fund on its behalf.
2. This document provides guidance to institutions on the operation and management of the National Scholarship Programme for the academic year 2012-13. It provides detail on the funding arrangements for the programme and information about the eligibility criteria and application process for potential NSP beneficiaries. It also explains how HEFCE intends to monitor and review the programme in this initial year to inform its development in subsequent years.

### Key points

3. The National Scholarship Programme was first announced as a 'student premium' by the Deputy Prime Minister on 15 October 2010. It was the final strand in the three-strand 'Fairness Premium' which was to target funding at disadvantaged children and young people (the other two strands were an entitlement for all two year-olds to 15 hours per week of pre-school education, and the Pupil Premium).
4. The primary purpose of the National Scholarship Programme is to benefit individual students from disadvantaged backgrounds as they enter higher education. The Secretary of State, Vince Cable, commented that the programme is 'designed to complement rather than replace what universities are already doing. The programme will remain flexible in its initial years to enable us to make adjustments in the light of experience on campus.' Therefore institutions should not assume that the programme will operate in the same way in future years.
5. The broad outline of the programme including the national eligibility criteria was set out by the Department for Business, Innovation and Skills and posted on the HEFCE web-site on 10 February 2011 (see [www.hefce.ac.uk/news/hefce/2011/scholar.htm](http://www.hefce.ac.uk/news/hefce/2011/scholar.htm)). This guidance builds on that initial outline and offers greater detail on the operation and monitoring of the programme for 2012-13.

6. The Government's contribution to the programme will be £50 million in 2012-13, rising to £100 million in 2013-14 and £150 million in 2014-15. Each eligible full-time student will receive a benefit of not less than £3,000, with a pro rata amount delivered to part-time students studying a minimum of 25 per cent intensity of the full-time equivalent.
7. Institutions will be expected to match the Government's contribution. Institutions intending to charge above £6,000 per year for any of their fees will be expected to contribute at least 100 per cent (that is, a contribution to the value of at least £3,000 for full-time students, pro rata for part-time). Institutions intending to charge £6,000 or less for their fees will be expected to contribute at least 50 per cent (that is, a contribution to the value of at least £1,500 for full-time students, pro rata for part-time).
8. Institutions submitting access agreements to the Office for Fair Access (OFFA) will need to include information regarding the NSP and the level of matched contribution they will make in those agreements. Institutions not submitting an access agreement to OFFA will be required to submit an addendum to their widening participation strategic assessment (WPSA) to HEFCE in order to provide the necessary information. A template for the addendum is at Annex A.
9. Provisional allocations were published in March 2011 ('National Scholarship Programme: Provisional allocations for 2012-13', HEFCE Circular letter 13/2011<sup>1</sup>) and the final allocations will be published in July 2011. Institutions will receive their full allocation in one payment in August 2012.
10. The programme will be subject to a review from the outset. Therefore, we anticipate commissioning consultants in summer 2011, with a view to starting the review in autumn 2011.
11. Delivery of the programme will be monitored through institutions' Higher Education Statistics Agency returns (or Individualised Learner Record returns for further education colleges) and an end-of-year return to OFFA and HEFCE as part of the joint annual reporting against WPSAs and access agreements.

### **Action required**

12. Institutions submitting access agreements to OFFA must include information regarding the delivery of the programme and their matched contribution in their agreements.
13. Institutions intending to charge £6,000 or less for their fees and therefore not submitting an access agreement to OFFA must complete the addendum to the WPSA using the template at Annex A and return it to HEFCE by **Wednesday 1 June 2011**.
14. Institutions intending to charge £6,000 or less for their fees may opt out of the NSP and must inform us of this decision within the WPSA addendum. Participation in the NSP will be compulsory for institutions intending to charge above £6,000 for **any** of their undergraduate fees from 2012-13.

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<sup>1</sup> All HEFCE publications are available at [www.hefce.ac.uk/pubs](http://www.hefce.ac.uk/pubs).

## **Introduction**

### **What the National Scholarship Programme will provide**

15. The purpose of the National Scholarship Programme (NSP) is to provide a direct benefit to individual, eligible students. It will be available to benefit students entering higher education from autumn 2012. Funding delivered through the programme cannot be used to fund outreach activities.

16. The Government's contribution to the programme will be £50 million in financial year 2012-13, £100 million in 2013-14 and £150 million from 2014-15. Each eligible full-time student awarded a scholarship will receive a benefit of not less than £3,000 with a pro rata amount delivered to part-time students studying a minimum of 25 per cent intensity of the full-time equivalent.

17. 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 would be matched by institutions but the institution's matched funding could be spread across subsequent years, to promote retention for example. We provide further detail on match contribution requirements in the next section.

18. No more than £1,000 of the total scholarship may be offered as a cash award.

### **How the NSP may be delivered**

19. The Government has provided a 'menu' of options from which institutions may choose how to offer their scholarships. These are:

- a fee waiver or fee discount
- a free foundation year
- discounted accommodation or other similar institutional service
- a financial scholarship/bursary, capped as a cash award at £1,000.

In cases where the NSP offer is in the form of fee waivers/discounts or free foundation years the Student Loans Company (SLC) must be informed to enable it to accurately calculate the graduate contribution.

## **Matched funding**

### **Requirements for institutions intending to charge fees above £6,000**

20. Each eligible full-time student awarded a scholarship will receive a benefit of not less than £3,000 with a pro rata amount delivered to part-time students studying a minimum of 25 per cent intensity of the full-time equivalent.

21. It is expected that those institutions wishing to charge above the 2012-13 basic fee level of £6,000 and therefore intending to submit an access agreement to the Office for Fair Access (OFFA) will provide a matched contribution to the programme of at least the same value (that is, will offer a full-time match of at least the value of £3,000 with the appropriate pro rata amount for part-time students).

22. Institutions may choose to either:
- top up the scholarship awarded to individual students to increase the total award they would receive, or
  - use their match funding to offer additional £3,000 (or pro rata) scholarships to other eligible students.
23. Institutions may choose to either:
- deliver their full match contribution in the first year, or
  - spread their contribution over subsequent years.
24. The Government has acknowledged the possibility that a 100 per cent matched contribution requirement may mean some institutions cannot continue to invest the necessary resources into important outreach activity. In such circumstances, institutions may make a case to OFFA for a reduced level of match which OFFA will consider. This provision applies to the initial year of the programme and will be reviewed thereafter.
25. Participation in the NSP will be compulsory for those institutions intending to charge above £6,000 for **any** of their undergraduate fees from 2012-13.

### **Requirements for institutions intending to charge fees at or below £6,000**

26. For those institutions which intend charging fees at or below the basic fee of £6,000 in 2012-13, the matched funding requirement will be set at 50 per cent of the Government's contribution (that is, for every £3,000 full-time scholarship award from the Government the institution will be expected to contribute at least £1,500, pro rata for part-time students).
27. Institutions may choose to either:
- top up the Government's contribution to increase the total awards received by individual students, or
  - use their match funding to create a greater number of £3,000 (or pro rata) awards to be delivered to a greater number of eligible students.
28. Institutions intending to charge at or below the basic fee level of £6,000 will not be required to submit an access agreement to OFFA. Therefore, such institutions should submit an addendum to their existing widening participation strategic assessment, setting out how they intend to deliver the scholarships and how they will match fund the programme.
29. These addenda must be submitted to HEFCE by **Wednesday 1 June 2011** and we provide a template for institutions in Annex A.
30. As with OFFA, HEFCE has been given discretion to determine an alternative level of match funding if an institution makes a case that having to provide 50 per cent will materially affect its ability to continue with important outreach activity.
31. Institutions charging below or at £6,000 in fees may opt out of the programme. Any institution wishing to opt out should advise HEFCE within the WPSA addendum. If we do not receive confirmation of opt-out by **Wednesday 1 June 2011**, we will assume that the institution is participating in the programme and will deliver the NSP allocation as calculated.

## **Allocation of the Government's contribution**

32. The provisional allocations have already been published as Annex A of 'National Scholarship Programme: Provisional allocations for 2012-13' (HEFCE Circular letter 13/2011)<sup>2</sup>. Institutions should note that the provisional allocations state the number of full-time equivalent scholarships that each institution's allocation will deliver. This represents 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. For example, if an institution's allocation is £300,000 this will deliver £3,000 each to 100 full-time students (or part-time pro rata equivalent); it would not be acceptable for the institution to use the Government contribution to award £4,000 each to 75 full-time students.

33. 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 Annex B (for higher education institutions) and Annex C (for further education colleges) of HEFCE Circular letter 13/2011.

34. The final allocations will therefore be confirmed in July 2011. We intend to deliver the funds for the NSP within the 2012-13 financial year. Therefore, institutional allocations will be delivered in one payment made in August 2012.

35. 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. However, in the event that interest is accrued on funds before they are allocated, such interest could be used by the institution to either add to its NSP allocation and/or to offset some of its administrative costs.

36. Institutions should plan to spend all of the NSP allocation each year, but we acknowledge that this may not always be practicable. Institutions should discuss carry-forward of funds with HEFCE and OFFA. HEFCE reserves the right to recover excess balances and recycle them to other institutions.

## **Accounting for NSP funds and match**

37. The National Scholarship Programme represents a significant investment of government funds and institutions will need to ensure that they are able to effectively account for both the government funds delivered through the programme and their matched funding contribution. HEFCE reserves the right to audit participating institutions in respect of the programme and will require annual reports within the WPSA/access agreement monitoring returns regarding the operation of the programme and the funds delivered.

38. Institutions should account for NSP funds in the same way that they have historically done for access and hardship funds, in other words on an agency basis (see 'Statement of Recommended Practice: Accounting for Further and Higher Education'<sup>3</sup>, paragraphs 55 and 56).

39. We will work with the sector and issue further advice on how best to fully report accounting information on the NSP in an appropriately auditable form. We appreciate the

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<sup>2</sup> All HEFCE publications are available at [www.hefce.ac.uk/pubs](http://www.hefce.ac.uk/pubs).

<sup>3</sup> Available at [www.universitiesuk.ac.uk/Publications/Type/Pages/Code-of-Practice.aspx](http://www.universitiesuk.ac.uk/Publications/Type/Pages/Code-of-Practice.aspx).

complexity of transactions in the programme, particularly relating to the value of matched funds of all types (fee waivers, cash awards, discounted services and so on) and note that the Financial Statements may not be the most appropriate vehicle for this.

## Eligibility

40. The Government has set very broad-based national eligibility criteria for the programme based on household income. Therefore, students are eligible to apply 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 very clear in all their communications, marketing and publicity that meeting this essential eligibility criterion does not equate to an entitlement to a scholarship.**

41. Details about assessing household income can be found in the 'Assessing Financial Entitlement' section of the Student Finance England Practitioners' web-site ([http://practitioners.studentfinanceengland.co.uk/portal/page?\\_pageid=133,4210372&\\_dad=portal&\\_schema=PORTAL](http://practitioners.studentfinanceengland.co.uk/portal/page?_pageid=133,4210372&_dad=portal&_schema=PORTAL)).

42. As a principle, we expect that NSP awards will usually only be used to assist those classes of persons who qualify for different elements of student support under the current Education (Student Support) Regulations. Where those regulations differentiate between the types of support available to different classes of persons, we would expect the NSP awards to differentiate similarly. This will have the following effect:

- NSP awards will not be available to individuals who are ordinarily resident in Scotland, Wales and Northern Ireland
- the maintenance element of an NSP award will not be available to students following a part-time course or for those students for whom the only paragraph in Part 2 Schedule 1 of the regulations into which the student falls is paragraph 9 (that is, an EU national).

43. Institutions should include within the pool they consider for an award all those entering through A-level entry routes and through non-A-level entry routes (for example adults with no formal qualifications, those progressing from apprenticeships, learners with vocational qualifications, and so on) who meet the essential criterion.

44. In addition to the broad eligibility criterion outlined in paragraph 40, there are a number of categories of students who are **not** eligible for the NSP, irrespective of their income levels. These are:

- NHS-funded students
- students funded by the Training and Development Agency for Schools
- students directly continuing from one course to another (for example from foundation degree or HND on to the final year of an honours degree)<sup>4</sup>
- students transferring in from another institution
- students undertaking a postgraduate qualification

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<sup>4</sup> The NSP is aimed at new entrants to higher education. As such, entrants onto foundation degree or HND courses would be able to apply for an award but those topping up awards, even should the top-up occur at a different institution, would not be considered new entrants to higher education for this purpose.

- part-time students studying at less than 25 per cent intensity of the full-time equivalent
- any other students whose fees are paid or part-paid through a sponsorship arrangement.

45. Additional eligibility criteria will be a matter for individual institutions. However, 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, for example, students that have previously benefited from the Educational Maintenance Allowance or other, discretionary, needs-based award. Institutions may wish to refer to the HEFCE targeting guidance ('Higher education outreach: targeting disadvantaged learners', HEFCE 2007/12) which describes the key criteria for targeting widening participation activity, for example. They include:

- learners from lower socio-economic groups and disadvantaged socio-economic areas
- students with disabilities
- students who were looked-after children/care leavers
- particular ethnic minority groups
- travellers
- refugees.

46. Institutions with franchise agreements with partner colleges should also consider the number of scholarships that they would award through such arrangements and whether they would need to develop slightly different eligibility criteria for such franchised provision. It would be up to the institution to determine the process through which such awards would be made but it 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 made through partner colleges should be reported through the higher education institution.

47. Institutions must ensure that whatever additional criteria they use are transparent and comply fully with their duties and responsibilities under the Equalities Act 2010 and other relevant legislation. They may need to indicate in their guidance that meeting the additional criteria is not an entitlement to a scholarship.

48. 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 its scholarships. Institutions must ensure that they provide clear guidance for students regarding their appeals processes.

## **Information for potential NSP applicants**

49. Institutions must ensure that information regarding the operation of and the 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- and part-time applicants
- how the scholarship will be awarded (for example tuition fee waiver/reduction, free foundation year, discounted accommodation); if institutions intend offering 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.

50. UCAS will develop an NSP portal for the programme which will provide a link for applicants to the institutional web-pages detailing the information set out in paragraph 49. Institutions also need to ensure that those who apply directly to the institution are made aware of the programme and so should ensure that navigation to the relevant web-page from other parts of the institution's web-site is clear and straightforward. Institutions should consider how they use their marketing and widening participation outreach activity to further inform potential applicants of their NSP provision.

51. Institutions should also ensure that applicants applying 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 the partner institution's web-site and should detail the criteria and the process for applying for the scholarship.

52. We would also encourage institutions to set the detail of the NSP alongside information about other institutional/course bursaries, scholarships and awards for which applicants might be eligible, to ensure that NSP applicants do not overlook other opportunities for support.

53. Institutions will also wish to ensure that they clearly highlight the interaction of any awards they make and any state benefits that students might be claiming. Institutions need to be especially mindful of the impact of any cash awards on students' entitlements to benefit payments.

## **Application process**

54. In this initial year there will not be a centralised application process in operation for the NSP. We are exploring with UCAS the feasibility of developing such a system for future years for UCAS applicants but there will remain a need for institutional application systems to address the needs of direct applicants.

55. UCAS will provide an NSP portal as outlined in paragraph 50 which will provide general information about the programme and links to individual institutional web-sites. UCAS will also encourage applicants to submit their applications for student support to the SLC as early as possible.

56. An institution will process its applications as usual, both those coming through the UCAS Apply system and those applying directly. The institution will then make its decisions and issue offer letters to applicants. It is at this point that the institution should inform the applicant that they may be entitled to an NSP award and guide them to the

relevant section of the institution's web-site. To minimise any potential confusion for applicants, particularly those in receipt of offers from more than one institution, institutions should include the following common paragraph in their offer letters:

'You may be eligible for a National Scholarship award. The National Scholarship Programme is an initiative aimed at low-income students and funded by both the Government and universities/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 apply and will be assessed for a scholarship.'

57. When designing their application 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 from September 2011 UCAS will be making contextual data available to all UK higher education providers.

58. As with all other applicants, institutions also receive information regarding the applicant's ethnicity, parental occupation and social class from UCAS once the applicant has firmly accepted the offer of a place. However, it is possible that in designing the bespoke application of their schemes, institutions will require further information directly from the applicant in order to fully assess their eligibility against the institution's criteria. In such cases, institutions may need to develop an application form for the NSP. Institutions should ensure that they only request information on an NSP application form that they are unable to obtain from any other source and that the form is as clear and as brief as possible.

59. From mid-July 2012, institutions will receive verification from the SLC of applicants' residual household income. **Institutions should note that SLC verification will only be provided for those applicants that have applied to the SLC for state maintenance support. For those applicants that are not entitled to state maintenance support (part-time students, for example) institutions will have to use their own methods of verifying residual household income to assess eligibility.** We are working with the SLC, Universities UK and GuildHE to develop further guidance in relation to income verification which we hope to deliver to institutions shortly.

60. Upon verification of income, institutions will be able to remove any applicants from their NSP list that 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.

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

62. Because scholarships will be offered in advance of applicants taking up a place, some scholarships that are offered will not be taken up because applicants: do not

achieve the grades expected in their entry qualifications; accept a place in a different institution (if the scholarship was offered against an insurance offer); accept the place and scholarship but do not subsequently enrol at the institution; or accept a place, enrol and receive part of the award, but subsequently leave the institution before the whole award is taken up. Institutions are advised against attempting to resolve this by making more offers than they have the funds to deliver.

63. In the event that there are unused funds arising from such circumstances, institutions may use these to offer scholarships to late applicants, whether part- 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 only take place in the event that funds are available because applicants originally offered the scholarship failed to enrol at the institution.

## **Delivering the scholarship award and unspent funds**

64. The Government expects all of the funding it delivers for scholarships to be committed in 2012-13. However, it also recognises that, as this will be the initial year of the programme, some flexibility is required in order to accommodate any unforeseen circumstances that may arise for individual institutions.

65. Should institutions be unable to deliver all the scholarships that the funding would have covered, HEFCE and OFFA, as part of their monitoring of the programme, would need a full explanation of why the underspend had occurred. After discussion with the institution, a decision would then be made as to whether the underspend should be carried forward by the individual institution into the second year or recovered by HEFCE for redistribution across all institutions participating in the programme in the second year.

66. It is for institutions to decide when they deliver the scholarship to the student and it will largely depend on the delivery option. For example, in the case of fee waiver/discount, it would make sense for the scholarship to be awarded at the beginning of the year in one payment; but should delivery be through discounted accommodation, the institution may wish to spread the payments over the course of the year.

67. Should a student holding a scholarship withdraw during the course of the year, institutions should not attempt to recover funds delivered through the NSP. Should institutions be left with an underspend due to such circumstances, HEFCE and OFFA will address this as outlined in paragraph 65 above.

68. As stated in paragraph 19, if the scholarship is to be offered as a fee waiver/discount or free foundation year, institutions must inform the SLC so that it can record the correct level of graduate contribution it will need to collect.

69. Institutions must ensure that clear and comprehensive information is given to the student detailing:

- how the scholarship will be awarded
- when the scholarship payments will be made (where applicable)
- the period over which the scholarship will be awarded
- the exact amount the student will receive in each payment (where applicable).

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

## Monitoring and review

70. Institutions will be asked to flag those students with an NSP scholarship via their Higher Education Statistics Agency returns (or Individualised Learner Record returns for further education colleges). Using linked data sets, HEFCE will then be able to assess the targeting of the scholarships on students from disadvantaged backgrounds.

71. In addition to recording the NSP student on their HESA returns, institutions will be required to make an aggregate, end-of-year return to HEFCE and OFFA as part of the joint annual reporting against WPSAs and access agreements.

72. We intend to request new WPSAs to be submitted by all institutions in June 2012 so guidance will be issued in January 2012 that will include our requirements in regard to the operation of the NSP in 2012-13. The guidance will also provide details of the expected reporting requirements for the programme in terms of the monitoring required by HEFCE and OFFA.

73. We intend to review the programme from the outset. Therefore, we anticipate commissioning consultants in summer 2011, with a view to starting the review in autumn 2011. This is to ensure that we are able to capture evidence/information in relation to the planning of the programme within institutions, the application and offer processes as well as how the programme operates over the 2012-13 academic year. We encourage all participating institutions to engage fully with the review so that it can most effectively guide and inform the future development of the programme.

## Summary timetable

74. The table below summarises the key dates and action required for the operation and delivery of the National Scholarship Programme:

Date	Action
19 April 2011	Institutions intending to set fee levels above £6,000 submit their access agreements to OFFA
1 June 2011	Institutions intending to set fee levels at or below £6,000 submit their WPSA addendum to HEFCE. Institutions wishing to opt out of the NSP must inform us of this decision with the WPSA addendum
July 2011	Final NSP allocations published
Autumn 2011	External review of the NSP commissioned
January 2012	HEFCE issues guidance to institutions on the submission of new WPSAs which will include information on the monitoring and reporting requirements for the NSP
May 2012	Applicants receive offer letters from institutions which inform them of the NSP

June 2012	All institutions submit new WPSAs
Mid-July 2012	Institution begin to receive verification of income from the SLC
August/September 2012	Institutions inform applicants that they will receive a National Scholarship
August 2012	NSP allocations delivered to institutions
Autumn 2012	Institutions inform SLC of all students receiving fee waiver/discount or free foundation year

## Annex A: Widening participation strategic assessment addendum

### Participation in the National Scholarship Programme

This form **must** be completed by **any** institution that intends to charge at or below the basic fee level of £6,000 in 2012-13. You can state below whether you wish to participate in the National Scholarship Programme (NSP).

#### Contact details

Institution	
Contact name	
Position	
Address	
Telephone number	
E-mail address	

#### Level of fees for 2012-13

- 1) Do you intend to charge over £6,000 for any undergraduate higher education course in 2012-13? Please indicate 'yes' or 'no' in the relevant tick box.

**Yes** ☐ You do not need to complete this form. You should provide information as part of your access agreement as described in the March 2011 guidance from the Office for Fair Access ('How to produce an access agreement for 2012-13', 2011/01).

**No** ☐ Please complete the sections below.

#### Participation in the National Scholarship Programme

Participation in the NSP is optional for institutions charging fees below or at £6,000. If we do not receive confirmation of opt-out by **Wednesday 1 June 2011**, we will assume that the institution is participating in the programme and will deliver the NSP allocation as calculated.

- 2) Do you intend to participate in the NSP? Please indicate 'yes' or 'no' in the relevant tick box.

**Yes** ☐ Please continue to question 3.

**No** ☐ Please enter the date of completion overleaf and e-mail this form to [nsp@hefce.ac.uk](mailto:nsp@hefce.ac.uk) as notification that you wish to opt out of the programme for 2012-13.

### Delivering the scholarship awards

- 3) In broad terms, how do you intend to deliver the scheme? Please provide a brief description (no more than 300 words) setting out your plans for administering the scheme in 2012-13. Text box may be expanded to the required length.

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- 4) What level of match funding will you provide in 2012-13 and in what form(s)? If less than 50 per cent please ensure that you provide a full explanation of your stated level of match for us to assess in the description above. Additional years are provided in the table to allow you to indicate where 2012-13 match funding is likely to be spread over subsequent years.

NSP expenditure	2012-13	2013-14	2014-15
Government allocation £			
Institutional match £			
Of which:			
Fee waivers or discounts			
Free foundation years			
Discounted accommodation or other services			
Financial scholarship/bursary			
Funding not yet allocated			
<b>Total</b>			

Date completed: \_\_\_\_\_

Please return this form by **Wednesday 1 June 2011** to [nsp@hefce.ac.uk](mailto:nsp@hefce.ac.uk).

If you have any questions, please contact Siân Griffiths on 0117 931 7153.