

**To: Heads of higher education institutions
in Wales**

Reference: W04/32HE
Date: 20 May 2004
Response by: 18 June 2004 (Annex A);
27 August 2004 (Annex B+C)
Response to: Nichola Amor
Further Information: Nichola Amor
Tel: 029 2068 2295
E-mail: Nichola.Amor@hefcw.ac.uk

PART-TIME UNDERGRADUATE FEE WAIVER SCHEME: MONITORING AND REPORTING

Circular letter W03/42HE – *Part-Time Undergraduate Fee Waiver Scheme* – published on 14 July 2003, set out the reporting requirements associated with the scheme. Briefly, the reports required are:

- A statement of expenditure on publicity;
- The actual value of fees waived; and
- Data on the students for whom fees have been waived.

I am now writing to request the reports as set out in the letter.

EXPENDITURE ON PUBLICITY

Institutions were asked to promote the scheme in order to attract students from the target groups and, to this end, up to £4,000 was made available to each institution in 2003/04. Payments will be made on the basis of claims supported by invoices together with a statement of the purpose of the expenditure. The claims should be made using the proforma at Annex A and copies of invoices should be attached. Institutions should note that payments can only be made if copies of invoices are provided. The proforma should be returned to Nichola Amor by **Friday 18 June 2004** in order for payments to be made in July.

ACTUAL VALUE OF FEES WAIVED

The initial payment to institutions in December 2003 was made on the basis of *estimates* of the value of fee waivers provided by the institutions. Each institution is now required to submit a return setting out the *actual* value of fees waived under the scheme by completing the proforma at Annex B. The proforma should be returned to Nichola Amor by **Friday 27 August 2004**. Any difference between the two values will be recognised in the payment of grant for 2004/05.

STUDENT DATA

As part of the August return the Council requires a number of items of information relating to the actual students benefiting from the scheme in the 2003/04 academic year. The data required for each individual student are as follows and should also be returned to Nichola Amor by **Friday 27 August 2004**:

(i) HESA Data:

- Student identifier
- Date of birth
- Gender
- Postcode (in full)
- The overall credit value of the course, module or unit being studied for the year in question
- Title of programme of study
- Highest qualification on entry
- Reason for leaving/completing programme (where applicable).

(ii) Institutional Data:

- Actual fee waived
- Indicator of qualifying criterion in terms of low income, unemployment or discretion applied.

This information should be returned by completing the spreadsheet on the enclosed disk, using the HESA codes where applicable.

Any queries arising from this letter should be directed to Nichola Amor (tel: 029 2068 2295/e-mail: nichola.amor@hefcw.ac.uk).

Yours sincerely

Ann Hughes
Head of Funding & Research

THE HEFCW PART-TIME FEE WAIVER SCHEME

Statement of Expenditure 2003/04

Institution Name: _____

Amount Claimed for Promotion of the Scheme: £.....

(Please remember to attach copies of the relevant invoices to this proforma)

This expenditure was used for the purpose of:

1. Leaflets/poster production £

2. Advertising £

3. Other (please specify) £

Signed by Head of Institution: _____

Date: _____

Please return by 18 June 2004 to Nichola Amor, HEFCW, Linden Court, The Orchards, Ilex Close, Llanishen, Cardiff, CF14 5DZ.

THE HEFCW FEE WAIVER SCHEME

Actual Value of HEFCW Part Time Fee Waivers for 2003/04

Institution name: _____

For 2003/04, support per credit value was provided at a maximum level of £9.38.

Actual number of students benefiting from the HEFCW scheme: _____

Actual total number of credit values associated with the students benefiting from the HEFCW scheme: _____

Actual value of eligible part time fee waivers for 2003/04: £ _____

Plus 4% for administration of the scheme: £ _____

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Total grant claimed: £ _____

Contact person: _____

Telephone: _____

E-mail: _____

Date: _____

Approved by Head of Institution:

Please return by 27 August 2004 to Nichola Amor, HEFCW, Linden Court, The Orchards, Ilex Close, Llanishen, Cardiff, CF14 5DZ.

