

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

Reference: W05/23HE
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Response By: 17 June 2005 (Annex A)
26 August 2005 (Annex B+C)
Further Information: Emma Morris
Tel: 029 2068 2292;
e-mail: emma.morris@hefcw.ac.uk

PART-TIME UNDERGRADUATE FEE WAIVER SCHEME: MONITORING AND REPORTING

Circular letter W04/52HE – *Part-Time Undergraduate Fee Waiver Scheme* – published on 29 July 2004, 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 2004/05. 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 by **Friday 17 June 2005** in order for payments to be made in July.

ACTUAL VALUE OF FEES WAIVED

The initial payment to institutions in December 2004 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 by **Friday 26 August 2005**. Any difference between the two values will be recognised in the payment of grant for 2005/06.

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 2004/05 academic year. The data required for each individual student are as follows and should also be returned **Friday 26 August 2005**:

(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.

Please contact me if there are any issues arising from this letter you would like to discuss.

Yours sincerely

Emma Morris
Strategic Projects Manager
Tel: 029 2068 2292
Email: Emma.Morris@hefcw.ac.uk