

2017/18 Fee and Access Plan Application

Institution Applicant name:	
Applicant address:	

	Main contact	Alternate contact
Contact name:		
Job title:		
Telephone number:		
Email address:		

Fee and access plan - Guidance note

HEFCW requires fee and access plan applicants to provide short, precise, quantifiable information and verifiable data. If the information and data provided is not sufficiently clear, or it is difficult for HEFCW to reconcile with other information it holds, HEFCW may need to contact applicants for further information and/or clarification to enable us to understand the application more fully.

Published HEFCW [circulars](#) (including (W15/12HE, W16/03HE , W16/07HE, W16/10HE) and [HEFCW's 2017/18 fee and access plan guidance](#) provide information on: the Higher Education Wales (2015) Act and associated Regulations; Welsh Government Guidance to HEFCW on fee and access planning; and HEFCW's 2017/18 Fee and Access Plan Guidance. These documents inform the fee and access plan application process.

Please insert the fee and access applicant institution name here

Institution Applicant name:	
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2017/18 Fee and Access Plan

**Information to be provided to
HEFCW for entry into the regulated
system**

Please insert the fee and access applicant institution name here

Regulatory information to be provided to HEFCW - Guidance note

1. HEFCW will not publish individual applicant's fee and access plan regulatory information provided in this section. High-level, summary information relating to all fee and access plan applications will be published by HEFCW in outcomes reports and good practice reports including reports to the Welsh Government.
2. The Welsh Government expects fee and access plans to make a significant and lasting contribution to widening access to higher education in Wales. HEFCW's functions of approval, monitoring and evaluation of plans under the 2015 Act include identifying and disseminating good practice so that the effectiveness of fee and access plan measures and investments increases over time. In this context, HEFCW will make fee and access plan applications available to evaluators.
3. In requesting regulatory information for fee and access plans for the first time in 2017/18, in line with the 2015 Act, HEFCW recognises fully the administrative burden on applicants. At the same time, applicants need to provide a full account of their eligibility to apply for a fee and access plan and their ability to meet the requirement of being a regulated institution. Where HEFCW has information and/or data already submitted to us which we can use to evidence the applicant's ability to meet the fee and access plan regulatory requirements, we will use the most up-to-date information we have, as indicated at appropriate points in the application template. However, we will require confirmation by the applicant's governing body that it is acceptable for HEFCW to use such information since the information was originally provided for purposes other than regulation under the 2015 Act. We have provided examples in the application template of the information we propose to use for currently regulated institutions. The application template includes a set of statements which the applicant's governing body should sign up to in submitting the fee and access plan application, including to HEFCW's use of currently held information. Additionally, an applicant is welcome to submit new, additional or more recent information to inform HEFCW's assessment of the fee and access plan. HEFCW is requesting information in 2017/18 fee and access plan applications which may not need to be provided in future fee and access applications. Working with regulated institutions and other interested parties, HEFCW will reconsider information and data requirements for fee and access applications in 2018/19 following its review of the 2017/18 fee and access plan process.
4. HEFCW will approve a fee and access plan only if the applicant meets all criteria relating to being an institution in Wales that provides higher education and is a charity and that there is sufficient evidence of the applicant's financial viability, organisation and management of financial affairs and quality of the education provided by it or on its behalf.

Please insert the fee and access applicant institution name here

Table 1: Criteria for being an institution

Examples of organisations HEFCW regards as institutions include: universities formed by Royal Charter, Higher Education Corporations and Further Education Corporations. A provider which is a charity providing HE in Wales but which is not otherwise regarded as an institution must apply to the Welsh Government to be designated as an institution before it submits a fee and access plan application to HEFCW and it must provide evidence to HEFCW of Welsh Government's confirmation of its status as an institution.

An applicant must provide the following information:

Evidence of the organisation's status, as outlined in the paragraph above and, where appropriate evidence of the Welsh Government's confirmation of the organisation's status as an institution.

[Currently regulated institutions do not have to provide this information. Evidence of the Welsh Government's confirmation of the applicant's status as an institution is required where HEFCW does not already have this.]

Please insert the fee and access applicant institution name here

Table 2: Criteria for being an institution in Wales

HEFCW will regard an institution as being in Wales by taking account of a range of information, including the extent to which its learning and teaching activities are either wholly or principally carried out in Wales and where its full-time equivalent (FTE) student numbers are located: see Section 57(3) (a) of the 2015 Act.

An applicant must provide the following information:

<i>Applicant's name</i>	
<i>Principal address and legal address where different</i>	
<i>UK provider registration number</i>	
<i>Any other names under which the applicant operates</i>	
<i>Where the learning and teaching activities are located¹ (see information provided in HEFCW 2017/18 fee and access plan guidance: Criteria on being an institution in Wales)</i>	[For currently regulated institutions we will use the HESA student record]
<i>A link to the applicant's webpages relating to the</i>	

¹ We will determine the location of the student as follows. For students recorded on the HESA student record: if a student is distance learning, they will be counted at the location of their home address; if they are franchised to another institution, they will be counted at the location of the other institution; otherwise they will be counted at the location of the campus they are recorded as attending. The counting will be done in the order listed. This means that a distance learner who is franchised out will be counted at the location of their home address, not the location of the franchise. All students returned on the HESA aggregate overseas record (AOR) will be counted as being outside Wales. For information on the AOR see footnote 2 below.

Please insert the fee and access applicant institution name here

<p><i>applicant's learning and teaching activities;</i></p>		
<p><i>Where the majority of full-time equivalent (FTE) students are located. Applicants must state the total number of <u>all</u> FTE students attending courses delivered in Wales compared to the total number of <u>all</u>² FTE students including those attending courses delivered outside Wales. Distance learning students' location is considered to be where the students themselves are located, for example, a distance learning student registered at an institution located in Wales, who lives in England and carries out the distance learning from there, should be counted as attending a course delivered outside Wales. This definition is consistent with where distance learning students are counted for the purposes of determining fundability status in the HESES survey, Annex C.</i></p> <p>Where data are not also returned to HESA or do not matched with verified HESA data, HEFCW reserves the right to undertake a visit to the applicant to examine and understand data and information provided in a fee and access plan application.</p>	<p>The FTE) total number of <u>all</u> students attending courses delivered in Wales:</p>	<p>[For currently regulated institutions we will use the HESA student record and the aggregate offshore record (AOR)³ 2014/15 to determine where learning and teaching activities are located. Information about aggregate offshore record data is provided in the fee and access plan guidance section Criteria for being an institution in Wales]</p>
	<p>The FTE total number of <u>all</u> students including those attending courses delivered outside Wales:</p>	

² 'All FTE students' includes all Welsh, home, EU and overseas students. 'Outside Wales' includes all students located in the rest of the UK, the EU and overseas.

³ The HESA AOR data provide student number counts, not FTE, and do not provide details of mode of study. In using the AOR data, we will assume the headcount number is equivalent to the FTE number. Where a provider has part-time transnational education (TNE) provision, this will lead to an inflated FTE outside Wales. Therefore, if using AOR data brings the percentage outside Wales to 50% or more, we will use data from other sources, such the in-year collection of TNE data carried out by HEFCW in 2015, to supplement the calculation, to provide a more realistic estimate of the FTE outside Wales. For example, we will use the supplementary data to estimate the proportion of provision returned on the AOR that is part-time. We will consult with any provider where the revised calculation also results in a percentage outside Wales of 50% or more.

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Criteria for being an institution in Wales providing higher education (HE) – Guidance note

- Applicants with provision located in Wales validated by another body should list their qualifications in Wales, student numbers in Wales, locations in Wales and provide a list of higher education courses delivered in Wales as set out in their prospectus, with an electronic link to these courses whether in Wales or elsewhere.

Table 3: Criteria for being an institution in Wales providing higher education (HE)

HEFCW will regard an institution in Wales as providing higher education if the provision includes a higher education course/s regardless of mode, listed in in [Schedule 6 of the Education Reform Act 1988](#) and set out in the Welsh Government guidance to HEFCW on Fee and Access Plans, paragraph 3.12.

An applicant must provide the following information:

<p><i>A description of the higher education provided by the applicant in Wales including the awards provided (see Welsh Government guidance 3.12 and 3.13).</i></p>	<p>[For currently regulated institutions we will use HESA and LLWR data]</p>
<p><i>The full-time equivalent (FTE) numbers of students in Wales that may be taking the higher education courses at the date of application and for three years previously.</i></p>	<p>[For currently regulated institutions we will use HESA and LLWR and end of year monitoring data]</p>
<p><i>A list of the location/s of the higher education provision in Wales.</i></p>	<p>[Provide: (i) information about the locations of provision provided by the applicant here; and (ii) information about the location of partnership provision (provision provided on behalf of the applicant in the Excel application template Annex A ii)]</p>

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Table 4: Criteria on being an institution in Wales that is a charity providing higher education

All Higher Education Corporations and Chartered Universities in Wales which receive funding from HEFCW are registered with the Charity Commission for England and Wales.

An applicant must provide the following information:

The applicant's charity registration number and the name and address of the charity regulator registering the applicant.

[Currently regulated institutions are charities and therefore no further information is required from them]

Where the applicant is not registered with a charity regulator, please provide the reasons for this together with a copy of any governing document

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Information on meeting the requirements of a regulated institution – Guidance note

6. Applicants must provide information about their financial viability, the arrangements for the organisation and management of financial affairs, and the quality of education provided by, or on behalf of the applicant. For further information on the detail required refer to the following sections within HEFCW's 2017/18 fee and access plan guidance *requirements of a regulated institution; currency and sufficiency of information to be provided to HEFCW; evidence to be provided to HEFCW; financial viability; the organisation and management of financial affairs and the quality of education provided by, or on behalf of the applicant.*
7. Where HEFCW holds sufficient, up-to date, financial and/or quality information about a currently regulated applicant, HEFCW will use it, subject to permission being given. Since the data proposed was originally provided for purposes other than regulation under the 2015 Act, we will require confirmation by the applicant's governing body that it is acceptable for HEFCW to use it for these purposes. We have provided examples of the information we propose to use for currently regulated institutions. Alternatively, an applicant is welcome to submit new, additional or more recent information to inform HEFCW's assessment.
8. Applicants should include their current strategic plan or provide a web reference to it, where HEFCW has not already received it plus full financial forecasts for the current year and future three years. Further information on the required format of the forecast information is provided in the *Financial viability* section of the HEFCW fee and access plan guidance. The evidence should include a commentary on the assumptions.

Table 5: Financial Viability

An applicant must provide information to HEFCW about its financial viability and sustainability, including that it has a low risk of failure on financial grounds over the medium to long-term. In addition, HEFCW will expect an applicant to confirm that it is at a low risk of failure on financial grounds over the medium to long-term.

An applicant must provide information to illustrate:

the applicant's corporate group structure, including details of all group companies or organisations (including subsidiaries, parent/holding companies and associate or joint ventures).

Financial viability – historical performance information: *applicants should provide evidence of, or reference to information previously submitted to HEFCW relating to, annual reports and externally audited financial statements for the three years prior to the application.*

[For universities which are currently regulated institutions, we will use the following data:

- Last 3 years' audited financial statements
- Last 3 years' external audit annual reports]

Financial viability - financial strategy information: *applicants should include a financial strategy, or reference to information previously submitted to HEFCW relating to the overall strategic plan and/or information which sets appropriate benchmarks and performance indicators, shows how resources are to be used and how activities and infrastructure will be financed. Information should include how applicants assess and review their sustainability, including the use of sustainability assessments.*

[For universities which are currently regulated institutions, we will (subject to your confirmation) use the financial forecast submitted July 2015.
Plus:
Currently regulated institutions will still need to submit evidence relating to the areas stated here. Regulated institutions which have prepared an ASSUR report may satisfy the requirement for sustainability by submitting such a report, should they wish.]

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Financial viability – forecast information: applicants should provide evidence (if necessary with the support of a parent company guarantee) or reference to evidence previously submitted to HEFCW demonstrating that they have:

- an adequate cash flow to remain solvent, that is, sufficient liquidity to pay debts as they fall due; and
- an adequate balance sheet, that is, that they maintain a net total assets position and would not incur deficits if these would result in a net total liabilities position

[For universities which are currently regulated institutions, we will (subject to your confirmation) use the financial forecast submitted July 2015]

Table 6: The organisation and management of financial affairs

An applicant will need to provide evidence that is well-managed with sound management practices in place and the capacity to develop in line with its strategic plan and the financial strategy that supports its fee and access plan.

An applicant must provide information to illustrate that it:

<p><i>has financial management processes that are well governed and controlled adequately and effectively.</i></p>	<p>[For universities which are currently regulated institutions, we will (subject to your confirmation) use the following data:</p> <ul style="list-style-type: none"> • Last 3 years' internal audit annual reports, giving assurance levels over core financial controls • Last 3 years' financial forecasts • Information obtained from our assurance processes relating to governance structures including audit committee, finance committee or equivalent]
<p><i>plans and manages activities to remain viable.</i></p>	<p>[For currently regulated institutions, we will (subject to your confirmation) use the financial forecast submitted July 2015. Plus: In addition to financial forecast information, currently regulated institutions will still need to provide information on the institution's budget setting and monitoring process, and the process for the production, distribution and monitoring of management accounts]</p>
<p><i>has robust and comprehensive systems of risk management and internal control.</i></p>	<p>[For universities which are currently regulated institutions, we will (subject to your confirmation) use the following data:</p> <ul style="list-style-type: none"> • Last 3 years' internal audit annual reports, giving assurance levels over risk management processes • Last 3 years' internal audit annual reports, giving overall internal control opinion]
<p><i>has effective arrangements for the management</i></p>	<p>[For universities which are currently regulated institutions, we will (subject</p>

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<p><i>and quality of data and for the assurance of data used for internal decision making.</i></p>	<p>to your confirmation) use the following data:</p> <ul style="list-style-type: none"> • Last 3 years' internal audit reports of HE data systems and processes • The latest external data audit]
<p><i>has regular, reliable, timely and adequate management accounts or equally robust information to monitor operational and financial performance.</i></p>	<p>[Applicants should provide a brief overview of the information typically contained within their management accounts, how often these are produced and with whom they are shared. If the applicant does not prepare management accounts, describe any other relevant processes]</p>
<p><i>reports information regularly, comprehensively and correctly to appropriate senior management and those charged with governance.</i></p>	<p>[For universities which are currently regulated institutions, HEFCW will (subject to your confirmation) use the following data:</p> <ul style="list-style-type: none"> • Last 3 years' internal audit annual reports, giving assurance levels over governance processes • Last governance effectiveness review, if undertaken externally]
<p><i>manages its estate in a sustainable way in line with an estates strategy.</i></p>	<p>[An estates strategy or equivalent, as well as information on the monitoring of estates performance would help to provide evidence of managing the estate in a sustainable way]</p>
<p><i>is able to meet all the necessary data capture and reporting requirements for HEFCW including those administered by the Higher Education Statistics Agency (HESA) and other bodies as required by HEFCW.</i></p>	<p>[For currently regulated institutions, we will (subject to your confirmation) use the following data:</p> <ul style="list-style-type: none"> • Last 3 years' internal audit reports of HE data systems and processes • The latest external data audit • The annual HESES survey • Data provided to the LLWR • Student, student destination, staff, estates, finance and business and community interaction data provided to HESA; and • The annual assurance return.]

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<p><i>complies with the principles of the Higher Education Code of Governance (Committee of University Chairs, December 2014) unless adherence to alternative, equally robust arrangements can be evidenced.</i></p>	<p>[Amend/delete the following statements <u>and</u> provide additional information, under (ii) below, where appropriate: (i) The applicant confirms that it complies/does not comply with the principles of the Higher Education Code of Governance (Committee of University Chairs (December 2014). (ii) The applicant adheres to alternative, equally robust governance arrangements and the following information sets out these arrangements. (iii) The applicant cannot demonstrate adherence to robust governance arrangements.]</p>
<p><i>complies with the statutory requirements relating to external audit; and is owned, managed and run by 'fit and proper persons' by providing:</i></p> <ul style="list-style-type: none"> • <i>evidence of the institution's identity and that of key individuals (for example, the Governing Body, Vice Chancellor, Principal, directors, shareholders, trustees), along with their skills and experience; and</i> • <i>confirmation that directors (if a company) or trustees (if a charity) are eligible to act as either directors or trustees and have not been disqualified from acting as directors or trustees.</i> 	<p>[For currently regulated institutions, we do not require this information</p> <p>In respect of the institution's identity other applicants should provide, for example a charter, certificate of incorporation, etc.</p> <p>In respect of individuals, other applicants should provide sufficient information on key individuals to allow searches to be made of both Companies House and Charity Commission records, including lists of disqualified directors/trustees.]</p>

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Quality of education provided by, or on behalf of, an institution – Guidance note

9. The applicant should provide information relating to the quality of provision, or provision that is made on its behalf, regardless of the level and location of provision.

<p>Table 7: Quality of education provided by, or on behalf of, an institution</p> <p>HEFCW is responsible for the assessment of the quality of all education provided in Wales, both by applicants and on behalf of applicant institutions.</p> <p>An applicant must provide:</p>	
<p><i>Confirmation that it has internal quality assurance procedures in place for <u>all</u> of its education provision. Confirmation from the applicant that it has quality assessment procedures in place for <u>all</u> of its education provision in Wales – whether such provision is by the applicant itself or on its behalf. This means higher education provision, and non-higher education provision, eg school, further or professional education. It also covers education the applicant provides directly or via other providers. The applicant will need to confirm that all of its provision, as described above, is quality assured by an appropriate body.</i></p>	<p>[Delete as appropriate: Confirmation that there are internal quality assurance procedures in place for all education provision]</p>
<p><i>Confirmation and evidence that its higher education provision, and any higher education provided on its behalf (eg franchise provision), has successfully undergone a Higher Education Review: Wales (HERW) or equivalent Quality Assurance Agency process. Applicants that need to undergo a Higher Education Review: Wales should contact the Quality Assurance Agency. (If an existing regulated provider is in the process of working through review outcomes to address issues identified, in accordance with normal procedures, they may apply for a fee and access plan);</i></p>	<p>[A statement confirming that the organisation has successfully undergone a review of higher education (including that provided on its behalf). Include link to the report(s). If an organisation is working through review outcomes to address issues identified, then they need to state this.]</p>

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<p><i>Confirmation and evidence that its non-higher education provision, and any non-higher education provided on its behalf, has successfully undergone a review/inspection by the appropriate body responsible for the quality standards of that provision. (If an existing regulated provider is in the process of working through review/inspection outcomes to address issues identified, in accordance with normal procedures, they may apply for a fee and access plan);</i></p>	<p>[A statement confirming that the organisation has successfully undergone a review/inspection(s) of its non-higher education (including that provided on its behalf). Include link to the report(s). If an organisation is working through review/inspection outcomes to address issues identified, then they need to state this.]</p>
<p><i>A list of external provider agreements together with partnership course information, date of each agreement (ie to confirm that the agreement has been re-signed since 1 September 2015, or alternatively date an addendum added to confirm that the provision is agreed to come under the 2015 Act), and duration of the partnership arrangement. For a regulated institution that provides higher education under validation arrangements, please provide evidence that a validation arrangement is in place, regardless of its level and location (See Excel Table E provided separately in Annex Aii)</i></p>	<p>[The applicant will have set out this information in Application template tables D, E and F.]</p>

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Institution applicant name:	
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2017/18 Fee and Access Plan

Fee and access plan: focus and contents

The information provided in this section is for HEFCW, students, prospective students and other interested parties and, once approved by HEFCW, it should be published on the institution's website within one week of publication.

An applicant may replace this cover sheet, to reflect its own branding, once the fee and access plan is approved by HEFCW and before publishing it on a website. A published fee and access plan must be easily accessible to students, prospective students and other interested parties, however the published text must not vary from the text in this section of the plan as approved by HEFCW.

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The focus and contents of fee and access plans

Guidance note

10. An applicant should provide clear, precise information about the fee and access plan's focus and contents for HEFCW, students and potential students and other interested parties. These headings may be removed once the fee and access plan has been approved and before the fee and access plan is published on an institution's website.
11. The fee and access plan application should include information the following:
12. **An executive summary:** Applicants must provide an executive summary setting out the focus and contents of its fee and access plan. Please limit the executive summary to around 500 words.
13. **The student voice:** Information should include:
 - the extent of the applicant's engagement with its student body in developing, assessing and finalising the fee and access plan, including information about engagement with the study body where higher education is provided on behalf of the applicant;
 - the contribution of the student voice, and partnership working, to governance and quality;
 - how proposed fee levels, including aggregate fee levels, are communicated to students;
 - the extent to which the fee and access plan application reflects the principles of the [Wise Wales statement on Partnership](#) for higher education; and [Breaking down the barriers to student opportunities and youth social action](#).
14. **The rationale, including the strategic approach, of fee and access plan.** Information should set out:
 - the rationale for the fee and access plan focus and contents. Where an applicant has had fee plans in place previously, a critical review of the outcomes and lessons learnt from those plans should clearly inform the rationale;
 - how the rationale informs the fee and access plan objectives, provision and targets;
 - the fee and access plan objectives;
 - the rationale for the level of investment in categories of provision;
 - how the fee and access plan is embedded at a strategic level across the institution;
 - how the fee and access plan aligns with the applicant's institutional strategic objectives;
 - how the fee and access plan aligns with strategic and other similar documents;
 - how the fee and access plan aligns with strategic equality plans or similar documents.

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- how the fee and access plan aligns with Welsh language standards and/or Welsh language commitments;
 - whether/how the fee and access plan supports collaborative and/or regional coherence agendas, including, for example the Reaching Wider Programme;
15. **Groups under-represented in higher education:** Information should include:
- the groups regarded by the applicant as under-represented in higher education to be supported by the fee and access plan and the evidence for this position. Groups under-represented in higher education may be under-represented in higher education in general or specifically in the applicant's institution.
16. **Objectives:** An applicant must set out the fee and access plan objectives of the institution and the provision to meet the objectives and targets and specify the level of fee income to be invested against the categories provided in **Annex Aii** (2017/18 fee and access plan income forecast expenditure: Excel table).
17. **Provision:** An applicant must describe clearly the extent to which the fee and access plan provision will support equality of opportunity and the promotion of higher education. The following provision **must** be included:
- i. attract applications from groups under-represented in higher education;
 - ii. retain individuals from groups under-represented in higher education;
 - iii. provide financial assistance to students
 - iv. make available to students or prospective students information on financial assistance;
 - v. inform prospective students of the aggregate amount of fees to be charged for the completion of the course;
 - vi. monitor compliance with the provision of the plan;
 - vii. monitor progress in achieving the objectives set out in the fee and access plan application.
18. Provision supporting equality of opportunity and groups under-represented in higher education should be clearly distinguished from provision supporting the promotion of higher education. Targets should be similarly clear.
19. **Measures:** Provision should be grouped into categories (or measures) as set out below. It is for applicants to decide under which category to classify provision. An applicant's provision might not include investment in all categories nor be invested equally across all chosen categories. The categories of provision are:

Equality of Opportunity measures which support groups under-represented in higher education:

- i. promoting and safeguarding fair access to higher education, including identifying individuals with the greatest potential from disadvantaged backgrounds;

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- ii. attracting and retaining students and prospective students from under-represented groups, which may include students from less advantaged backgrounds and students with protected characteristics;
- iii. raising educational aspirations and develop skills which prepare students from under-represented groups for higher education;
- iv. supporting and increasing student retention and completion, particularly those from low participation neighbourhoods, looked after children, care leavers and carers;
- v. improving the experience of higher education of students from under-represented groups including activities to promote an international experience;
- vi. providing effective information to students from under-represented groups before and during their courses;
- vii. providing high quality academic and welfare support to students from under-represented groups;
- viii. supporting students from under-represented groups to progress to employment or further study; and
- ix. other measures to support groups under-represented in higher education such as fee and access plan effectiveness evaluation (please specify these measures).

Promotion of higher education measures to deliver:

- i. more effective engagement with private, public or voluntary bodies and communities in Wales;
- ii. investments in improving the quality of learning and teaching, with reference to the quality of the student experience;
- iii. activities which strengthen the employability of Welsh graduates;
- iv. actions which promote Welsh higher education more effectively internationally;
- v. actions which improve delivery of sustainable higher education;
- vi. activities which raise awareness of higher education amongst potential learners; and
- vii. other measures to support the promotion of higher education such as fee and access plan effectiveness evaluation (please specify these measures).

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Institution Applicant name:	
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2017/18 Fee and Access Plan

Authorisation of 2017/18 fee and access plan application

Information provided in this section is for HEFCW and not intended for publication.

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Authorisation of a fee and access plan submission to HEFCW

Guidance note

20. The 2017/18 fee and access plan application requires approval by the applicant's governing body, following a process of engagement with the student body, before being submitted to HEFCW.
21. HEFCW may not recommend for approval a fee and access plan application if it has not been finally approved by a governing body. Applicants should ensure that their governing body has agreed appropriate delegation of authority arrangements for fee and access plans in advance of submitting fee and access plans or revisions to these plans.
22. The 2017/18 fee and access plan application must comprise Section 1: regulatory information not for publication; Section 2: the applicant's focus and content in the applicant's own format; Section 3: the governing body's approval document and this application template which includes the Word document and Excel tables.

Authorisation of the 2017/18 fee and access plan application for submission to HEFCW

In authorising the fee and access plan application to be submitted to HEFCW, the governing body:

- i. confirms that the information provided in this 2017/18 fee and access plan application is accurate at the time of writing, and is based on verifiable data.
- ii. confirms that: **[delete one or more statements, as appropriate]**
 - a. it is acceptable for HEFCW to use financial, quality and/or other information/data that it holds about a currently regulated applicant, regardless of whether the information/data was originally provided for purposes of regulation under the 2015 Act;
 - b. it is not acceptable for HEFCW to use financial, quality and/or other information/data that it holds about a currently regulated applicant for purposes of regulation under the 2015 Act; and
 - c. it is submitting new, up-to-date, more recent information/data to inform HEFCW's assessment.
- iii. understands that HEFCW reserves the right to undertake a visit to the applicant to better understand eligibility related to the organisation and management of financial affairs, the data submitted on the fee and access plan and the quality of education provided on, or on behalf of, the applicant.
- iv. understands that it must provide HEFCW and/or HEFCW's agent, with information, assistance and access to its facilities and the facilities of other bodies providing higher education on its behalf.

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- v. understands that HEFCW may carry out, or arrange for an agent to carry out, a review relating to the quality of education provided by, or on behalf of the applicant institution, and the governing body must take into account any advice given to it by HEFCW or the body appointed by HEFCW for this purpose.
- vi. confirms that all education provided by, or on its behalf, regardless of the level or location of the provision has been taken into account in the fee and access plan application.
- vii. confirms that the institution is at a low risk of failure on financial grounds over the medium to long term.
- viii. confirms that the accounts are audited each year by a registered auditor and that the registered auditor is not the same firm and/or individual that prepared the accounts.
- ix. understands that the institution must comply with Competition and Markets Authority (CMA) guidelines for higher education.
- x. understands that any financial commitments to students made in the original 2017/18 fee and access plan, as approved by HEFCW, must be honoured.

2017/18 fee and access plan submission to HEFCW⁴	
Date of governing body approval:	
Institution's authorised signature:	
Date:	
Updated 2017/18 fee and access plan submission (where applicable)	
Date of governing body approval:	
Governing body authorised signature:	
Date:	
Updated/Final 2017/18 fee and access plan submission (where applicable)	
Date of Governing Body approval:	
Governing body authorised signature:	
Date:	

⁴ The fee and access plan published on an institution's website can include only the date of the version submitted by the governing body and approved by HEFCW.