CHAPTER 1

(GBR) Using Student Loans Company

The Campus Solutions Student Loans Company (SLC) feature assists higher education institutions (HEIs) in the United Kingdom in administering their SLC student assistance programs.

This chapter lists common elements and discusses how to:

- Import Student Support Attendance Requests (SSAR) files.
- Manage SSAR suspensions.
- Generate Student Support Attendance Confirmation (SSAC) data.
- Import Higher Education Bursaries and Scholarships Scheme (HEBSS) files.
- Manage HEBSS suspensions.
- Import Attendance Confirmation Report (ACR) and Student Information Service File (SISF) files.
- Manage ACR and SISF suspensions.
- Run the Calculate FTE Process.
- Run the ACR At Fee Evaluation process.
- Export the ACR Response file.
- Import Remittance Report files.
- View Remittance staging data.
- View SLC student data.
- Reconcile Tuition Fee Payments
- Update HEI Course Database data.
- Maintain HEI data.

See Also

lsfa, (UK) Setting Up Student Loans Company

Common Elements Used in this Chapter

HEI Code (higher education institution code)	Select the code for which you want to load the data. The prompt view restricts the values from which you can select to those found in the Student Loans Company Setup component.

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SLC Acad Year (Student Loans Company academic year)	Select the SLC academic year for which you want to load the data. The prompt view restricts the values from which you can select to those found in the Student Loans Company Setup component.
File Path and Name	Enter one or more files to import. If a file is not entered, the process considers only unprocessed records.
	Note. The definitions for HEI Code, SLC Acad Year, and File Path and Name relate to the sections of the chapter that discuss importing files.
UCAS Course Code (Universities & Colleges Admissions Service course code)	Displays the UCAS code assigned to the course.
SLC Course Code (Student Loans Company course code)	Displays the SLC code assigned to the course.
Year of Course	Displays the year of the course in which student is currently enrolled.
Course Tuition Fee Amt (course tuition fee amount)	Displays the course fee that applies to the course.
Tuition Fee Loan Payable	Displays the portion of the fee paid by TFL.
Tuition Fee Grant Payable	Displays the portion of the fee paid by TFG.
Tuition Fee Student Payable	Displays the portion of the fee that the SLC expects to be paid directly by student.
Course Start Date	Displays date that the student commenced the course.
Grant Payable	Indicates whether the student is entitled to a supplementary grant.
Bank Details Held	Indicates whether the student has supplied bank details.
Valid NINO Flag (valid national insurance number flag)	Indicates whether the student has provided a valid national insurance number or a valid reason for not supplying it.
Disabled Distance Learner	Indicates whether the applicant is a distance learner due to a disability.
Bursary Student Flag	Indicates whether the student has a bursary.

FSN Status or **Student Status**

Displays the student notification status as notified by the awarding authority. Values are:

- *B (Living Costs and Fees).*
- *L (Living Costs).*
- *F (Final).*
- *P (Provisional).*
- *D (Deceased).*
- *K (Resumption).*

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- *N (Resumption).*
- *S (Suspended).*
- *T (Transfer fees to previous institution).*
- *V (Transfer fees to new institution).*
- *W (Withdrawn-final).*
- *Y (Withdrawn-provisional).*
- *Z (Study in second term only).*

Student Support Nbr (student support number) Displays an identifier assigned by the SLC to a student who applies for financial assistance.

Importing SSAR Files

This section provides an overview of SSAR files and discusses how to load SSAR files.

Understanding SSAR Files

After the SLC receives applications for financial assistance from students, the SLC sends SSAR reports to the HEIs. These reports list individual students attending the HEI and include biographic and demographic data, information about the students' courses of study, and the amount of Tuition Fee Grant (TFG) and Tuition Fee Loan (TFL) assistance that each student can expect. The amounts for the TFG and TFL are used to offset students' tuition fee charges.

SSAR reports require a response from the HEI in the form of an SSAC.

When you import the Registration Confirmation report (SSAR) from the SLC, the filename is defaulted to 'Registration Confirmation Report', and the sequence number field is zeros. Overwrite the file name before saving or importing the file into your system. Ensure that the file is always imported with a unique name as per the naming convention. Do not re-import the same data or the same data file more than once either with same file name or a different file name.

The Import SSAR File process:

1. Loads data into a staging table.
2. Attempts to match on Student Support Number (SSN).

   If a match exists, the record is loaded to the application table for use in the system. A student with a match is aid-year activated for the aid year selected in the Student Loans Company Setup (SFA_SLC_SETUP) component.

Page Used to Load SSAR Files

Page Name	Definition Name	Navigation	Usage
Import SSAR Files	SFA_SLC_RC_SSAR	Financial Aid, Student Loans Company, Import SSAR Files, Import SSAR Files	Load SSAR files.

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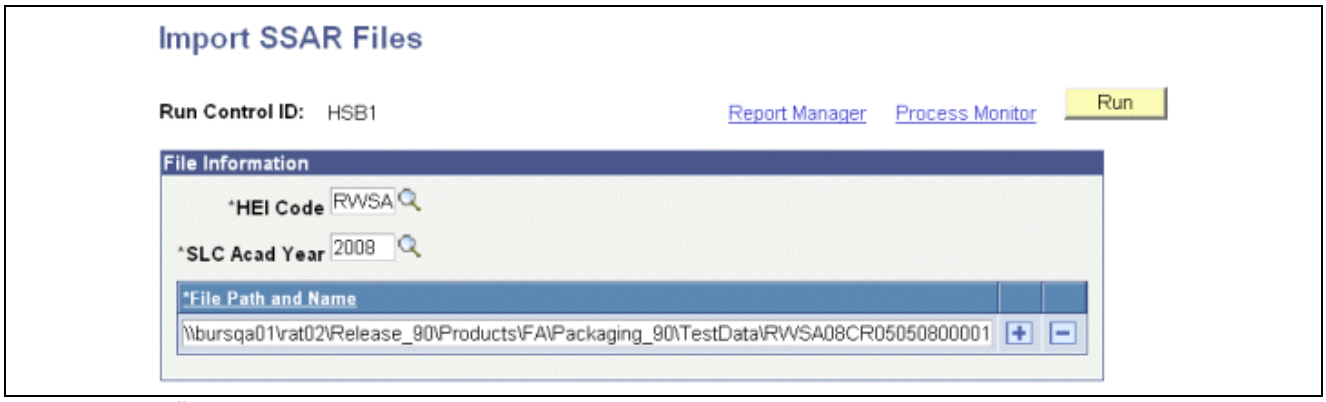
Loading SSAR Files

Access the Import SSAR Files page (Financial Aid, Student Loans Company, Import SSAR Files, Import SSAR Files).



Import SSAR Files page

File Path and Name Enter the location of the file to be imported. The file name must be unique.

Warning! Do not attempt to reload a file with the same data or the same file name.

Managing SSAR Suspensions

This section provides an overview of SSAR suspensions and discusses how to review and manage unmatched or unprocessed SSAR data.

Understanding SSAR Suspensions

Use the Manage SSAR Suspense (SFA_SLC_SSAR_DTL) component to review and manage unmatched or unprocessed SSAR data.

The system does not provide an option for adding a new person to the system as a result of reviewing unmatched or unprocessed data.

Also, this process does not update Campus Community Person biographic and demographic data.

Page Used to Review and Manage Unmatched or Unprocessed SSAR Data

Page Name	Definition Name	Navigation	Usage
Manage SSAR Suspense	SFA_SLC_SSAR_DTL	Financial Aid, Student Loans Company, Manage SSAR Suspense, Manage SSAR Suspense	Review and manage unmatched or unprocessed SSAR data.

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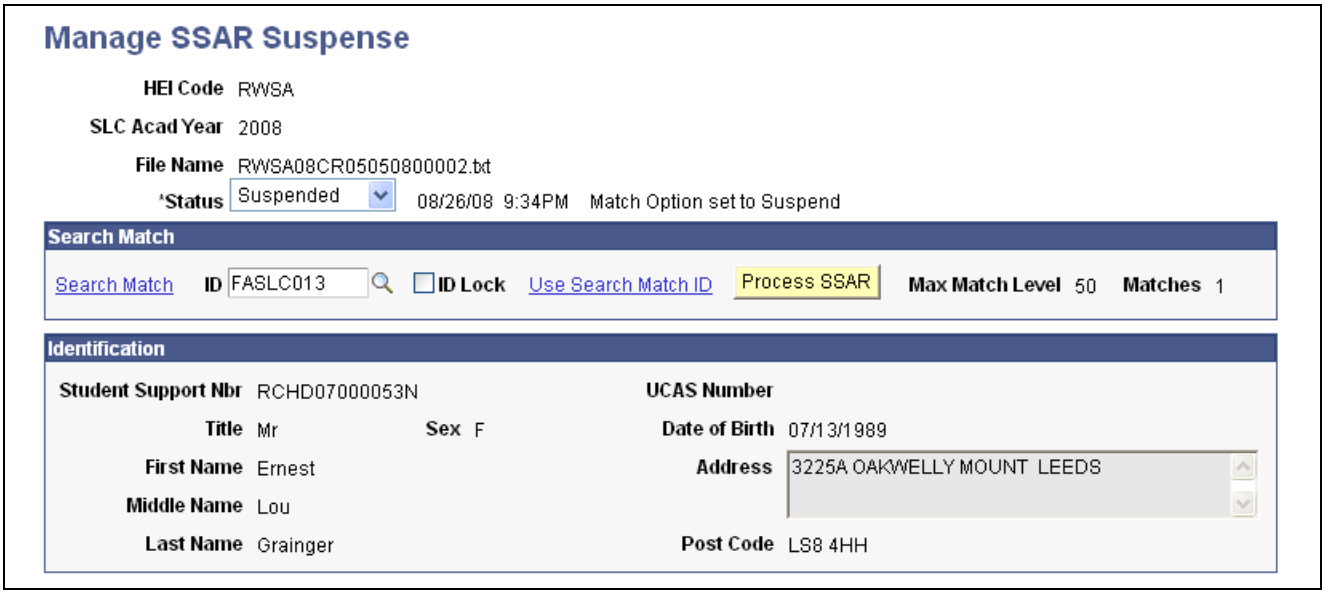
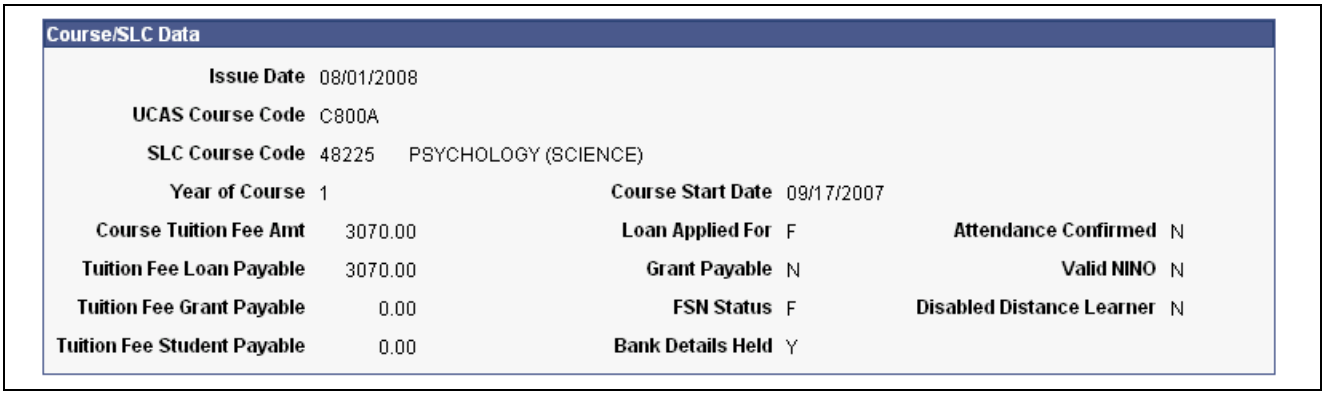
Reviewing and Managing Unmatched or Unprocessed SSAR Data

Access the Manage SSAR Suspense page (Financial Aid, Student Loans Company, Manage SSAR Suspense, Manage SSAR Suspense).



Manage SSAR Suspense page (1 of 2)



Manage SSAR Suspense page (2 of 2)

After a match is identified, you can load the data in the Student SLC Data table used for SSAC generation and award packaging.

Status

If the status is *Processed*, you can only view the field.

If the status is one of the following values, you can select a different value and click Save to update the SSAR status:

- *Skipped:* This record will not be considered for matching in any future runs of the Import SSAR Files process.
- *Suspended:* No match was found for this record. The record will be considered for matching the next time that the Import SSAR Files process is run.
- *Unprocessed:* The record will be considered for matching the next time that the Import SSAR Files process is run.

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You can update students with a *Skipped* status to *Unprocessed* so they can be considered for matching the next time that the Import SSAR Files process is run.

Search Match

Search Match Click this link to access the Person Search Match page and search for a student ID to match the SSAR record.

ID The EMPLID of the existing person with whom you want to match this record.

ID Lock After you enter an ID, select this check box to force the SSAR load process to use the ID.

Use Search/Match ID Click this link to populate the ID field with the result from the Person Search/Match.

Process SSAR (process Student Support Attendance Requests) Click to force the SSAR record to be matched with the EmplID that you selected. If the match is successful, the SSAR record is loaded. If the match is not successful, a message appears in the page header message area:

- *Student Not Found*
- *Multiple Student Matches Found*
- *Match Option Set to Suspend:* A match was found after Search/Match was run, but the Search/Match rule set the record to *Suspended.*
- *ID Linked to Another SSN:* EmplID already has an external ID type of *SLC.*
- *SSN Linked to Another ID:* The SSN in this record is already associated with an EmplID.

Max Match Level (maximum match level) Displays the highest Search Match Level rule that was met for this SSAR record.

Matches Displays the number of matches found by the Search Match process.

Course/SLC Data

Issue Date Displays the date that the SLC issued the SSAR to the HEI.

Loan Applied For Displays the type of loan for which the student applied. Values are:

- *F (Full Entitlement)*
- *P (Part Entitlement)*
- *N (No loan applied for)*

Attendance Confirmed Indicates whether attendance is confirmed.

Generating SSAC Data

This section provides an overview of SSAC data and discusses how to:

- Add SSAC data manually.

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- Generate SSAC data.

Understanding SSAC Data

SSARs can be received daily and are usually responded to the same day with an extract of data, the SSAC file, that is sent back to SLC. Occasionally, schools may also need to include students for whom no SSAR has been received in an SSAC extract. The SSAC confirms the physical attendance of each student on the campus. The HEIs must ultimately record that a student has been seen and report that information to the SLC in an SSAC file.

The receipt of the SSAC by the SLC authorizes the beginning of maintenance (living expense) payments directly to the student by government authorities. This assistance is different from the TFGs and TFLs, which are for tuition fees only and paid directly to the institution. The HEI does not determine what the maintenance payments are and does not need to monitor these payments.

For a student to be automatically included in the SSAC extract, the student must:

- Have a SSAR record loaded.
- Have no previous SSAC processed.
- Be included in the selected Population Selection option.
- Meet requirements in the SLC setup:
  - If the Use Physical Attendance Flag check box is selected on the Student Loans Company-Options (setup) page, the Physical Attendance Confirmed check box must be selected for the student on the SSAC page in the View SLC Student Data (SFA_SLC_STUDENT) component for the student to be included in the SSAC extract.
  - If a checklist is selected in the Use Checklist field on the Student Loans Company-Options (setup) page, the student must have that checklist assigned and completed to be included in the SSAC Extract.

If the Complete SSAR Checklist check box on the Student Loans Company–Options page is selected, students who were assigned an SSAR Checklist during the Import SSAR Files process and are added to the SSAC extract have their SSAR Checklists marked as complete.

For a student to be manually included in an SSAC extract, add the student to the SSAC Manual Entry table using the Manual SSAC Manual Entry page.

Pages Used to Generate SSAC Data

Page Name	Definition Name	Navigation	Usage
Manage SSAC Manual Entry	SFA_SLC_SSACMAN	Financial Aid, Student Loans Company, Manage SSAC Manual Entry, Manage SSAC Manual Entry	Add a student manually for inclusion in an SSAC extract file.
Generate SSAC Data	SFA_SLC_RC_SSAC	Financial Aid, Student Loans Company, Generate SSAC Data, Generate SSAC Data	Define SSAC parameters and generate SSAC data in an extract file.

Adding SSAC Data Manually

Access the Manage SSAC Manual Entry page (Financial Aid, Student Loans Company, Manage SSAC Manual Entry, Manage SSAC Manual Entry).

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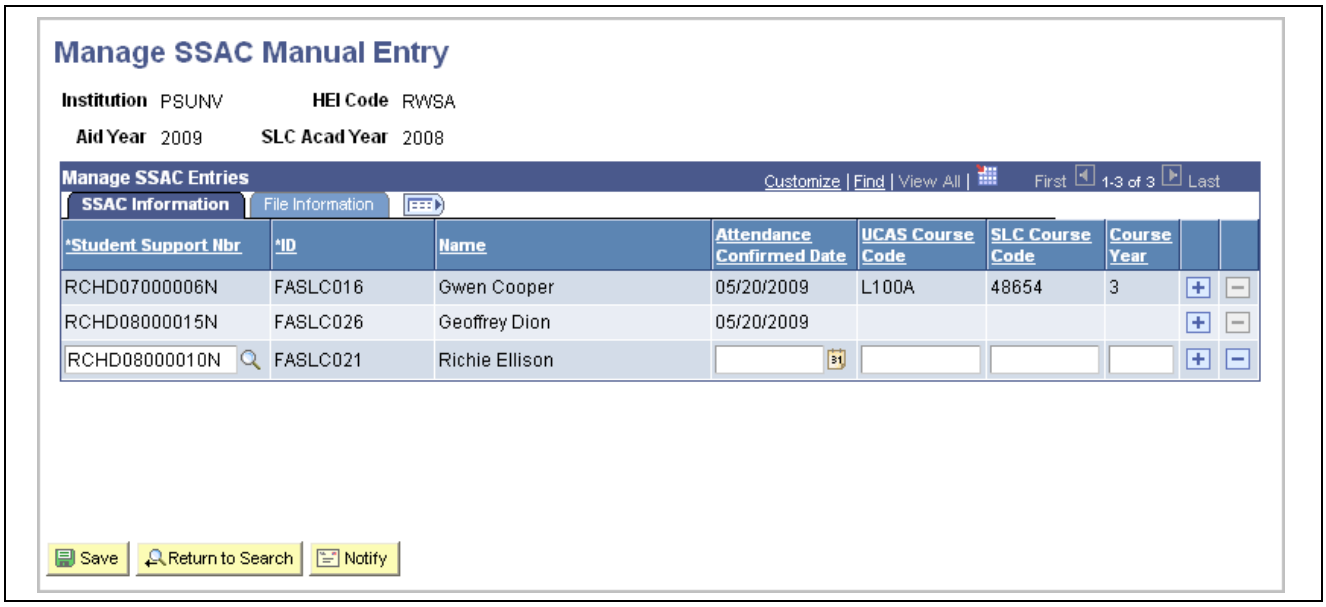

Manage SSAC Manual Entry page

Use this page when you want to include a student in an SSAC extract but no SSAR record has been received for the student.

Student Support Nbr Add a new row and enter a student's SSN.

- If the SSN is already in the External System ID table, the ID and name are automatically entered when you tab out of the Student Support Nbr field.
- If the SSN is not in the system, you must manually enter the ID. The name is automatically entered when you tab out of the ID field. When the row is saved, the SSN is added to the External System ID table for that student ID.

The Attendance Confirmed Date, UCAS Course Code, SLC Course Code, and Course Year fields are optional. If both a UCAS Course Code and SLC Course Code are entered, the UCAS Course Code is used in the SSAC file.

When the Generate SSAC Data process is run, it includes any unprocessed SSAC manual entries in the SSAC file that is created by the process. These entries remain on the Manage SSAC Manual Entry page in view–only mode after being processed and included in an SSAC file.

When the Import SSAR Files process is run and SSAR data is imported for a student whose SSAC data was entered manually, the process checks to see if a SSAC record exists. If the SSAC record does not exist, the process creates a SSAC record using the manually entered SSAC data.

Generating SSAC Data

Access the Generate SSAC Data page (Financial Aid, Student Loans Company, Generate SSAC Data, Generate SSAC Data).

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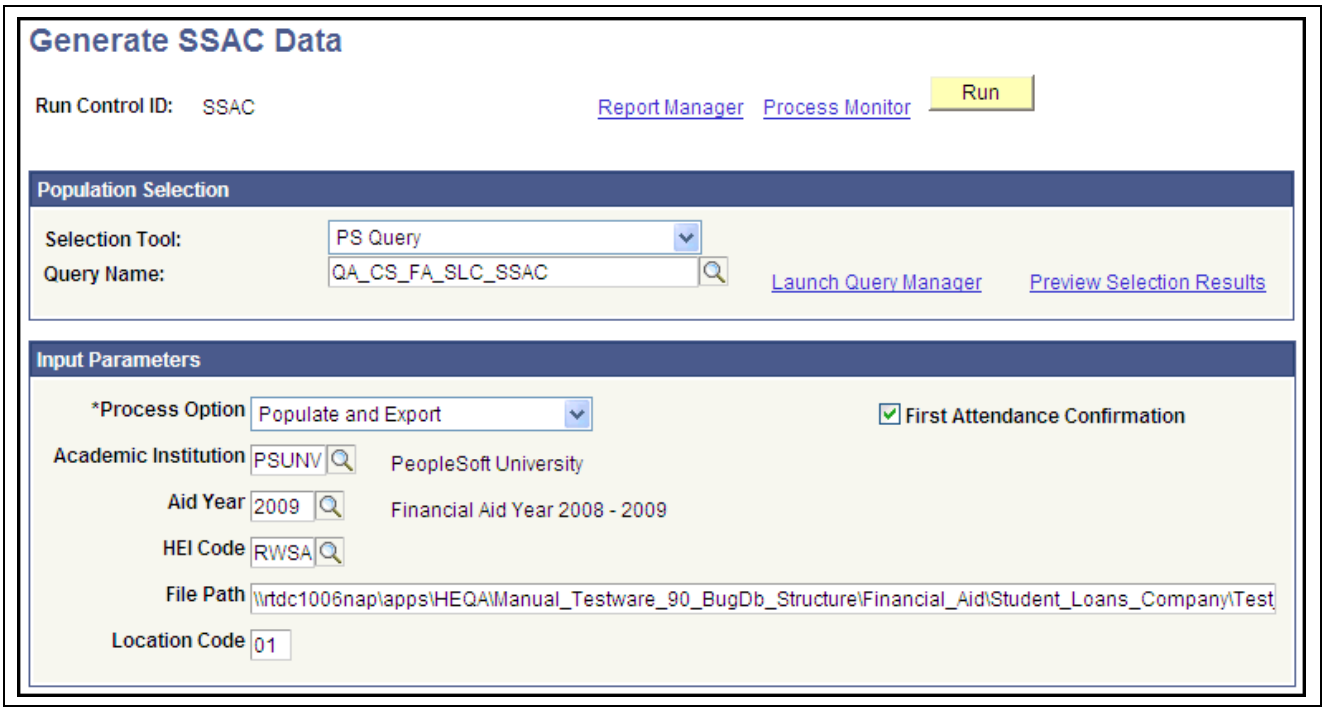

Generate SSAC Data page

Use this page to create an extract file to send to the SLC to confirm a student's physical attendance.

The Population Selection process is used to determine which students are included in the SSAC extract file that is sent to the SLC. The Population Selection group box appears if you select either the *Populate* process option or the *Populate and Export* process option.

See lscc, Population Selection Process Queries and Equations.

Input Parameters

Process Option

Select a process option. Values are:

- *Populate Only:* Populate the SSAC table.
- *Export Only:* Create only an extract file of populated SSAC data to send to the SLC.
- *Populate and Export:* Populate the SSAC table and create an extract file of SSAC data to send to the SLC.

First Attendance Confirmation

Select this check box to indicate that you want the SSAC report to confirm attendance for the SLC First Liability Period.

File Path

Enter the location for the extract file.

This field is activated if a value of *Export Only* or *Populate and Export* is selected in the Process Option field.

The file path must end with a backslash (\).

Location Code

Enter the location code for the specific location at the HEI. The values range from *01* to *99*.

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Importing HEBSS Files

This section provides an overview of HEBSS files and discusses how to load HEBSS files.

Understanding HEBSS Files

HEIs in the United Kingdom can elect to participate in the HEBSS with the SLC. The scheme determines student eligibility for and disburses various bursaries and scholarships.

Schools can choose to provide criteria to the SLC and let the SLC determine eligibility for and disburse bursaries and scholarships on their behalf. Alternatively, schools might use financial circumstances data collected by the SLC and included in the HEBSS report to determine bursary and scholarship eligibility and disburse these funds to the students themselves. This report does not require a response from the HEI.

The Import HEBSS Files process:

1. Loads the data to a staging table.
2. Attempts to match on SSN:
   - If a match exists, the record is loaded to an application table for use in the system.
   - If no match exists, the process attempts a match using the Search Match Criteria page in the Student Loans Company Setup component.

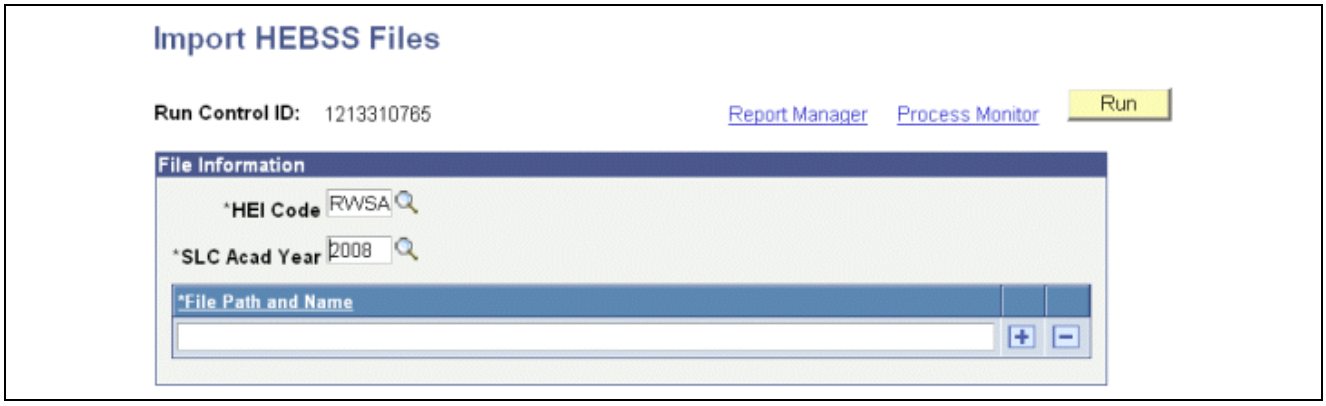
     If a match is found, the record is loaded to the application table for use in the system.

Page Used to Load HEBSS files

Page Name	Definition Name	Navigation	Usage
Import HEBSS Files	SFA_SLC_RC_HEBSS	Financial Aid, Student Loans Company, Import HEBSS Files, Import HEBSS Files	Load HEBSS files.

Loading HEBSS Files

Access the Import HEBSS Files page (Financial Aid, Student Loans Company, Import HEBSS Files, Import HEBSS Files).



Import HEBSS Files page

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Managing HEBSS Suspensions

This section provides an overview of HEBSS suspensions and discusses how to review and manage unmatched or unprocessed HEBSS data.

Understanding HEBSS Suspensions

Use the Manage HEBSS Suspense (SFA_SLC_HEBSS_DTL) component to review and manage unmatched or unprocessed HEBSS data.

The system does not provide an option for adding a new person to the system as a result of reviewing unmatched or unprocessed data.

Also, this process does not update Campus Community Person biographic and demographic data.

Page Used to Review and Manage Unmatched or Unprocessed HEBSS Data

Page Name	Definition Name	Navigation	Usage
Manage HEBSS Suspense	SFA_SLC_HEBSS_DTL	Financial Aid, Student Loans Company, Manage HEBSS Suspense, Manage HEBSS Suspense	Review and manage unmatched or unprocessed HEBSS data.

Reviewing and Managing Unmatched or Unprocessed HEBSS Data

Access the Manage HEBSS Suspense page (Financial Aid, Student Loans Company, Manage HEBSS Suspense, Manage HEBSS Suspense).

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Manage HEBSS Suspense

HEI Code RWSA
SLC Acad Year 2012 File Type Information Only
File Name HEBSS_IO.txt
Status Processed 03/19/13 5:58PM

Search Match

Search Match ID FASLC039 ID Lock Process HEBSS Max Match Level Matches

Identification

Student Support Nbr RCHD07000013N UCAS Number ART ID
First Name Vanessa Date of Birth 02/08/1986
Last Name Beaumont Sex F
Address Line 1 123 JOLLY TERRACE
Address Line 2 A
Address Line 3 B
City YORK
County A
Post Code YO10 4DS
Domicile ENGLAND

Manage HEBSS Suspense page (1 of 2)

Application/Award Information

Assessment Date	02/03/2006	Non-Means Test	N	Automated Award Total	0.00
Principle Earner Income	4323.92	Childcare Grant	N	Manual Award Total	0.00
Household Income	1098.92	Adult Dependent Support	N	Overall Award Total	0.00
Student Support Eligibility	Eligible	Maintenance Grant	Y	Bank Details Held	
Number of Sponsors	3	Special Support Grant	Y		
New Student		Previously Approved			
Evidence Requirement Type	CI	Evidence Verified	Y		
Cohort Year	Variable Cohort	Income Assessed Funding	N		
Application Academic Year	2008	Non-Income Assessed Funding	N		

Course Information

Course Type	OTHER	Course Start Date	09/17/2007	Campus Code	G
UCAS Course Code	V600A	Commence Year	2006		
SLC Course Code	153056 STUDY OF RELIGION & THEOLOGY				
Method of Attendance	Full Time				
Qualification	BSc				

Manage HEBSS Suspense page (2 of 2)

Note. For information about the Status field and the fields in the Search Match group box, refer to the information provided about similar fields on the Manage SSAR Suspense page.

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Identification

ART ID (Automated Response Technology Identification)	The ART ID is an eleven-digit number that is used to uniquely identify a student's SLC student finance account. It is automatically issued when the student applies for financial support.

Application/Award Information

Automated Award Total	Displays the student's total approved automated award entitlement as awarded by SLC using HEI rules.
Manual Award Total	Displays the student's total approved manual award entitlement, which is manually entered in the SLC system by the HEI.
Overall Award Total	Displays the student's total overall approved award entitlement.
Non-Means Test	Indicates whether the student is applying for only non-means-tested support.
Evidence Verified	Indicates whether all financial evidence has been received to validate the student's application.
Income Assessed Funding	Indicates whether the student has applied for income assessed NHS funding.
Non-Income Assessed Funding	Indicates whether the student has applied for non-income assessed NHS funding.

Course Information

Course Type

Displays the course type. Values are:

- *ACCELERATED (Course compresses a two year course into one year of study)*
- *ART TEACHER*
- *EMERGENCY*
- *FRANCHISED*
- *OTHER*
- *PART TIME*
- *PGCE (Post Graduate Certificate In Education)*

Method of Attendance

Displays the method of attendance. Values are:

- *Full Time*
- *Part Time*
- *PGCE* (post graduate)

Qualification

Displays the qualification achieved upon course completion.

Commence Year

The year that the student commenced studying.

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Importing ACR and SISF Files

This section provides an overview of ACR and SISF files and discusses how to load ACR and SISF files.

Understanding ACR and SISF Files

The ACR and SISF files contain TFG and TFL information for individual students.

The ACR file requires a response from the HEI to the SLC. When the HEI responds, it confirms student data to the SLC, including attendance and course of study information. These files are sent to the HEI from the SLC starting in December of each academic year.

The SISF file is informational only and does not require a response from the HEI. It is sent to the HEI from the SLC in October and November of each academic year.

Use the Import ACR/SISF (SFA_SLC_RC_ACR) component to set up and run the batch import of ACR/SISF files.

The process looks at the value in the File Type field to identify the type of file that is being imported.

The Import ACR/SISF process:

1. Loads the data into a system table.
2. Attempts to match on SSN:
   - If a match exists, the record is loaded to the application table for use in the system.
   - If no SSN match exists, the process attempts to match using Search/Match criteria designated in Student Loans Company Setup component.

     If a match exists, the record is loaded to the application table for use in the system.

Page Used to Load ACR and SISF Files

Page Name	Definition Name	Navigation	Usage
Import ACR/SISF	SFA_SLC_RC_ACR	Financial Aid, Student Loans Company, Import ACR/SISF, Import ACR/SISF	Load ACR and SISF files.

Loading ACR and SISF Files

Access the Import ACR/SISF page (Financial Aid, Student Loans Company, Import ACR/SISF, Import ACR/SISF).

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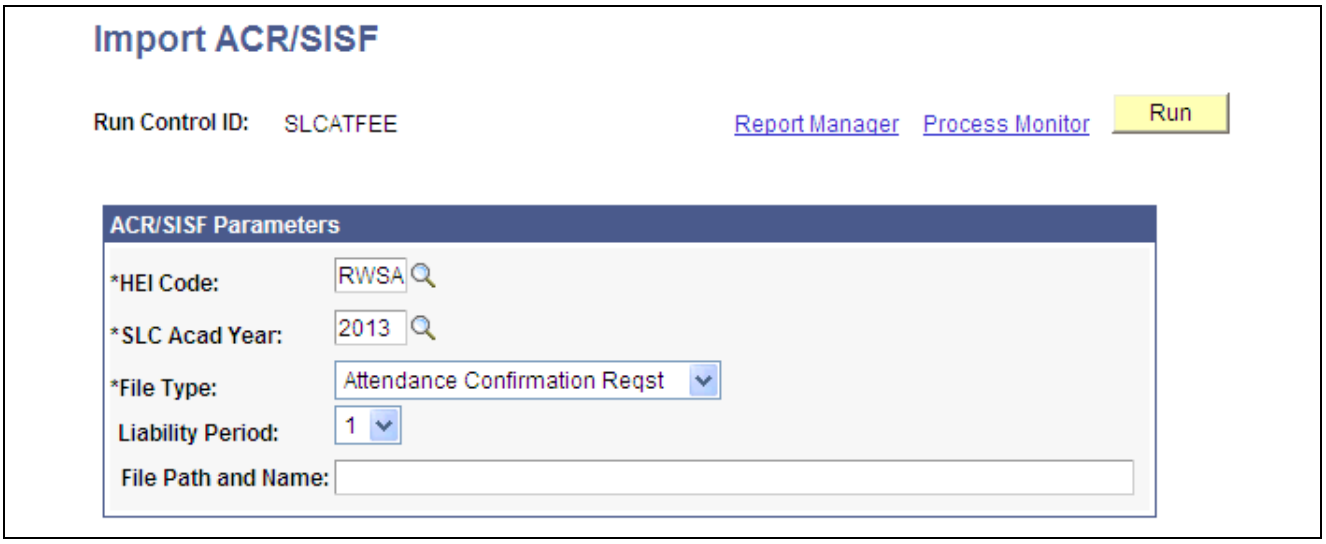

Import ACR/SISF page

ACR/SISF Parameters

File Type The Import ACR/SISF process uses the value that you select in the File Type field to identify the imported file as *Attendance Confirmation Reqst*, *Extended SISF*, or *Student Information Service*.

Liability Period Select the Liability Period for which you want to import ACR data. This field is required if you select a File Type of *Attendance Confirmation Reqst*,

Managing ACR and SISF Suspensions

This section provides an overview of ACR and SISF suspensions and discusses how to review and manage unmatched or unprocessed ACR and SISF data.

Understanding ACR and SISF Suspensions

Use the Manage ACR/SISF Suspense (SFA_SLC_ACR_DTL) component to review and manage unmatched or unprocessed ACR and SISF data.

The system does not provide an option for adding a new person to the system as a result of reviewing unmatched or unprocessed data.

Also, this process does not update Campus Community Person biographic and demographic data.

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Page Used to Review and Manage Unmatched or Unprocessed ACR and SISF Data

Page Name	Definition Name	Navigation	Usage
Manage ACR/SISF Suspense	SFA_SLC_ACR_DTL	Financial Aid, Student Loans Company, Manage ACR/SISF Suspense, Manage ACR/SISF Suspense	Review and manage unmatched or unprocessed ACR and SISF data.

Reviewing and Managing Unmatched or Unprocessed ACR and SISF Data

Access the Manage ACR/SISF Suspense page (Financial Aid, Student Loans Company, Manage ACR/SISF Suspense, Manage ACR/SISF Suspense).

Manage ACR/SISF Suspense page

Note. For information about the Status field and the fields in the Search Match group box, refer to the documentation about the similar fields on the Manage SSAR Suspense page.

File Type Displays the file type: *Attendance Confirmation Reqst*, *Student Information Service*, or *Extended SISF.*

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If the value is *Extended SISF*, the Extended SISF Data group box appears.

Course/SLC Data

Course Start Period Displays the period when the course starts, for example *AUT (Autumn).*

Course Code Displays the UCAS code or SLC code that is assigned to the course.

Student Status Date Displays the date that the student status was assigned or updated.

New Record Indicates whether the record appeared on a previous ACR/SISF.

Revision Indicator Indicates whether the record has changed since a previous ACR/SISF.

Attendance Indicator If an At Fee Code was returned in a previous ACR Response, it appears here.

Running the ACR At Fee Evaluation Process

This section provides an overview of ACR At Fee Evaluation and discusses how to calculate the At Fee Code for ACR records.

Understanding ACR At Fee Evaluation

Use the ACR At Fee Evaluation (SFA_SLC_RC_ACR_EQ) component to determine the At Fee Code to be returned to the SLC in the file created by the ACR Export File process.

The ACR At Fee Evaluation process uses the File Type field to identify the imported file as ACR.

The ACR At Fee Evaluation process uses any equations defined in the ACR Processing group box in the Student Loans Company Setup component to populate variables that can be used by the At Fee Equation and also executes the At Fee Equation. The At Fee Equation populates a student's ACR Attendance Indicator (on the ACR/SISF page), which determines what At Fee Code is returned to the SLC with the ACR Response.

Page Used to Calculate the At Fee Code for ACR Records

Page Name	Definition Name	Navigation	Usage
ACR At Fee Evaluation	SFA_SLC_RC_ACR_EQ	Financial Aid, Student Loans Company, ACR At Fee Evaluation, ACR At Fee Evaluation	Calculate the At Fee Code value for ACR records.

Calculating the At Fee Code for ACR Records

Access the ACR At Fee Evaluation page (Financial Aid, Student Loans Company, ACR At Fee Evaluation, ACR At Fee Evaluation).

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ACR At Fee Evaluation page

Issue Date Enter the issue date of the ACR file that you want to evaluate.

The following table describes the At Fee Code values as defined by the SLC:

At Fee Code	Description
A	HEI agrees that the student is in attendance for the attendance date, course and course year shown and they agree with the Course Tuition Fee amount and the Liability (combination of Tuition Fee Loan and Student Pays). It is important that the HEI ensure that the fee liability is correct, because using code A results in the fee loan and/or grant showing on the Attendance Confirmation Report as being paid.
C	The student is in attendance at the institution but for a different course and/or year of course to those shown on the schedule. (For example, the year of course is shown as *2* on the schedule but the student is repeating the first year).
F	Student is in attendance; however the HEI disagrees with the course fee.
L	Student is in attendance at the HEI, for the course and course year indicated, however the HEI disagrees with the Liability (combination of Tuition Fee Loan and Student Pays) but undertakes to make reparations to the student such that the liability is correctly discharged and no overpayment of Tuition Fee support to that institution exists.
N	Student is in attendance at the HEI, for the course and course year indicated, however the HEI disagrees with the Liability (combination of Tuition Fee Loan and Student Pays) but does not undertake to make reparations to the student such that the liability would be correctly discharged and no overpayment of Tuition Fee support to that institution would exist.
X	Student is not in attendance on the relevant attendance date, except where the non attendance is due to the student suspending their studies.
S	Studies suspended.

Running the Calculate FTE Process

This section provides an overview of the Calculate FTE process for SLC.

Understanding the Calculate FTE Process

Use the Calculate FTE (SSR_HE_CALC_FTE) component to calculate students' full-time equivalent enrollment for reporting via the ACR Response process.

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In order to meet the reporting requirements of the SLC Attendance Confirmation Report (ACR) for part-time students, institutions must calculate a value that represents the student's academic load for the Aid Year expressed as a percentage of full-time equivalence (FTE). A student who has been studying full-time for the period is returned with an FTE of 100. A student studying part-time is returned with a value of less than 100 to represent the proportion of full-time study they have undertaken. For example, a student with half the load of a full-time student is returned with FTE of 50.

The FTE result is used by the Export ACR File process to determine whether the student with an Academic Load of part-time meets the 25% FTE threshold for ACR reporting. The determination of Full time and Part time Academic load is based upon the HESA Mode of Study value mapping.

Page Used to Calculate FTE

Page Name	Definition Name	Navigation	Usage
Calculate Full-Time Equivalence	SSR_HE_CALC_FTE	Financial Aid, Student Loans Company, Calculate FTE, Calculate SLC FTE	Calculate FTE for students for reporting with the ACR response.

Calculating FTE for SLC Reporting

Access the Calculate Full-Time Equivalence page (Financial Aid, Student Loans Company, Calculate FTE, Calculate SLC FTE).

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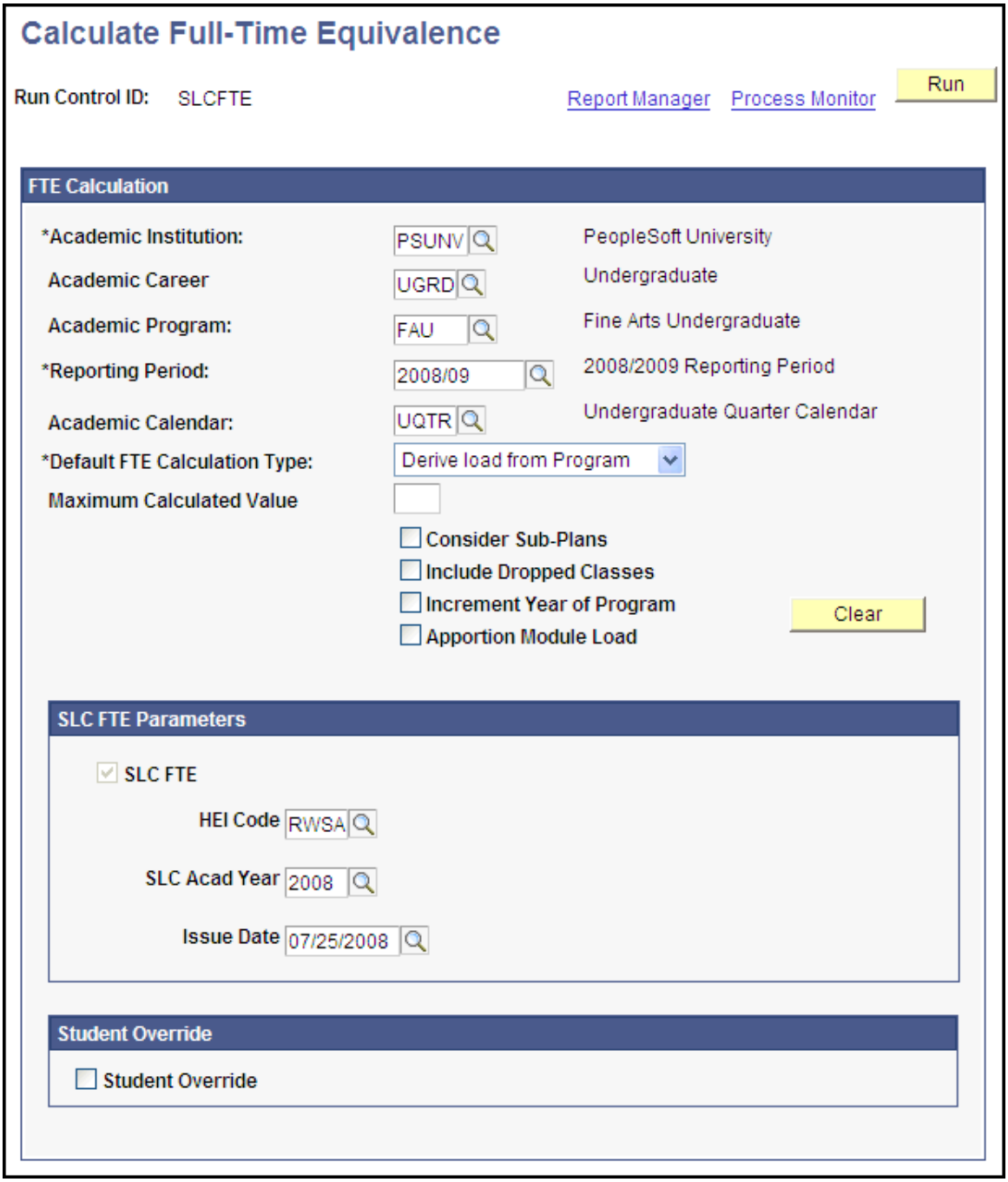

Calculate Full-Time Equivalence page

This process uses the same FTE logic as the FTE process for student records with the addition of the SLC FTE Parameters to determine if there is an ACR record which requires a response. For more information about calculating FTE for HESA and SLC:

See [(GBR) Managing HESA Returns]Calculating Full-Time Equivalence for Students.

For this process to calculate the FTE for SLC ACR reporting properly, you should follow the set up guidelines in the (GBR) Setting Up Student Loans Company chapter.

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In the SCL FTE Parameters group box, all 3 parameters, HEI Code, SLC Acad Year, and Issue Date are required.

See Also

[(GBR) Setting Up Student Loans Company]Completing Prerequisites for SLC FTE Calculation

Exporting the ACR Response File

This section provides an overview of the ACR Response File and discusses how to export the ACR Response File.

Understanding the ACR Response File

Use the Export ACR File (SFA_SLC_RC_ACR_EXP) component to create an extract file to send to the SLC.

The Export ACR File process uses the File Type field to identify the record as ACR.

The Export ACR File process creates the ACR Response File using the values in the Attendance Indicator field. This field contains the At Fee Code values.

The process does not export a SISF.

The process does not create a file for an ACR for which a previous response has been created.

Page Used to Export the ACR Response File

Page Name	Definition Name	Navigation	Usage
Export ACR File	SFA_SLC_RC_ACR_EXP	Financial Aid, Student Loans Company, Export ACR File, Export ACR File	Export the ACR Response file.

Exporting the ACR Response File

Bundle 29
Added new value of “None” to the “Academic Load” field.
Added “Admit Date Override” as a parameter to this process.

Access the Export ACR File page (Financial Aid, Student Loans Company, Export ACR File, Export ACR File).

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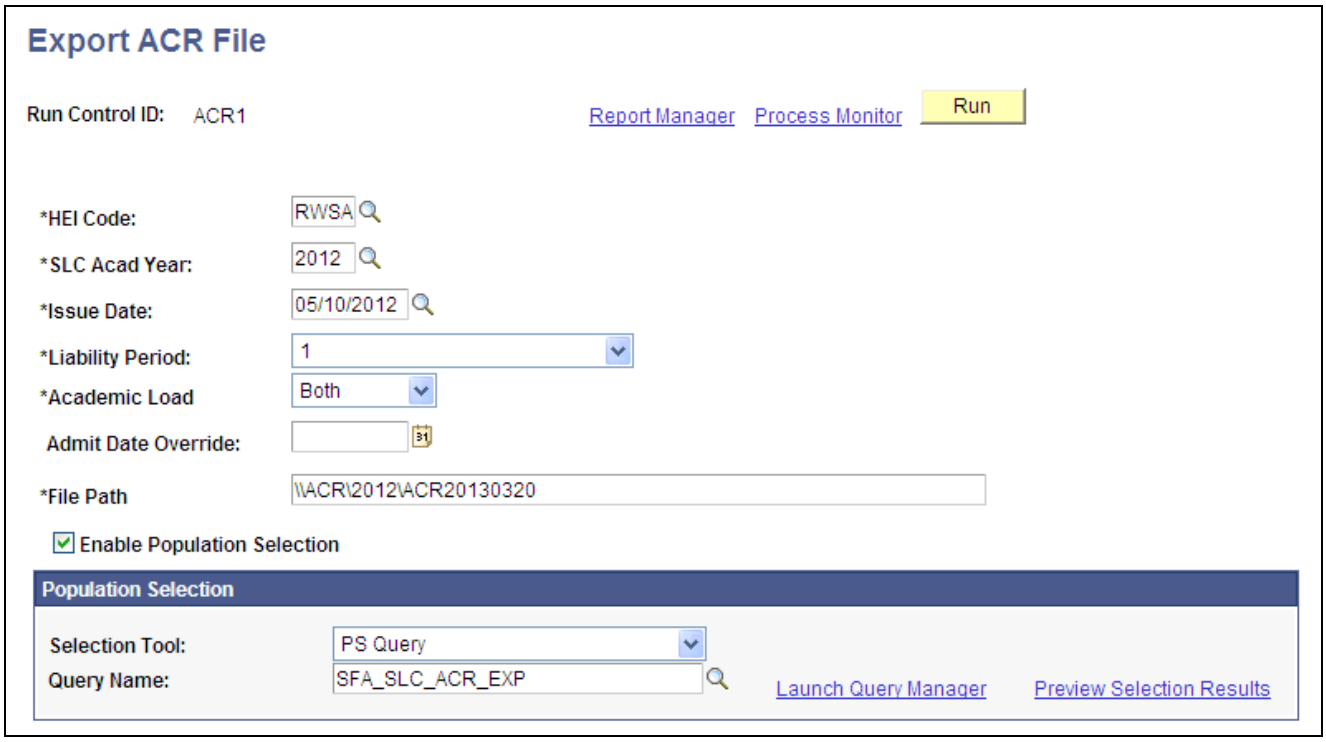

Export ACR File page

Issue Date	Enter the issue date of the ACR file that you want to process.
Liability Period	Select the SLC Liability Period for which you are reporting.
Bundle 29	**Added new "Academic Load" field value of "None".**
Academic Load	Select the Academic Load that you are reporting: *Full-time*, *Part-time*, *Both*, or *None*.
Bundle 29	**Added new field**
Admit Date Override	Enter an alternative Admit Term Start Date here if you want to export information for a part-time population with an Admit Term Start Date prior to September 1, 2012. The Admit Date Override field is activated when the selected Academic Load is *Part-time* or *Both*.
File Path	Enter a path to indicate where to store the extract file.
Enable Population Selection	Select this check box to activate additional Population Selection parameters if you want to define your own population selection criteria for this process. This is optional.

See Also

[Using the Population Selection Process]Using the Population Selection Process

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Importing Remittance Report Files

This section provides an overview of Remittance Report files and discusses how to load Remittance Report files.

Understanding Remittance Report Files

Remittance reports are sent to the HEI from the SLC and correspond with the receipt of Tuition Fee payments from the SLC to the HEI. These reports do not require a response from the HEI.

The major Remittance Report files are sent to the HEI from the SLC in February and April of each academic year. The HEI might also receive additional Remittance Report files that contain adjustments to the data that was previously sent.

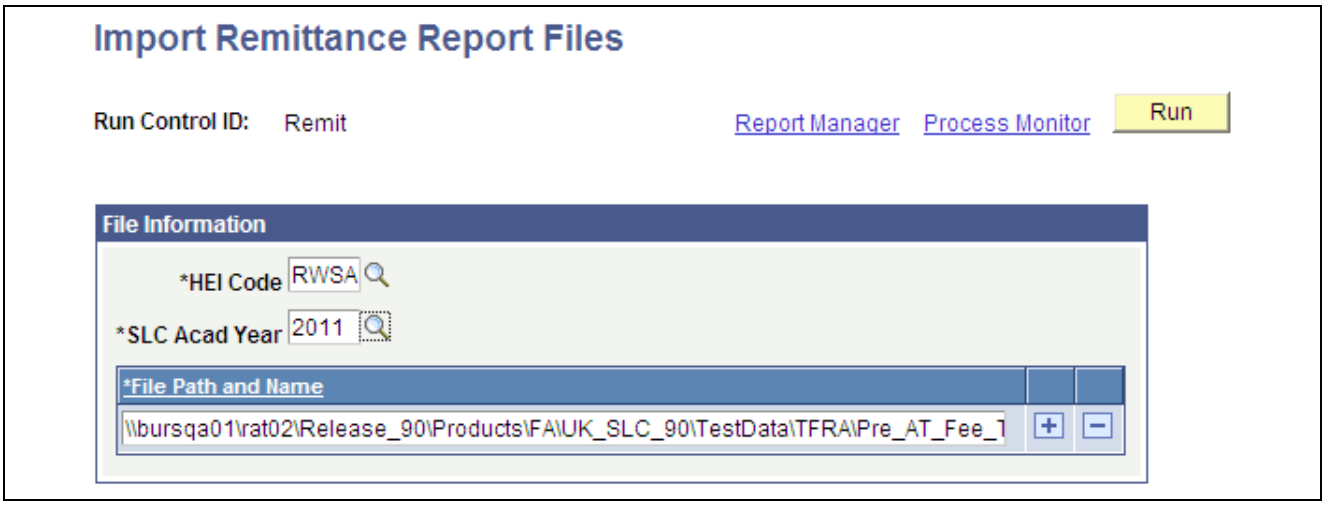
Use the Import Remittance Report Files (SFA_SLC_RC_TFRA) component to load Remittance Report files to a staging table and use them for reconciliation with system data.

Page Used to Load Remittance Report Files

Page Name	Definition Name	Navigation	Usage
Import Remittance Report Files	SFA_SLC_RC_TFRA	Financial Aid, Student Loans Company, Import Remittance Report Files, Import Remittance Report Files	Load Remittance Report files.

Loading Remittance Report Files

Access the Import Remittance Report Files page (Financial Aid, Student Loans Company, Import Remittance Report Files, Import Remittance Report Files).



Import Remittance Report Files page

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Viewing Remittance Staging Data

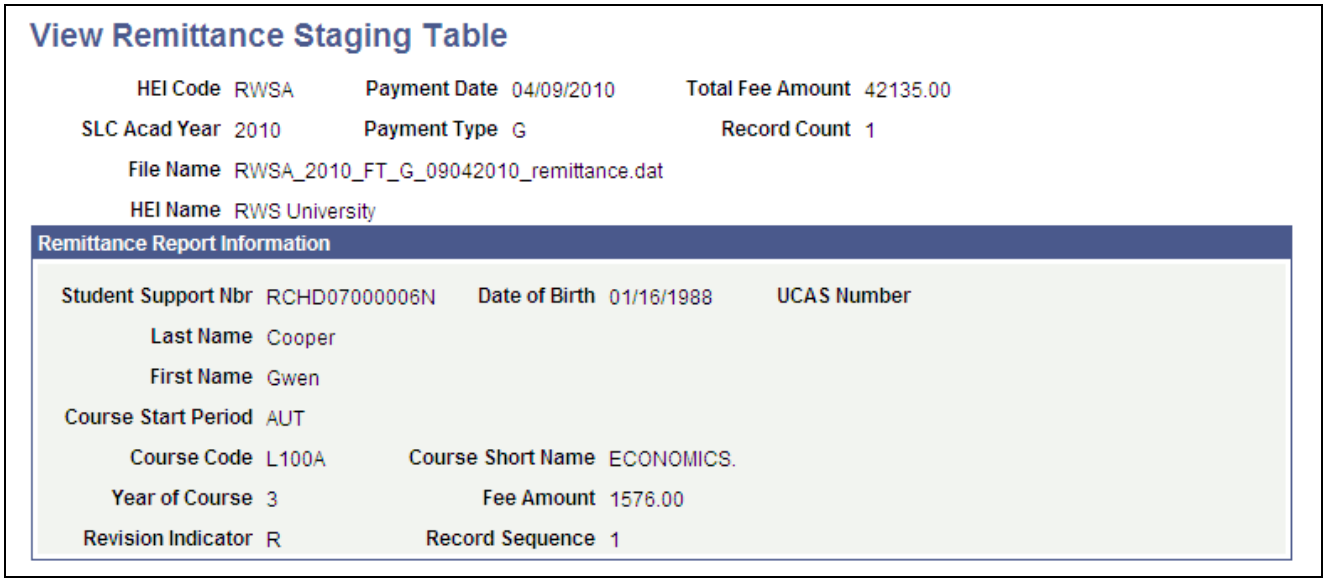
This section discusses how to view Remittance imported data.

Page Used to View Remittance Imported Data

Page Name	Definition Name	Navigation	Usage
View Remittance Staging Table	SFA_SLC_TFRA_DTL	Financial Aid, Student Loans Company, View Remittance Staging Table, View Remittance Staging Table	View Remittance imported data.

Viewing Remittance Imported Data

Access the View Remittance Staging Table page (Financial Aid, Student Loans Company, View Remittance Staging Table, View Remittance Staging Table).



View Remittance Staging Table page

Payment Date Displays the date that the funds are transferred to HEI.

Payment Type Displays the type of funds being transferred:

- *T: Loan*
- *G: Grant*

This field is blank if the information was not provided in the Remittance Report file.

Total Fee Amount Displays the total net amount of fees in this roster.

Record Count Displays the total number of records in this roster.

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Remittance Report Information

Course Start Period	Displays the period when the course starts, for example *AUT (Autumn).*
Course Code	Displays the UCAS code that is assigned to the course.
Revision Indicator	Indicates a change in entitlement since a previous ACR.
Fee Amount	Displays the fee amount for the student.

Viewing SLC Student Data

This section discusses how to:

- View SSAR student data.
- View SSAR name and address data.
- View SSAC student data.
- View SSAC export data.
- View ACR and SISF data.
- View Attendance Confirmation by Liability Period.
- View HEBSS student data.

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Pages Used to View Student Data

Page Name	Definition Name	Navigation	Usage
SSAR	SFA_SLC_SSAR	Financial Aid, Student Loans Company, View SLC Student Data, SSAR	View SSAR data.
SLC SSAR Name and Address	SFA_SLC_SSAR_SEC	Click the Name/Address link on the SSAR page.	View SSAR name and address data.
SSAC	SFA_SLC_SSAC	Financial Aid, Student Loans Company, View SLC Student Data, SSAC	View SSAC student data.
View SSAC Export Data	SFA_SLC_SSAC_DTL	Financial Aid, Student Loans Company, View Exported SSAC Data	View SSAC export data.
ACR/SISF	SFA_SLC_ACR	Financial Aid, Student Loans Company, View SLC Student Data, ACR/SISF	View ACR and SISF student data.
Attendance Confirmation	SFA_SLC_ATD_CFR	Financial Aid, Student Loans Company, View SLC Student Data, Attendance Confirmation	View Attendance Confirmation data for SLC Liability Period.
HEBSS	SFA_SLC_HEBSS	Financial Aid, Student Loans Company, View SLC Student Data, HEBSS	View HEBSS student data.
SLC HEBSS Name and Address	SFA_SLC_HEBSS_SEC	Click the Name/Address link on the HEBSS page.	View HEBSS name and address data.

Viewing SSAR Student Data

Access the SSAR page (Financial Aid, Student Loans Company, View SLC Student Data, SSAR).

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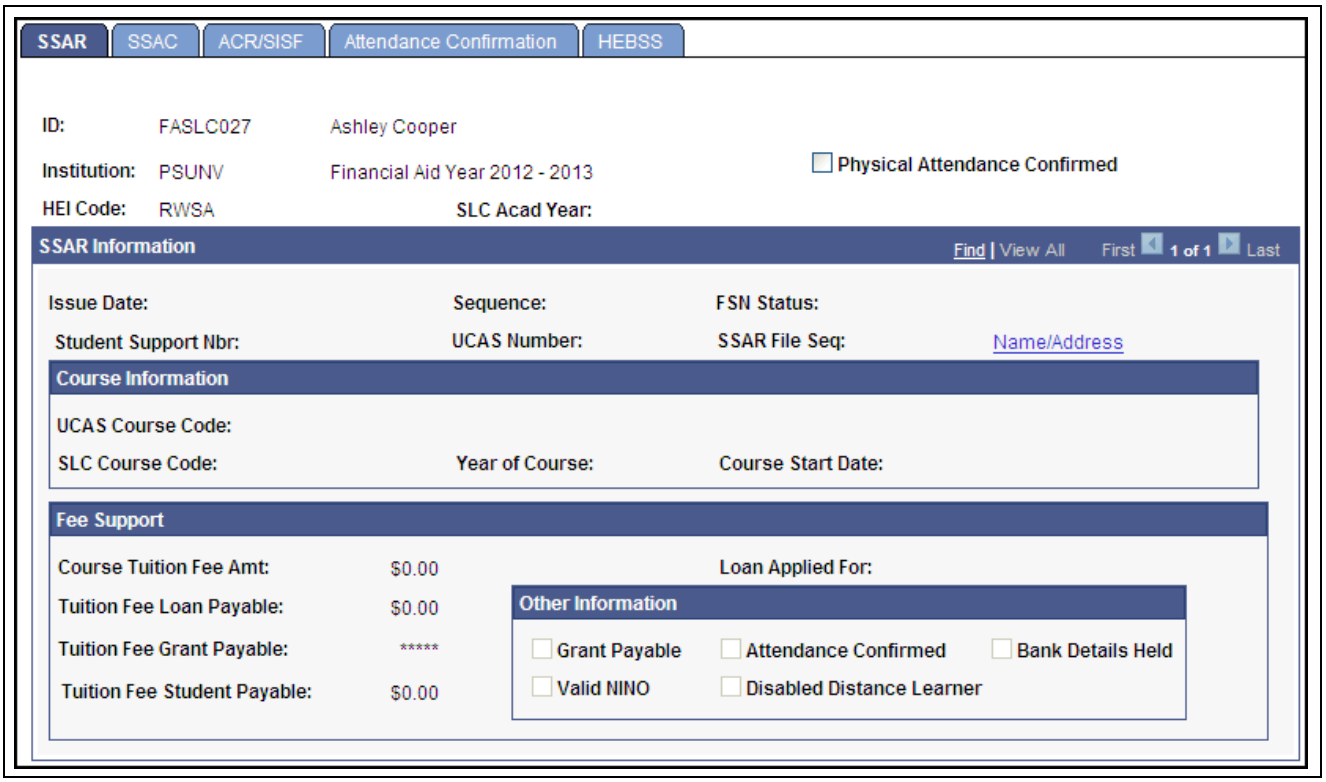

SSAR page

Use this page to view the details of students' SSAR records. The page is view-only with the exception of the Tuition Fee Loan Payable and Tuition Fee Grant Payable fields. These fields can be updated for Scottish students whose SSNs begin with SAAS.

Physical Attendance Confirmed Select this check box to indicate that a student's physical attendance on the campus has been confirmed. This check box can be selected on this page or set by the institution's custom process.

SSAR Information

Issue Date Displays the issue date of the SSAR.

Sequence Displays the internal sequence number used to indicate the version of the individual student's SSAR file.

SSAR File Seq (Student Support Attendance Requests file sequence number) Displays the sequence number, which is unique within the SLC for the HEI, academic year, and file type.

Fee Support

Tuition Fee Loan Payable Displays the portion of the fee paid by TFL.

Note. You can update this field for Scottish students whose SSNs begin with SAAS.

Tuition Fee Grant Payable Displays the portion of the fee paid by the TFG.

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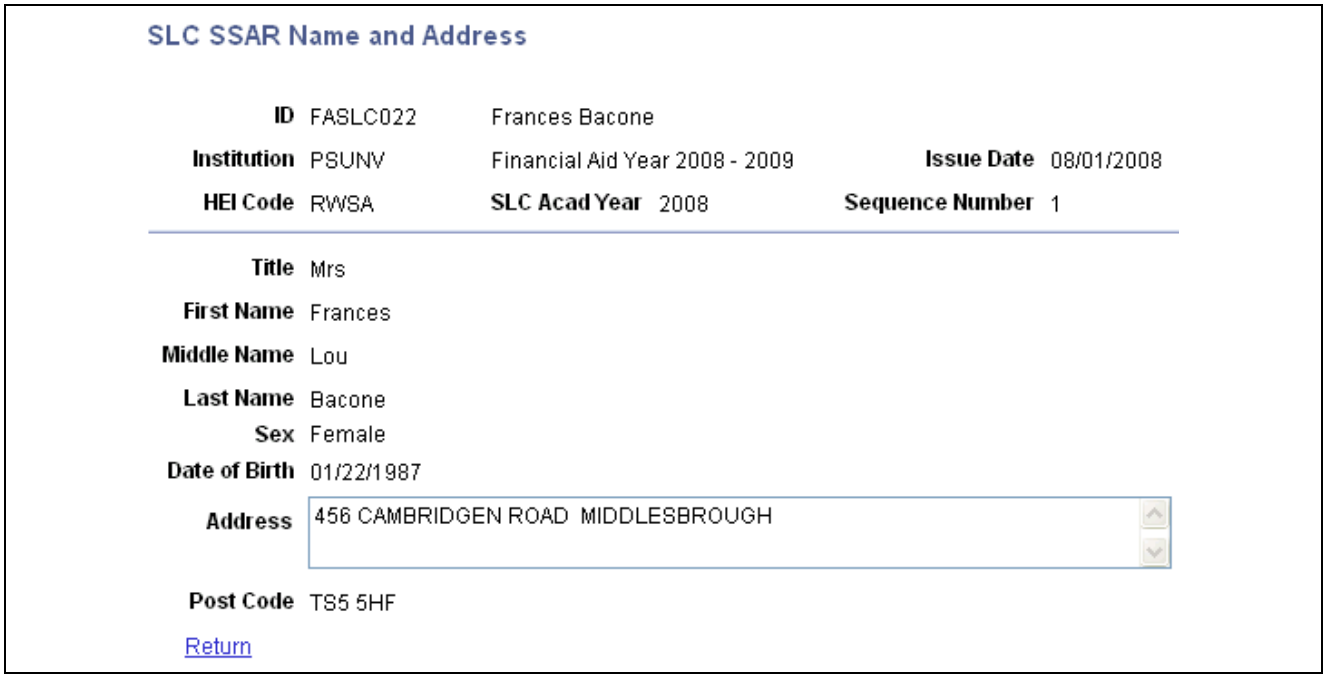
Note. You can update this field for Scottish students whose SSNs begin with SAAS.

Loan Applied For Displays the type of loan for which the student applied. Values are:

- *F (Full Entitlement)*
- *P (Part Entitlement)*
- *N (No loan applied for)*

Viewing SSAR Name and Address Data

Access the SLC SSAR Name and Address page (click the Name/Address link on the SSAR page).



SLC SSAR Name and Address page

Use this page to help determine whether you are matching to the correct person.

Viewing SSAC Student Data

Access the SSAC page (Financial Aid, Student Loans Company, View SLC Student Data, SSAC tab).

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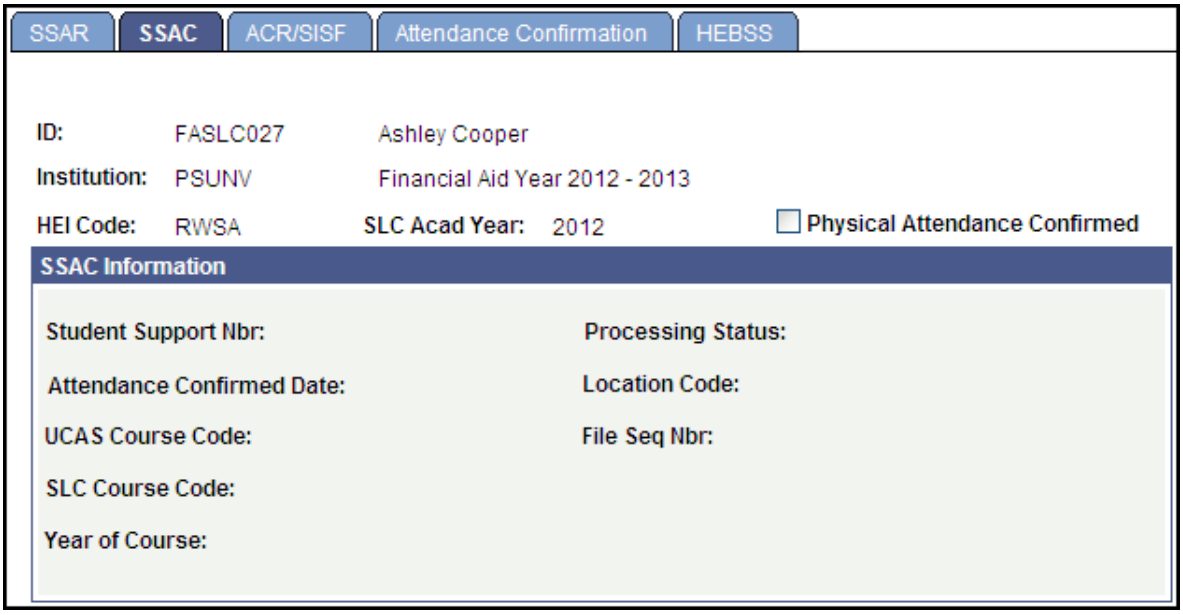

SSAC page

You can view the details of SSAC data for students on this page. This page is view-only with the exception of the SLC Course Code and Year of Course fields. These fields can be updated after the SSAC data is populated but before exporting the data. After the SSAC data is exported, these fields are also view-only.

Physical Attendance Confirmed — Select this check box to indicate that a student's physical attendance on the campus has been confirmed. This check box can be selected on this page or set by the institution's custom process.

SSAC Information

Processing Status — A status of *Processed* indicates that the SSAC data has been exported to a file.

A status of *Unprocessed* indicates that the SSAC data has not been exported to a file.

Attendance Confirmed Date — Displays the date that the Physical Attendance Confirmed check box was selected for the student.

Location Code — Displays a two-digit location code representing a specific location at the HEI. The default value is *01* and the range is *01* to *99*.

File Sequence Nbr (file sequence number) — Displays an internal sequence number.

Viewing SSAC Export Data

Access the View Exported SSAC Data page (Financial Aid, Student Loans Company, View Exported SSAC Data).

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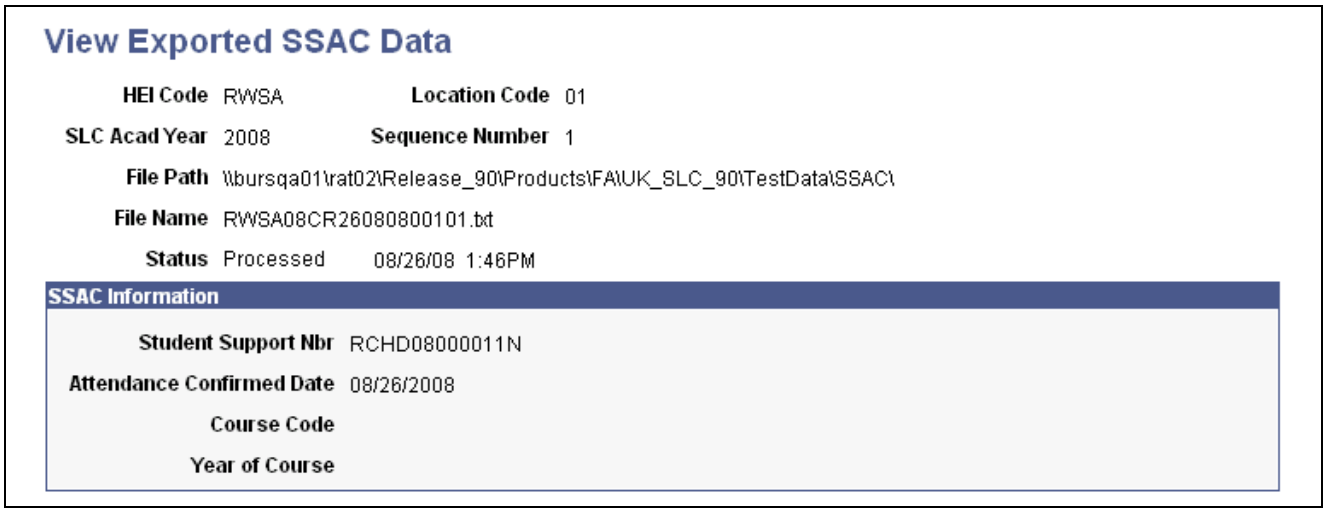

View Exported SSAC Data page

Use this page to view the details of the students' exported SSAC data.

Attendance Confirmed Date Displays the date that the Physical Attendance Confirmed check box was selected for the student.

Viewing ACR and SISF Student Data

Bundle 29
Added a new "Academic Load Details" section.

Access the ACR/SISF page (Financial Aid, Student Loans Company, View SLC Student Data, ACR/SISF tab).

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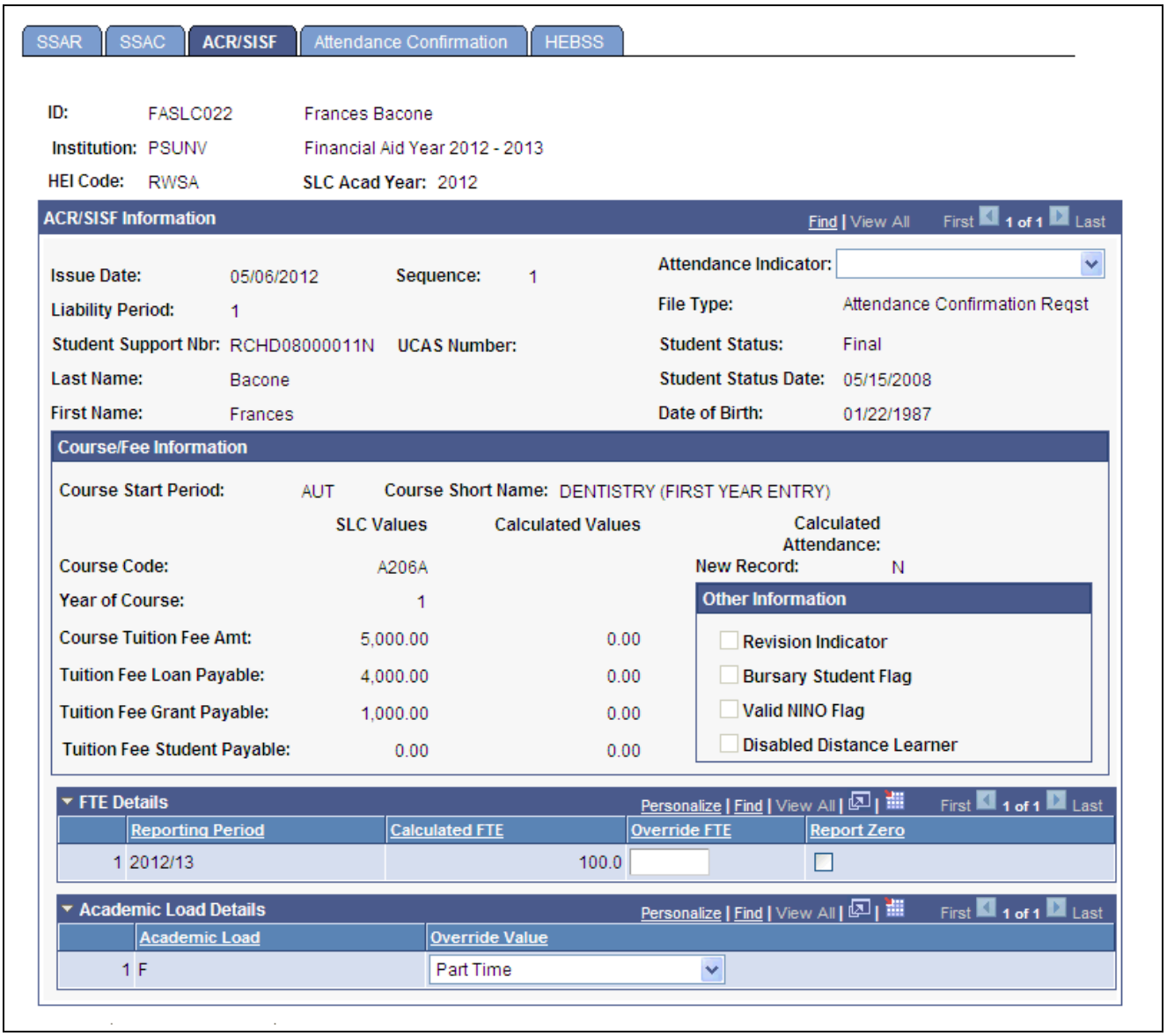

ACR/SISF page

Use this page to view the details of ACR or SISF data for students.

All fields on this page, except for the Attendance Indicator field, are view-only.

ACR/SISF Information

Issue Date Displays the date that the ACR/SISF was issued.

Attendance Indicator This field appears only if the value in the File Type field is *Attendance Confirmation Reqst.*

The field contains a list of At Fee Code values that can be manually set on this page. You can manually set this field instead of running the Evaluate ACR process.

File Type Displays the file type: *Attendance Confirmation Reqst, Student Information Service,* or *Extended SISF.*

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If the value is *Extended SISF,* the Extended SISF Information group box appears.

Student Status Date Displays the date that the student's status was assigned or updated.

Course/Fee Information

Course Start Period Displays the period when the course starts, for example *AUT (Autumn).*

New Record Indicates whether the record appeared on a previous ACR.

Course Code Displays the UCAS code or SLC code that is assigned to the course.

Note. For this field, and the remaining fields in this group box, values appear in both the SLC Values and Calculated Values columns.

The values in the SLC Values column come from the context ACR or SISF record.

The values in the Calculated Values column appear after the ACR At Fee Evaluation process is run.

Other Information

Revision Indicator Indicates whether the record has changed since a previous ACR/SISF.

FTE Details

Override FTE Enter a value here and save to override the Calculated FTE.

Report Zero Select this check box to report FTE of zero.

Note. Once you have overridden a student's FTE or selected Report Zero for a student's FTE for a Liability Period then that overridden or zero value remains until manually removed, even if the Calculate FTE process is rerun.

Bundle 29
Added a new "Academic Load Details" section.

Academic Load Details

Academic Load Displays the student's Academic Load from the ACR.

Override Value Enter a value here and save to override the student's Academic Load.

Viewing Attendance Confirmation Data by Liability Period

Access the Attendance Confirmation page (Financial Aid, Student Loans Company, View SLC Student Data, Attendance Confirmation tab).

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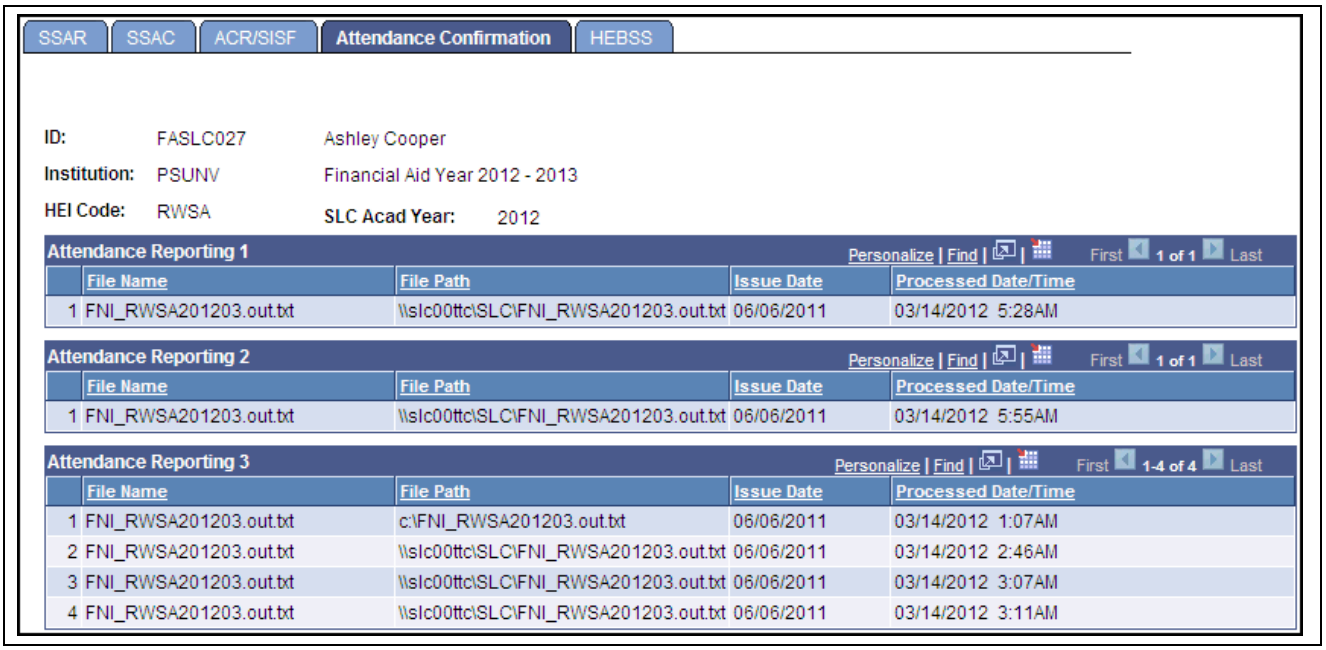
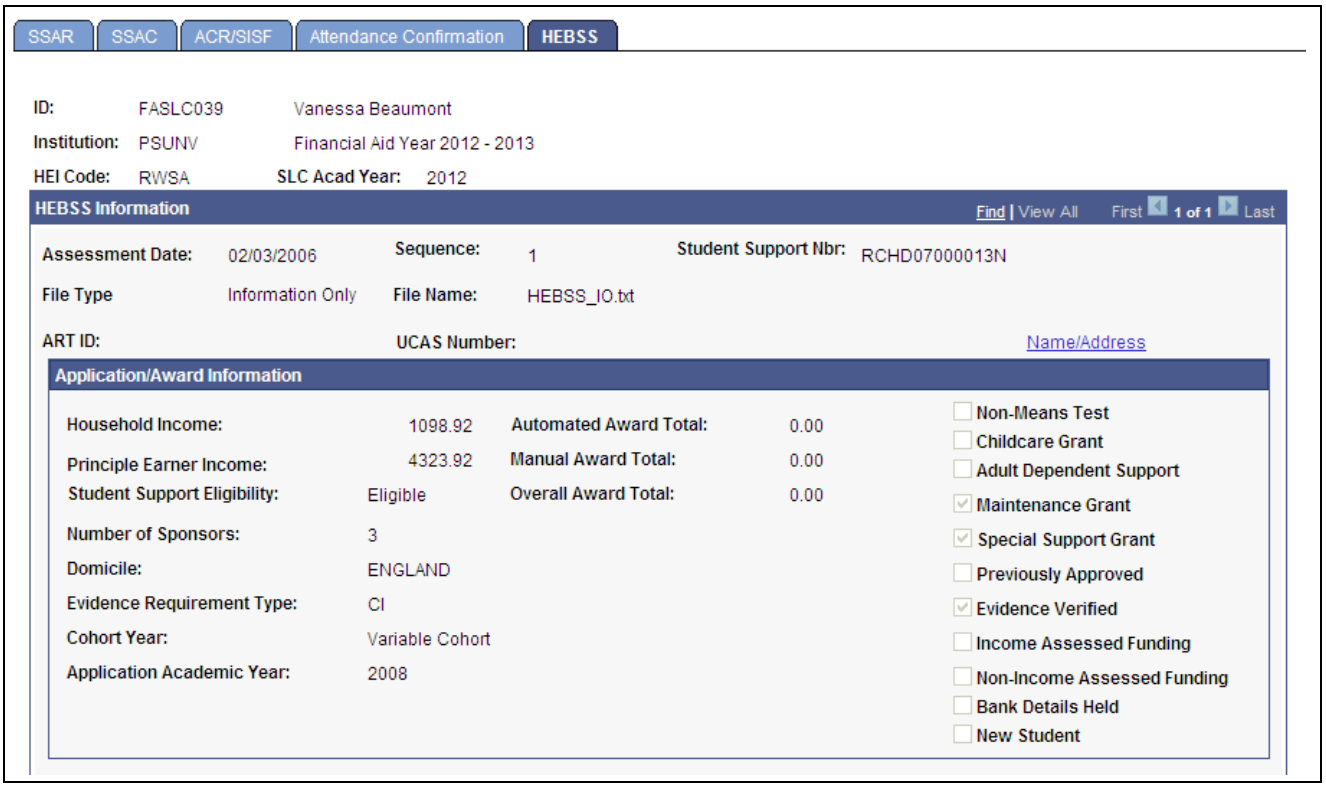


Attendance Confirmation page

You can use this page to view details of attendance confirmation file information sent for the three SLC Liability Periods. There is a region for each of the Liability Periods: Attendance Reporting 1, Attendance Reporting 2, and Attendance Reporting 3.

Viewing HEBSS Student Data

Access the HEBSS page (Financial Aid, Student Loans Company, View SLC Student Data, HEBSS tab).



HEBSS page (1 of 2)

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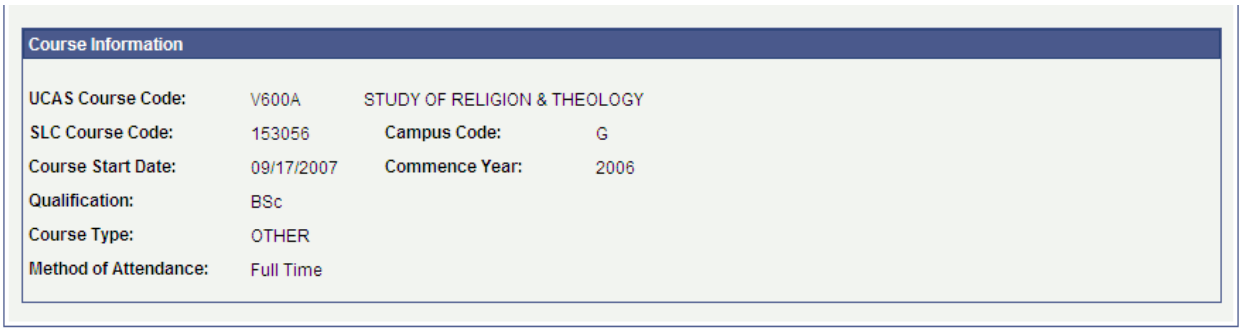

Course Information

UCAS Course Code:	V600A	STUDY OF RELIGION & THEOLOGY	
SLC Course Code:	153056	Campus Code:	G
Course Start Date:	09/17/2007	Commence Year:	2006
Qualification:	BSc		
Course Type:	OTHER		
Method of Attendance:	Full Time		

HEBSS page (2 of 2)

You can view the details of the student's HEBSS data on this page. This page is view-only.

Note. For information about the fields in the Application/Award Information group box, refer to the information about the group box in the Manage HEBSS Suspensions section.

HEBSS Information

Assessment Date Displays the date the customer record was entered or updated on the Higher Education (HE) portal.

File Name Displays the data file name from SLC.

Course Information

Qualification Displays the qualification achieved.

Method of Attendance Displays the method of attendance. Values are:

- *Full Time*
- *Part Time*
- *PGCE* (post graduate)

Viewing HEBSS Name and Address Data

Access the SLC HEBSS Name and Address page (click the Name/Address link on the HEBSS page).

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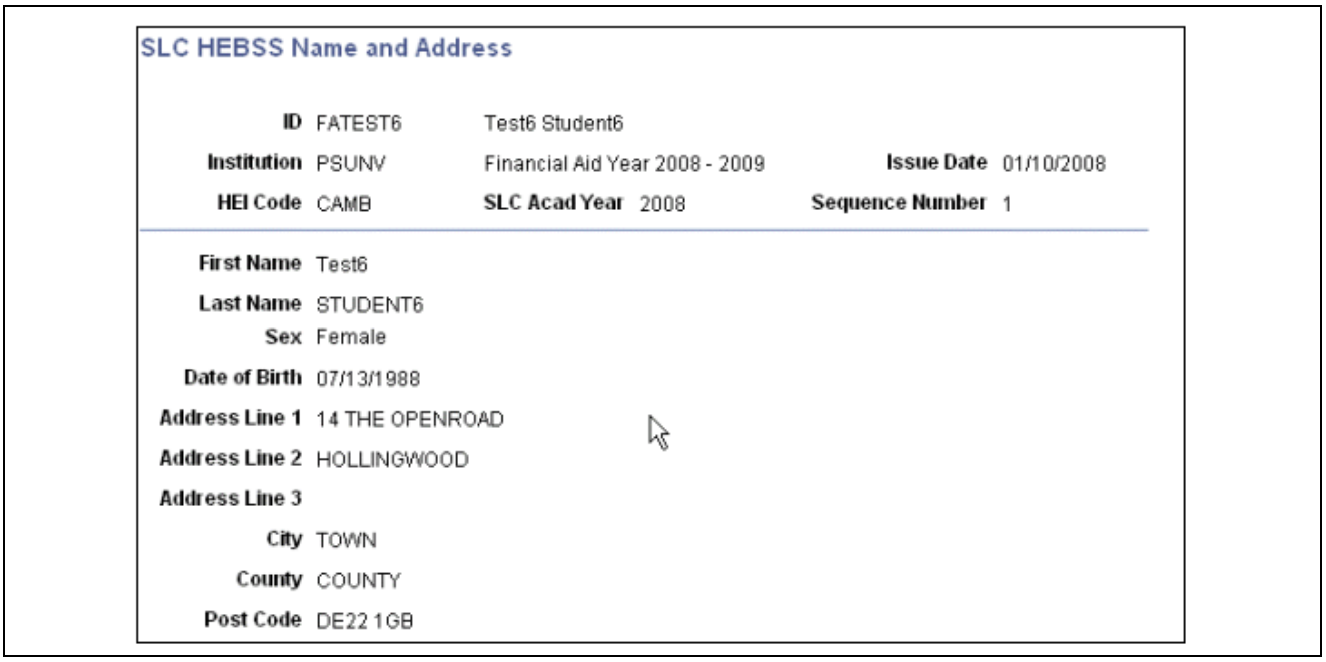

SLC HEBSS Name and Address page

Use this page to help determine whether you are matching to the correct person.

Reconciling Tuition Fee Payments

This section provides an overview of reconciling Tuition Fee payments to HEI's from the SLC and discusses how to:

- View the Remittance Report File Summary.
- View Remittance Data to Student Award Data Comparison.
- View Student Award Details.
- View FA Disbursement Data to SF Item Data Comparison.
- View FA/SF Details.

Understanding Tuition Fee Payments Reconciliation

You can configure the system to use SLC Tuition Fee Loan and Tuition Fee Grant payment data to pay students' tuition fees. HEI's can use the system to reconcile actual payments received from the SLC, represented by Remittance Report file data, with payments that have been made to students.

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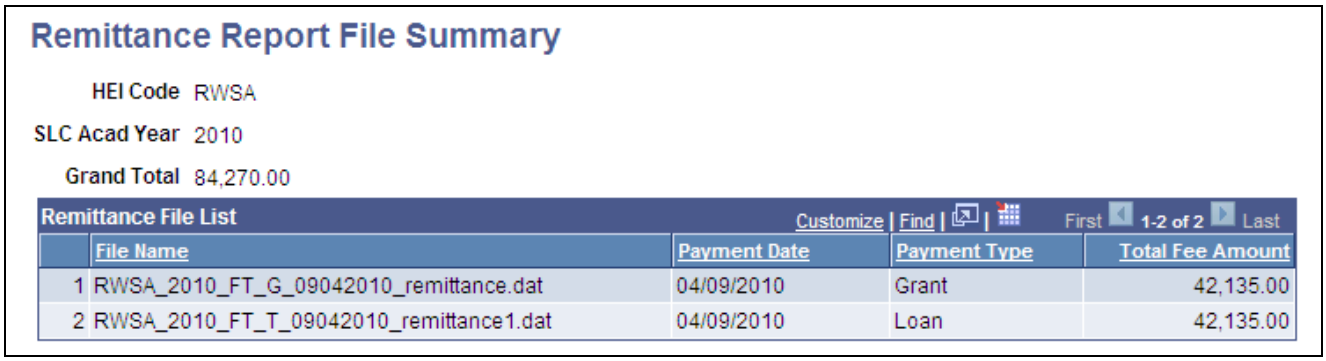
Pages Used to Reconcile Tuition Fee Payments

Page Name	Definition Name	Navigation	Usage
Remittance Report File Summary	SFA_SLC_TFRA_SUMRY	Financial Aid, Student Loans Company, Remittance Report File Summary, Remittance Report File Summary	View the Remittance Report files that have been loaded for a HEI/SLC academic year.
Remittance Reconciliation	SFA_SLC_TFRA_RECON	Financial Aid, Student Loans Company, Remittance Reconciliation, Remittance Reconciliation	View a comparison of Remittance data and Student Award Data for an Institution/Aid Year/HEI, which maps to the HEI/SLC academic year.
Remittance /Student Awards	SFA_SLC_TFRA_AWARD	Financial Aid, Student Loans Company, Remittance Reconciliation, Remittance/Student Awards	View the details for student remittance and award data.
Disbursement Reconciliation	SFA_DISB_SF_RECON	Financial Aid, Student Loans, Company, Disbursement Reconciliation, Disbursement Reconciliation	View a comparison of FA Disbursement data and SF Item data.
FA/SF Details	SFA_DISB_SF_RECON1	Financial Aid, Student Loans Company, Disbursement Reconciliation, FA/SF Details	View the details for student Financial Aid Disbursement data and Student Financials Item data.

Viewing the Remittance Report File Summary

Access the Remittance Report File Summary page (Financial Aid, Student Loans Company, Remittance Report File Summary).



Remittance Report File Summary page

Use this page to learn which files have been loaded for the current HEI and SLC academic year.

Viewing the Remittance Data to Student Award Data Comparison

Access the Remittance Reconciliation page (Financial Aid, Student Loans Company, Remittance Reconciliation).

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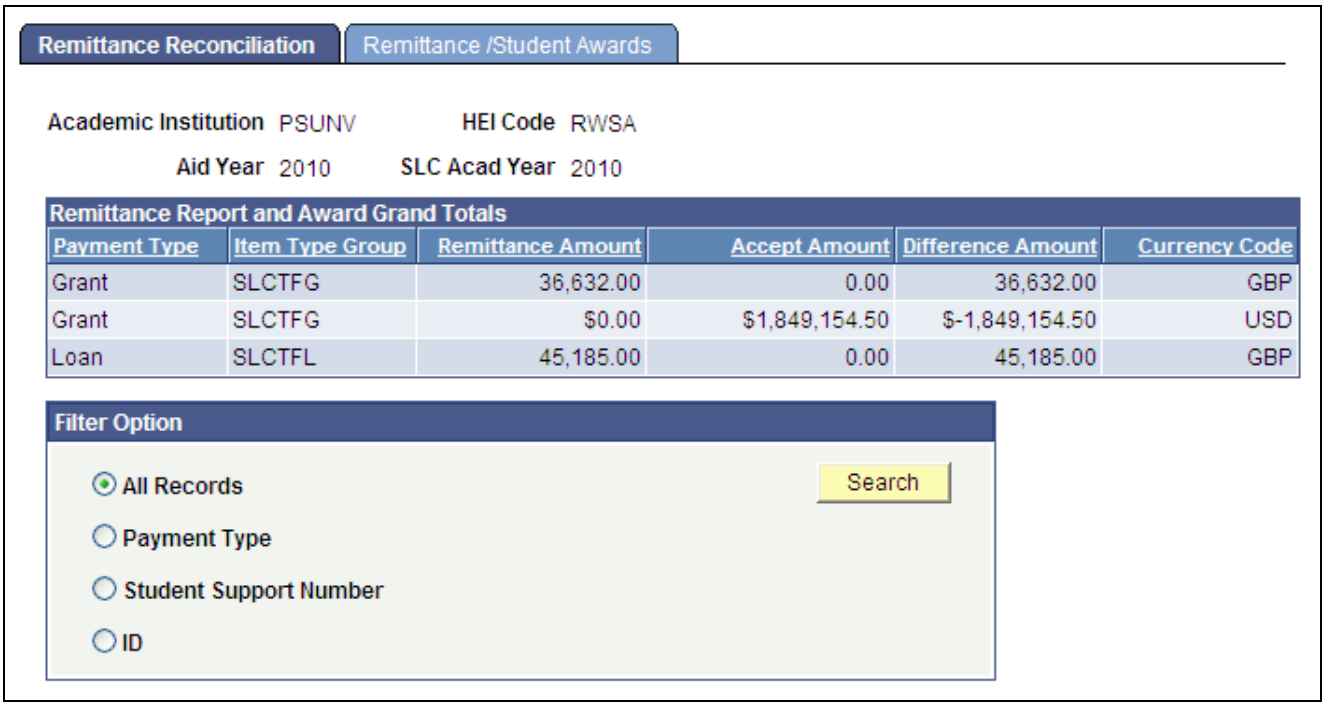

Remittance Reconciliation page

Use this page to compare Remittance data to Student Award Data for a particular institution, aid year, and HEI combination.

Remittance Report and Award Grand Totals

This group box lists the totals by payment type, such as grant or tuition. The page uses the values in the Remittance Report Parameters group box on the Student Loans Company Setup - Options page to associate item type groups with payment types.

Filter Option

Use the Filter Option group box to filter results by Payment Type, Student Support Number, or ID. Click the Search button to access the Remittance /Student Awards page.

Viewing Student Award Details

Access the Remittance/Student Awards page (Financial Aid, Student Loans Company, Remittance Reconciliation, Remittance/Student Awards).

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Remittance Reconciliation | Remittance /Student Awards

Academic Institution PSUNV HEI Code RWSA

Aid Year 2010 SLC Acad Year 2010

Remittance Report Records with no Student ID or Awards — Customize | Find | View All | First 1-10 of 35 Last

Student Information | Course Information | Other Information

	ID	Student Support Nbr	Last Name	First Name	Remittance Amount	Payment Type
1	FASLC011	RCHD07000001N	Lucas	Dick	1,500.00	Grant
2	FASLC011	RCHD07000001N	Lucas	Dick	1,225.00	Loan
3	FASLC012	RCHD07000002N	Harman	Beverley	3,100.00	Grant
4	FASLC012	RCHD07000002N	Harman	Beverley	3,000.00	Loan
5		RCHD07000003N	Grainger	Ernest	1,578.00	Grant
6		RCHD07000003N	Grainger	Ernest	3,070.00	Loan
7	FASLC014	RCHD07000004N	Spooner	Bert	1,100.00	Grant
8	FASLC014	RCHD07000004N	Spooner	Bert	1,225.00	Loan
9	FASLC015	RCHD07000005N	Harkness	Jack	2,324.00	Grant
10	FASLC015	RCHD07000005N	Harkness	Jack	3,070.00	Loan

Student Awards with no Remittance Report Data — Customize | Find | View 100 | First 1-15 of 237 Last

	ID	Student Support Nbr	Name	Item Type Group	Accept Amount	Disbursed Amount
1	FA0861		Eberhart,Katie A	SLCTFG	$3,950.00	$0.00
2	FA0862		Asby,Aisha T	SLCTFG	$4,000.00	$0.00
3	FA0864		Ramirez,Ana L	SLCTFG	$0.00	$0.00
4	FA0866		Carr,Shane P	SLCTFG	$3,950.00	$0.00
5	FA0867		Murray,Rebecca F	SLCTFG	$0.00	$0.00
6	FA0869		Minor,James Z	SLCTFG	$0.00	$0.00
7	FA0871		Carter,Raven R	SLCTFG	$0.00	$0.00
8	FAAG0001		Benning,Angel H	SLCTFG	$1,000.00	$1,500.00
9	FAAG0002		Page,Abbey G	SLCTFG	$4,110.00	$600.00
10	FAAG0007		Peters,Kenneth W	SLCTFG	$0.00	$0.00
11	FAAG0008		Billington,Jon H	SLCTFG	$0.00	$0.00
12	FAAG0010		Hanning,Tristi N	SLCTFG	$0.00	$0.00
13	FAAG0011		Frost,Liane S	SLCTFG	$0.00	$0.00
14	FAAG0019		Quinton,Nancy H	SLCTFG	$0.00	$0.00
15	FAAG0020		Young,Jillian K	SLCTFG	$0.00	$0.00

Remittance Report and Award Data Comparison — Customize | Find | View All | First 1 of 1 Last

	ID	Student Support Nbr	Payment Type	Remittance Amount	Accept Amount	Difference	Disbursed Amount
1	FAPKPEL0058	RCHD07000012N	Grant	2,770.00	12,850.00	-10,080.00	0.00

Remittance/Student Awards page

Remittance Report Records with no Student ID or Awards

This group box lists Remittance Report data that is not associated with a student ID or does not have a matching SLC Financial Aid Award. For example, a Remittance Report record was received but could not be matched with a student in the system. Or a Remittance Report record with a Student Support Number is matched to a student ID, but that student does not have any SLC Financial Aid Awards. You can view details about the Remittance Report records in this group box by clicking on the Student Information, Course Information, and Other Information tabs.

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Student Awards with no Remittance Report Data

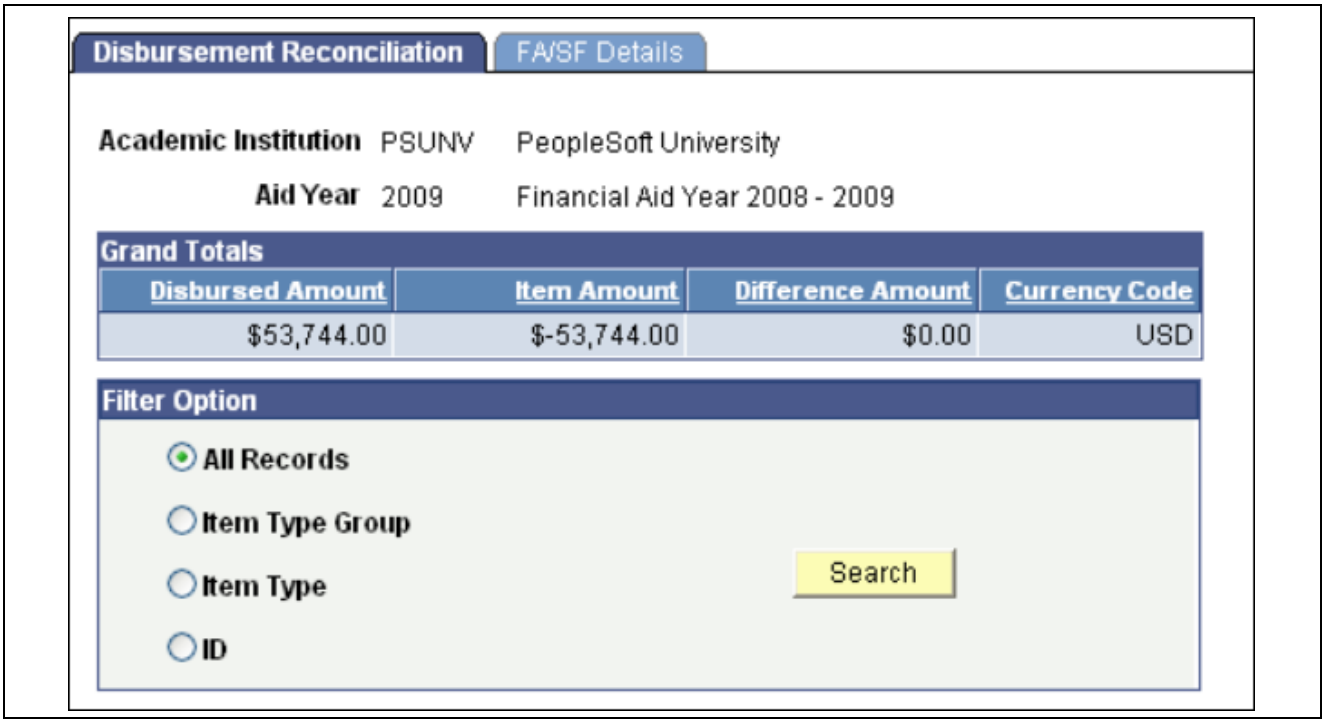
This group box lists students who have SLC Financial Aid awards that do not have matching Remittance Report data.

Remittance Report and Award Data Comparison

This group box lists students who have Remittance Report data and SLC Financial Aid award data and displays differences, if any, between the two.

Viewing the FA Disbursement Data to SF Item Data Comparison

Access the Disbursement Reconciliation page (Financial Aid, Student Loans Company, Disbursement Reconciliation).



Disbursement Reconciliation page

Use this page to compare Financial Aid disbursement data to Student Financials item data.

Filter Option

Use the Filter Option group box to filter results by Item Type Group, Financial Aid Item Type, or ID. Press the Search button to access the FA/SF Details page.

Note. You can use this page to access information about any Financial Aid Item Types. It is not limited to SLC Item Types.

Viewing FA/SF Details

Access the FA/SF Details page (Financial Aid, Student Loans Company, Disbursement Reconciliation, and click Search).

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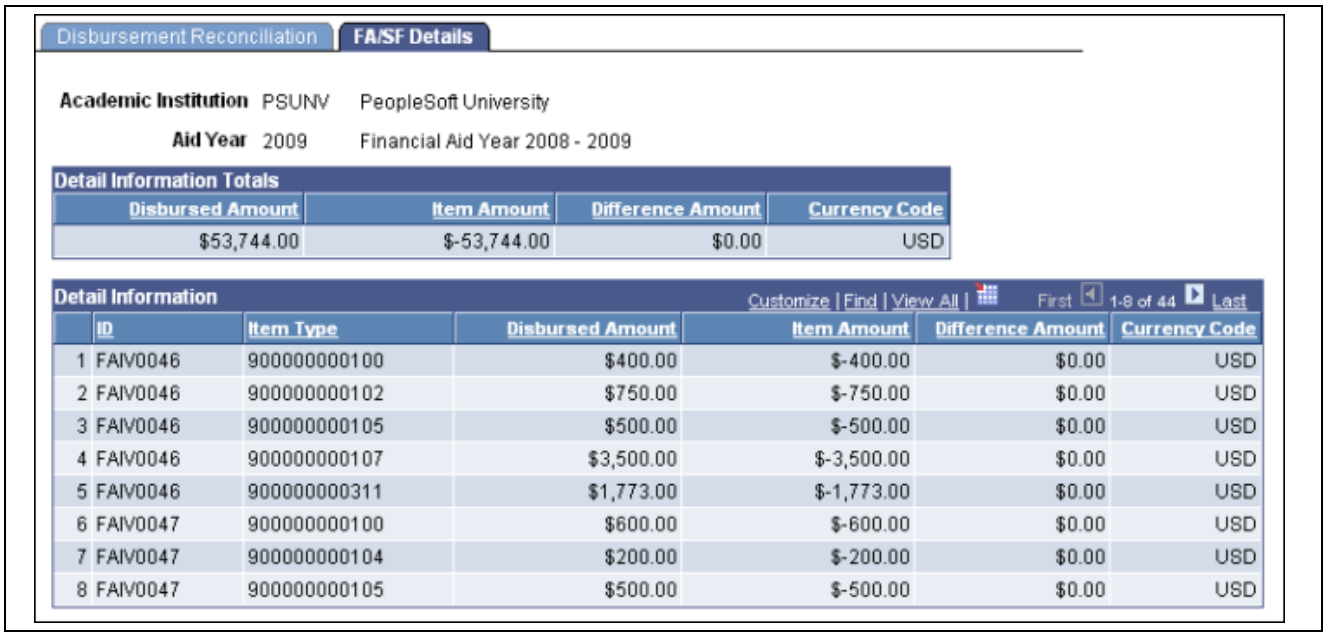

FA/SF Details page

Use this page to view disbursement details.

Updating HEI Course Database Data

This section provides an overview of the HEI Course Database and discusses how to exchange HEI Course Database data.

Understanding the HEI Course Database

HEIs in the United Kingdom report information on all their courses of study (programmes) to the SLC. This data must be updated annually.

The course data is general, such as costs or descriptions of courses of study, and is not specific to the student. The SLC uses this course data when processing students' applications for support.

The SLC provides an XML-based web service to exchange this information with HEIs. The SLC provides the current HEI Course Database data to the HEI, and the HEI must provide the SLC with updated information.

The SLC requests the HEI Course Database updates from HEIs each academic year.

Page Used to Exchange HEI Course Database Data

Page Name	Definition Name	Navigation	Usage
Exchange HEI Course Database Data	SFA_SLC_RC_CD	Financial Aid, Student Loans Company, HEI Course Database, Exchange HEI Course DB Data, Exchange HEI Course Database Data	Exchange HEI Course Database data.

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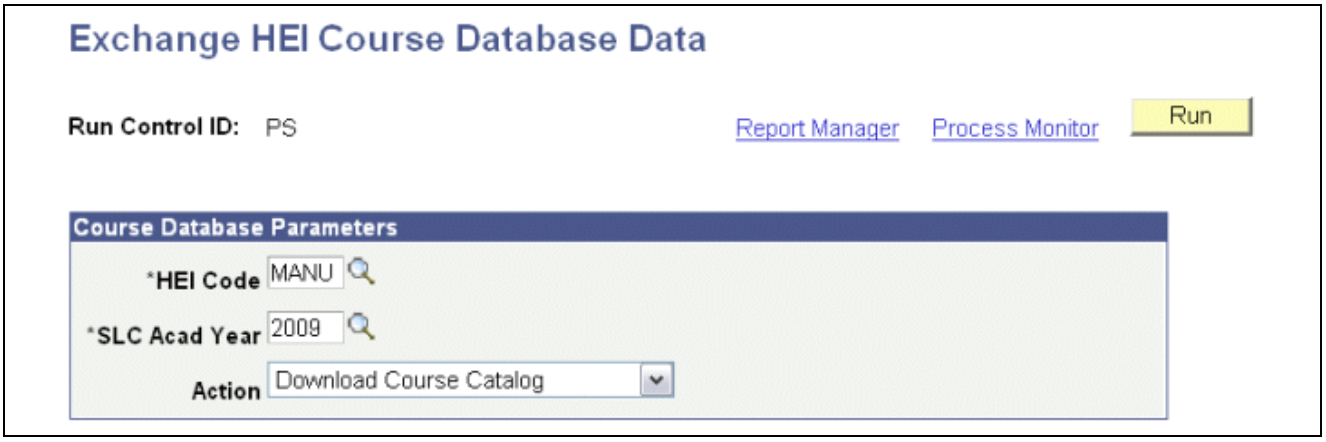
Exchanging HEI Course Database Data

Access the Exchange HEI Course Database Data page (Financial Aid, Student Loans Company, HEI Course Database, Exchange HEI Course DB Data, Exchange HEI Course Database Data).



Exchange HEI Course Database Data page

Course Database Parameters

HEI Code (higher education institution code)

Select a value in this mandatory field.

The prompt view restricts the values from which you can select to those found in the Student Loans Company Setup component.

SLC Acad Year (Student Loans Company academic year)

Select a value in this mandatory field.

The prompt view restricts the values from which you can select to those found in the Student Loans Company Setup component.

Action

Select a web service action from the following:

- *Download Course Catalog:*

  Select to use the web service to retrieve HEI Course Database data for the designated HEI code and SLC academic year and store the data in system tables.

  You can then update data in the Maintain HEI Institution Data (SFA_SLC_CD_INST), Maintain HEI Location Data (SFA_SLC_CD_LOC), and Maintain HEI Course Data (SFA_SLC_CD_CRSE) components.

  Selecting this action retrieves Qualification values (the *Fetch Qualifications* action) as well as downloading course catalog data.

  Note. *Download Course Catalog* should be the first action taken in the HEI Course Database process.

- *Fetch Qualifications:*

  Select to use the web service to retrieve only the valid values that can be used to update the Qualifications field on the Maintain HEI Courses page. Select this action if the Qualifications list of values needs to be updated after the initial Download Course Catalog completes.

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- *Submit Data Changes:* Select to use the web service to send updates for any changed Location, Institution, Year, or Course data.

Maintaining HEI Data

This section provides an overview of HEI data and discusses how to:

- View and update HEI institution data.
- View and update HEI location data.
- View and update HEI course data.

Understanding HEI Data

Use the Maintain HEI Institution Data, Maintain HEI Locations, and Maintain HEI Courses components to:

- Retrieve HEI Course Database data from the SLC using the web service.
- Maintain HEI Course Database data.
- Send HEI Course Database data updates to the SLC.

Common Elements Used in this Section

Get SLC Data	Click this button to retrieve the latest information from the SLC.
Send to SLC	To send updated data to the SLC, add a row, update the relevant editable fields, and click the Send to SLC button. When the SLC receives updated information, it sends a result number and result message.
Result Number	Displays the result code number that the SLC sends to the HEI when it receives updated information from the HEI.
Result Message	Displays an explanation of the result reply from the SLC.

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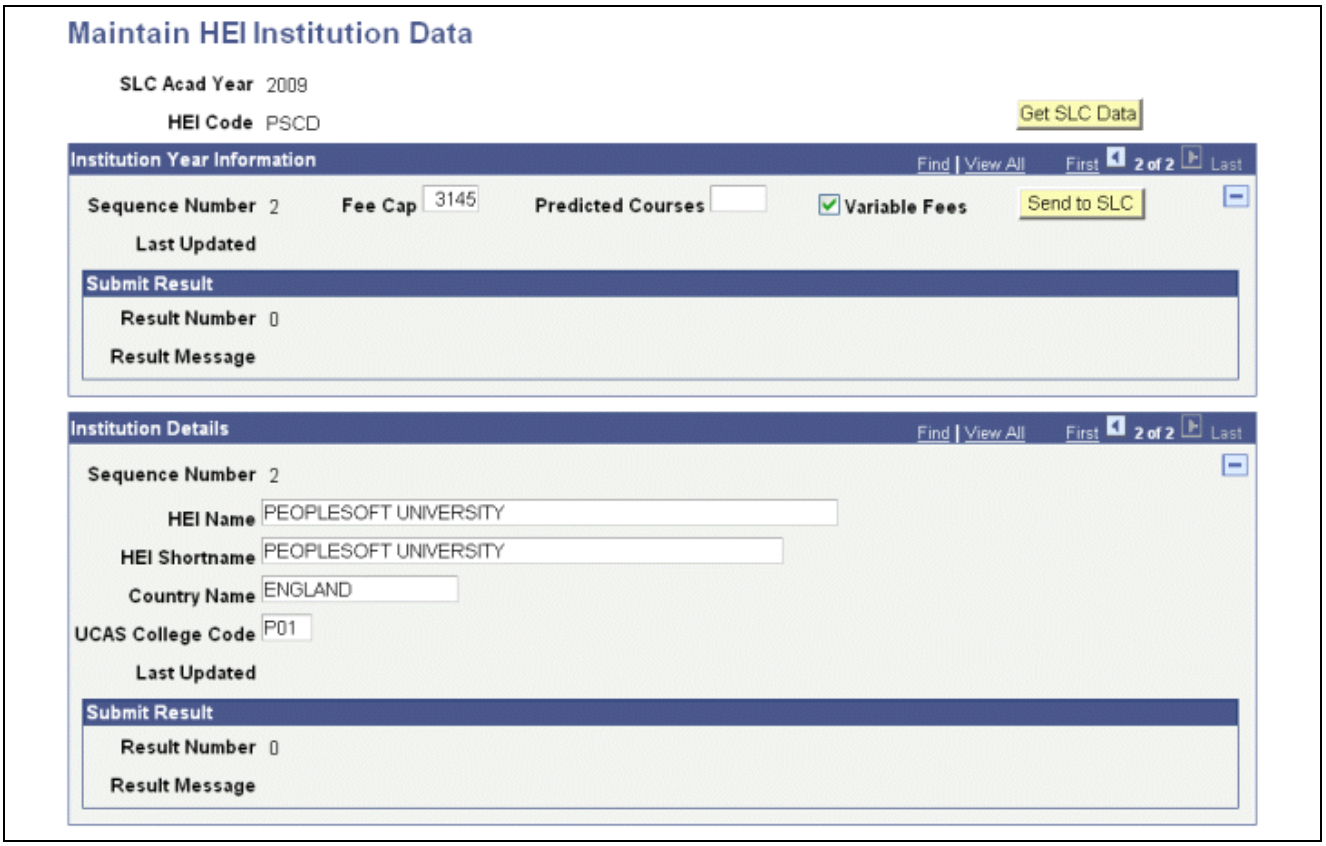
Pages Used to View and Update HEI Data

Page Name	Definition Name	Navigation	Usage
Maintain HEI Institution Data	SFA_SLC_CD_INST	Financial Aid, Student Loans Company, HEI Course Database, Maintain HEI Institution Data, Maintain HEI Institution Data	View and update HEI institution data.
Maintain HEI Locations	SFA_SLC_CD_LOC	Financial Aid, Student Loans Company, HEI Course Database, Maintain HEI Locations, Maintain HEI Locations	View and update HEI location data.
Maintain HEI Courses	SFA_SLC_CD_CRSE	Financial Aid, Student Loans Company, HEI Course Database, Maintain HEI Courses, Maintain HEI Courses	View and update HEI course data.

Viewing and Updating HEI Institution Data

Access the Maintain HEI Institution Data page (Financial Aid, Student Loans Company, HEI Course Database, Maintain HEI Institution Data, Maintain HEI Institution Data).



Maintain HEI Institution Data page

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Institution Year Information

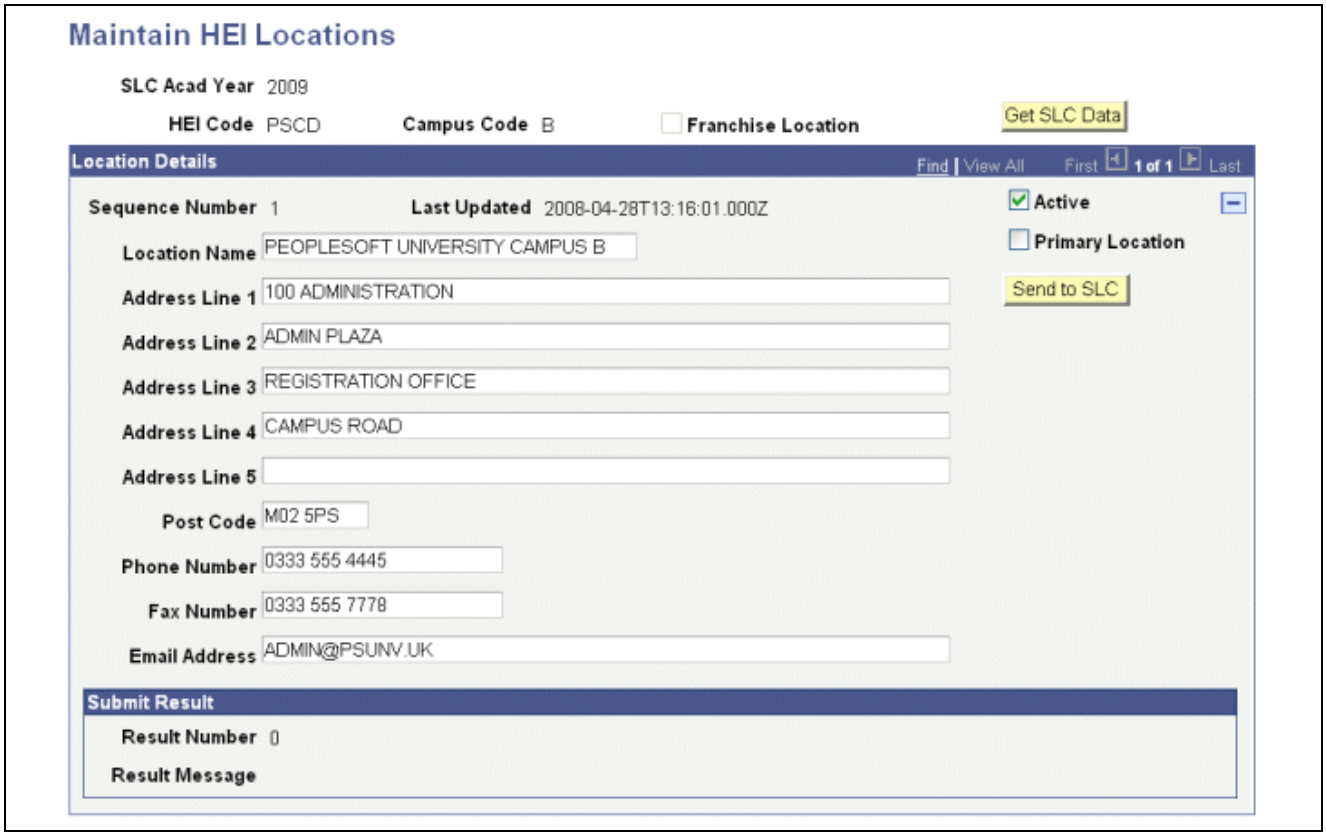
Fee Cap	Enter the Office for Fair Access cap for fees.
Predicted Courses	Enter the predicted number of courses offered by the institution.
Variable Fees	Select to indicate that the institution offers variable fees.
Last Updated	Displays the date and time that this record was last updated.

Institution Details

HEI Name, Country Code, and **UCAS College Code**	Enter the institution name, country code, and UCAS college code.

Viewing and Updating HEI Location Data

Access the Maintain HEI Locations page (Financial Aid, Student Loans Company, HEI Course Database, Maintain HEI Locations, Maintain HEI Locations).



Maintain HEI Locations page

Location Details

Active	Select to indicate that the location is active.
Primary Location	Select to indicate that the location is a primary location for the institution.

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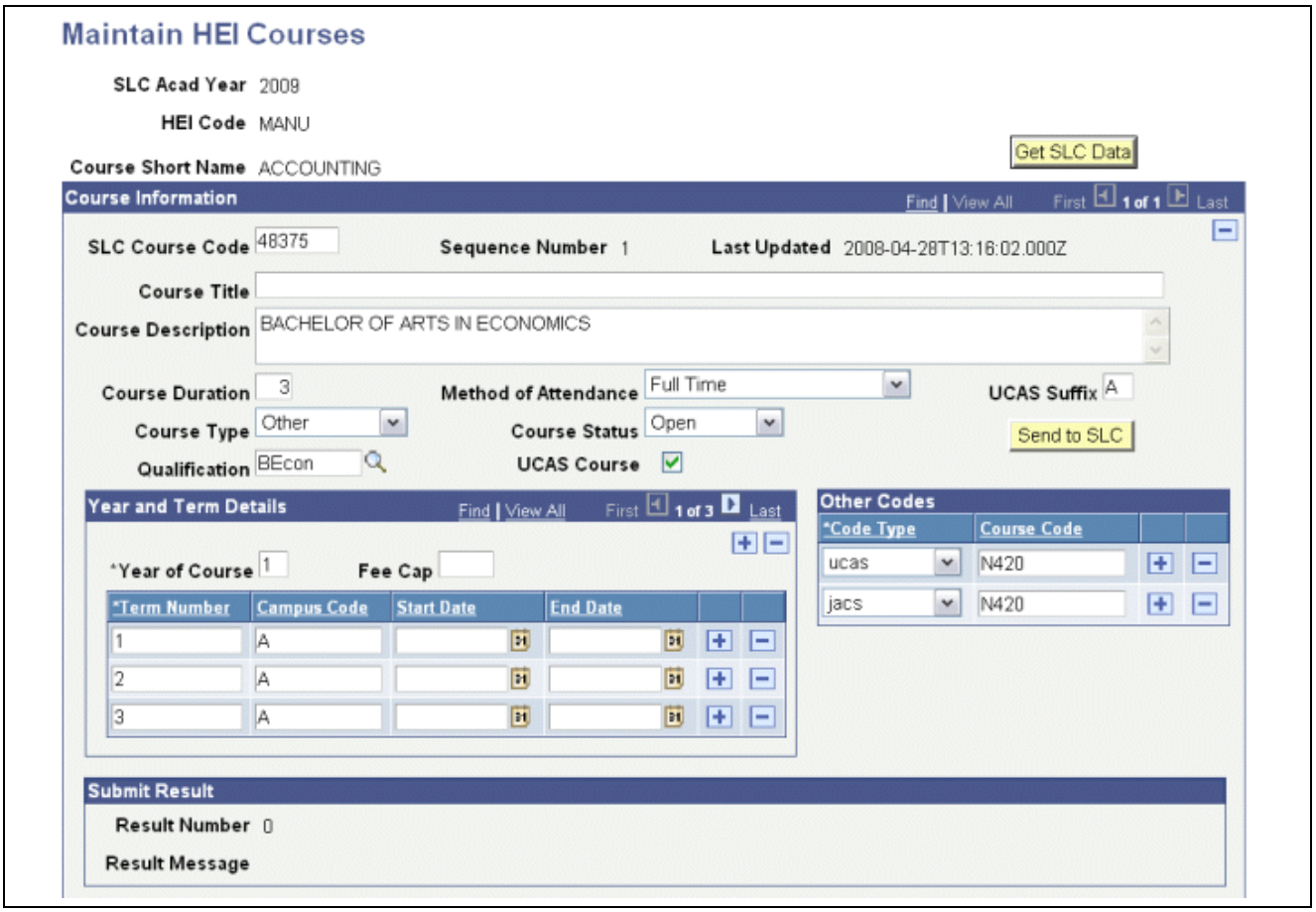
Viewing and Updating HEI Course Data

Access the Maintain HEI Courses page (Financial Aid, Student Loans Company, HEI Course Database, Maintain HEI Courses, Maintain HEI Courses).



Maintain HEI Courses page

Course Information

SLC Course Code (Student Loans Company course code)

The value in this field is assigned by the SLC. The value is blank when a HEI sends information about a new course to the SLC.

Method of Attendance

Enter a method of attendance. Values are:

- *FE (Full Time and Extended Attendance)*
- *FP (Full Time and Part Time Attendance)*
- *FS (Full Time Plus Sandwich Attendance)*
- *FT (Full Time Attendance)*
- *OT (Unknown Method of Attendance)*
- *PT (Part Time Attendance)*

UCAS Suffix

Displays the campus code/location.

Course Type

Enter a course type. Values are:

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- *ACCELERATED (Course compresses a two year course into one year of study)*
- *ART TEACHER*
- *EMERGENCY*
- *FRANCHISED*
- *OTHER*
- *PART TIME*
- *PGCE (Post Graduate Certificate In Education)*

Course Status Enter a course status. Values are:

- *C (Closed)*
- *O (Open)*

Qualification Select from a list of values that appear by default from the SLC web service. The value indicates the type of degree to which the course leads.

UCAS Course Select this check box if the course is a UCAS course.

Year and Term Details

Fee Cap Enter the maximum tuition fees to be charged for the designated year of the course.

Term Number Enter the term number within the year of the course.

Campus Code Enter the campus code that applies to the term for which you entered a number in the Term Number field.

Start Date and **End Date** Enter the start date and end dates for the term for which you entered a number in the Term Number field.

Other Codes

Code Type Enter a code type. Values are:

- *ucas*
- *jacs*
- *ucasSuffix*

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