

April 2012/09

Special initiative

Guidance

Action may be required by
Thursday 31 May 2012

This document provides provisional allocations for the 2013-14 National Scholarship Programme (NSP) and guidance to institutions on the operation and management of the NSP.

National Scholarship Programme 2013-14

**Provisional allocations and
guidance for institutions**

Contents

	Page
Executive summary	2
Introduction	5
Matched funding	6
Allocation of the Government's contribution	8
Accounting for NSP allocated and match funds	8
Eligibility	8
Information for potential NSP applicants	10
Application process	12
Delivering the scholarship award and unspent funds	14
Monitoring arrangements for 2012-13 and programme evaluation	15
Summary timetable	16
Annex A	18
Annex B	26
Annex C	28
Annex D	31
Annex E	34
Annex F	37
Annex G	42
List of abbreviations	46

National Scholarship Programme 2013-14

Provisional allocations and guidance for institutions

To	Heads of HEFCE-funded higher education institutions Heads of HEFCE-funded further education colleges
Of interest to those responsible for	Senior management, Admissions, Access agreements, Widening Participation, Finance
Reference	2012/09
Publication date	April 2012
Enquiries to	Rachael Tooth, tel 0117 931 7410, e-mail nsp@hefce.ac.uk

Executive summary

Purpose

1. The Department for Business, Innovation and Skills (BIS) sets the overall policy and funding level for the National Scholarship Programme (NSP). HEFCE administers the fund on its behalf.
2. This document provides provisional NSP allocations for academic year 2013-14 and guidance to institutions. Building on guidance issued in 2011 for the first year of the programme (HEFCE 2011/10), it details the funding arrangements and confirmation of the national eligibility criteria for students. In addition, guidance is provided to institutions on provision of information to potential NSP recipients; this is based on the initial findings, soon to be published, of the review of the set-up of the programme for its first year of operation in 2012-13. This document also broadly explains how HEFCE intends to monitor the delivery of the NSP within institutions in 2012-13, and specifies the data institutions should seek to collect in order to meet our monitoring requirements.

Key points

3. The primary purpose of the NSP is to benefit individual students that come from disadvantaged backgrounds as they enter higher education.
4. The Government's contribution to the programme will be £100 million in 2013-14 and £150 million in 2014-15. Provisional allocations can be found in Annex A, and the method for calculating them is at Annex B for higher education institutions and Annex C for further education colleges. Final allocations will be published in February 2013. Institutions will receive their full 2013-14 allocation in one payment in August 2013.

5. Each awarded full-time student will receive a benefit of not less than £3,000, with a pro rata amount delivered to part-time students studying a minimum of 25 per cent intensity of the full-time equivalent. Institutions will be expected to match the Government's contribution, as follows:
 - a. Institutions intending to charge above £6,000 per year for any of their full-time fees or above £4,500 for their part-time fees will be expected to match the Government's contribution in a ratio of at least 1:1.
 - b. Institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees will be expected to contribute at least 50 per cent.
6. Institutions submitting access agreements to the Office for Fair Access (OFFA) will need to provide NSP programme information in those agreements. This should include early estimates of the number of students expected to receive an award, types of award made, and the level of matched funding contribution that the institution will make. Institutions that do not submit an access agreement to OFFA will be required to submit the same NSP programme information to HEFCE by completing a template that can be accessed via the HEFCE extranet; Annex D shows a sample of that template.
7. Institutions will be required to submit two monitoring returns in respect of the 2012-13 NSP allocation through the OFFA/HEFCE access agreement/WPSA monitoring returns for both 2011-12 and 2012-13.
8. In-year monitoring will need to be submitted by institutions in January 2013, and will need to provide an aggregate number of awards delivered in the first term of the academic year and an estimate of the number still to be delivered. This early monitoring return is required by BIS, to enable it to report on the progress of the programme to the Secretary of State and other Ministers.
9. A final monitoring return is to be submitted in January 2014 when the final figures for 2012-13 will be known. In this return we will require information at the individualised level that cannot be collected from other data sources.
10. Institutions will also be expected to flag NSP recipients on their data returns to HESA for higher education institutions or the Data Service for further education colleges.
11. The NSP has been subject to continuous evaluation, which began in October 2011. HEFCE is committed to improving how we administer the programme as the evaluation proceeds, subject to guidance from the Government.

Action required

12. **Institutions that submit access agreements to OFFA:** must include information regarding delivery of the NSP and their matched funding contribution in those agreements.
13. **Institutions not submitting an access agreement to OFFA:** Institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees – and therefore not submitting an access agreement to OFFA – must complete and upload a template from the HEFCE extranet by **Thursday 31 May 2012**. Institutions will be able to upload this data from 1 May 2012. We encourage institutions to upload their data as early as possible during this period so that any

issues of data quality can be resolved before the deadline. Details on how to access the template will be sent to heads of institutions, WPSA and access agreement contacts during the week commencing 23 April 2012.

Opting out

14. Participation in the NSP is compulsory for institutions intending to charge above £6,000 for **any** of their full-time undergraduate fees, and/or above £4,500 for **any** of their part-time undergraduate fees from 2013-14.

15. Institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees may opt out of the NSP. If an institution wishes to opt out it must inform us of this decision in the template provided on the extranet. If we do not receive the template confirming plans for the NSP or notification of opt-out by the deadline, we will assume that the institution is **not** participating in the programme and we will remove its NSP allocation.

Introduction

What the National Scholarship Programme will provide

16. The purpose of the National Scholarship Programme (NSP) is to provide a direct benefit to individual, eligible students from disadvantaged backgrounds as they enter higher education. Funding delivered through the programme cannot be used to fund outreach activities.

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

18. It is intended that the element of the award funded from the Government's contribution will be delivered in the first year of study. This will be matched by a contribution by the institution, but institutions' matched funding can be provided in year one or spread across subsequent years (to promote retention for example).

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

Funding method

20. As advised by the Department for Business, Innovation and Skills (BIS), funds for the NSP have been broadly allocated according to the FTE numbers of HEFCE-fundable, home and EU entrants at each institution. Consequently, the amount each institution receives through the NSP is in direct proportion to the numbers of such students enrolled on its programmes.

21. However, a small proportion of institutions have very few HEFCE-fundable FTE numbers, resulting in an allocation that would not deliver one full £3,000 scholarship. In such cases, we have rounded up the allocation to ensure that at least one full award can be offered.

22. Provisional allocations can be found in Annex A. The method for calculating the provisional NSP allocations for 2013-14 has changed slightly from 2012-13. The 2012-13 allocations were scaled pro rata from data derived from 2009-10 HESA/ILR data. For 2013-14 we will make our provisional allocation based on 2010-11 HESA/ILR data combined with HESES/HEIFES11. However for the final allocations we will use HESES/HEIFES12. This will result in the final allocations for 2013-14 being based on data from the previous year instead of data from three academic years ago.

23. For some institutions we have found discrepancies between the counts of new entrants from HESA/ILR and HESES/HEIFES data. We will contact these institutions to resolve the issues and submit data amendments where required for use in the final allocations in February 2013.

24. We expect that the final allocation of 2013-14 NSP awards for many institutions will differ from the provisional allocations in Annex A. This results from use of HESES/HEIFES12 instead of HESES/HEIFES11 data to calculate the final allocations, re-distribution of awards from institutions who subsequently opt out, and the correction of data for certain institutions as described in paragraph 23.

25. We are making this change to ensure that we are better able to account for increases and reductions to student numbers resulting from the core and margin process and the high grades policy. Because of this change in method this year we will publish the final allocations in February 2013.

26. Annexes B and C provide details on the method for calculating the allocation. We will also separately e-mail the Higher Education Students Early Statistics (HESES) survey or Higher Education in Further Education: Students (HEIFES) survey contact for each institution with access details for the Higher Education Statistics Agency (HESA) and Individualised Learner Record (ILR) data that were used to inform the allocations.

How the NSP may be delivered

27. The Government has provided a 'menu' of options from which institutions may choose how to offer their scholarships. These have not changed since 2012-13 and are:

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

In cases where the NSP offer is in the form of fee waivers/discounts or free/discounted foundation years, the Student Loans Company (SLC) must be informed via the online Change of Circumstance notification for each student. This is processed by the relevant Award Authority, and results are updated into the Student Finance system and fee payment reports for HEIs. For 2013-14, the SLC is developing an enhancement to its bursary administration service for the automation of fee waivers.

Matched funding

Requirements for institutions intending to charge fees above £6,000 for full-time students and/or above £4,500 for part-time students

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

29. It is expected that those institutions wishing to charge above the 2013-14 basic fee level (£6,000 for full-time students and £4,500 for part-time students), and therefore intending to submit an access agreement to the Office for Fair Access (OFFA), will provide a matched contribution to the programme of at least the same value (for a full-time student the value of the institution's contribution will be at least £3,000). The full government element of each scholarship will be delivered in the year of entry for the student.

30. Institutions may choose to:

- top up the scholarship awarded to individual students to increase the total award they would receive

- use their match funding to offer additional £3,000 (or pro rata) scholarships to other eligible students
- combine the two options by offering an enhanced level of award to a greater number of students.

31. Institutions may choose to either:

- deliver all of their match contribution in the first year, or
- spread their contribution over subsequent years if the matched funding is used to enhance the level of the award made.

The Government has acknowledged the possibility that the requirement for a 100 per cent matched contribution may mean some institutions cannot continue to invest the necessary resources into important outreach activity. In such circumstances, institutions may make a case to OFFA for a reduced level of match funding, which OFFA will consider.

Requirements for institutions intending to charge fees at or below the basic fee levels (£6,000 for full-time students and £4,500 for part-time students)

32. For those institutions which intend to charge fees at or below the basic fee levels for both full-time and part-time students in 2013-14, the matched funding requirement will be set at 50 per cent of the Government's contribution (that is, for every £3,000 full-time scholarship award from the Government the institution will be expected to contribute at least £1,500). The options for delivering the fund are the same as for those charging above the basic fee level as set out in paragraphs 27, 30 and 31.

33. Institutions intending to charge at or below the basic fee levels will not be required to submit an access agreement to OFFA. Such institutions should complete the template on the HEFCE extranet setting out how they intend to deliver the scholarships and how they will match fund the programme.

34. The template must be submitted to HEFCE by **Thursday 31 May 2012** via the HEFCE extranet. Details on how to access the template will be sent to heads of institutions, Widening Participation Strategic Assessment and access agreement contacts during the week commencing 23 April 2012.

35. As with OFFA, HEFCE has been given discretion to determine an alternative level of match funding if an institution makes a case that having to provide 50 per cent will materially affect its ability to continue with important outreach activity.

36. Institutions intending to charge £6,000 or less for their full-time undergraduate fees and £4,500 or less for their part-time undergraduate fees may opt out of the NSP. If an institution wishes to do so they must inform us of this decision in the template provided on the extranet. If we do not receive the template confirming plans for the NSP or notification of opt-out by **Thursday 31 May 2012**, we will automatically assume that the institution is **not** participating in the programme and we will remove their NSP allocation.

Allocation of the Government's contribution

37. Institutions should note that the provisional allocations at Annex A state the number of full-time equivalent scholarships that each institution's allocation will deliver. This represents the minimum number of scholarships that each institution is expected to award. It is not acceptable for institutions to use the Government's contribution to offer larger awards to fewer students. For example, if an institution's allocation is £300,000 this will deliver £3,000 each to 100 full-time students (or part-time pro rata equivalent); it would not be acceptable for the institution to use the Government contribution to award £4,000 each to 75 full-time students.

38. Any NSP funds that would have been delivered to institutions that opt out of the programme will be evenly redistributed to all institutions participating in the programme using the NSP allocation method as described in Annexes B and C.

39. The final allocations will be confirmed in February 2013. Institutional allocations will be delivered in one payment made in August 2013.

40. Institutions are required to use all of the funds delivered through the NSP for scholarships. It is not acceptable for any of the funds to be used to cover administrative costs incurred by the institution. In the event that interest is accrued on funds before they are allocated however, such interest could be used by the institution to add to its NSP allocation and/or to offset some of its administrative costs.

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

Accounting for NSP and match funds

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

43. Institutions should account for NSP funds in accordance with the 'Statement of Recommended Practice: Accounting for Further and Higher Education'¹.

Eligibility

44. The Government has set very broad-based national eligibility criteria for the programme, based on household income. Therefore, students are eligible to apply for a scholarship if their declared household residual income is £25,000 or less, whether they are full-time or part-time

¹ Available at www.universitiesuk.ac.uk/Publications/Type/Pages/Code-of-Practice.aspx

students. However, institutions must make it clear in all communications, marketing and publicity that **meeting this essential eligibility criterion does not equate to entitlement to a scholarship.**

45. Guidance on how to assess household income can be found in the 'Assessing Financial Entitlement' section of the Student Finance England Practitioners' web-site (http://practitioners.studentfinanceengland.co.uk/portal/page?_pageid=133.4210372&_dad=portal&_schema=PORTAL) and in 'National Scholarship Programme: Income verification for part-time students' (HEFCE Circular letter 06/2012), which can be found in the publications section of the HEFCE web-site.

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

- NSP awards will not be available to individuals who are ordinarily resident in Scotland, Wales and Northern Ireland
- the maintenance element of an NSP award (discounted accommodation or other institutional services and cash award), will not be available to students following a part-time course or for EU nationals².

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

48. In addition to the broad eligibility criterion outlined in paragraph 44, the following categories of student are **not** eligible for the NSP, irrespective of their income levels. These are:

- NHS-funded students
- students undertaking a postgraduate initial teacher training course leading to qualified teacher status
- students directly continuing from one course to another (for example, from foundation degree or HND on to the final year of an honours degree)³
- students transferring in from another institution
- students undertaking a postgraduate qualification
- part-time students studying at less than 25 per cent intensity of the full-time equivalent

² By EU national we mean those students for whom the only paragraph in Part 2 Schedule 1 of the regulations into which the student falls is paragraph 9.

³ The NSP is aimed at new entrants to higher education. As such, entrants onto foundation degree or HND courses would be able to apply for an award but those who are topping up awards would not be considered new entrants to higher education for this purpose, even if the top-up occurs at a different institution.

- any other students whose fees are paid or part-paid through a sponsorship arrangement.

49. Additional eligibility criteria will be a matter for individual institutions. When determining any additional criteria, institutions may wish to consider if there are particular groups of students they would especially seek to support and encourage. This might include students that have previously benefited from the Educational Maintenance Allowance (EMA), the current 16-19 bursary, or other discretionary needs-based awards. Institutions may wish to refer to the HEFCE guidance 'Higher education outreach: targeting disadvantaged learners', HEFCE 2007/12, which describes key criteria for targeting widening participation activity. They include:

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

50. Institutions with franchise agreements with partner colleges should also consider the number of scholarships that they will award through such arrangements, and whether they need to develop slightly different eligibility criteria for such franchised provision. It is up to the institution to determine the process through which such awards would be made, but it must secure appropriate assurance from its partner colleges that the funds have been allocated appropriately and in line with the agreed criteria. Details of awards relating to franchised provision (indirect numbers) made through partner colleges should be reported by the higher education institution. Colleges holding any direct numbers will receive their own allocation relating to these numbers and will need to run their own awards scheme and report to HEFCE.

51. Institutions must ensure that any additional criteria they use are transparent and comply fully with their duties and responsibilities under the Equality Act 2010 and other relevant legislation. They may need to indicate in their guidance that meeting the additional criteria does not constitute entitlement to a scholarship.

52. It will be the responsibility of each institution to operate transparent and fair processes and procedures for making NSP awards. They must also deal fairly with queries relating to the NSP, and handle any appeals against decisions made in respect of awarding scholarships. Institutions must ensure that they provide clear guidance for students regarding appeals processes.

Information for potential NSP applicants

53. Raising awareness of the NSP among potential applicants to HE is a key priority for the programme. We strongly encourage institutions to put details about the NSP alongside information about other institutional/course bursaries, scholarships and awards for which applicants might be eligible, to ensure that NSP applicants do not overlook other opportunities for support. Institutions must ensure that information regarding the operation of and the criteria for the NSP is readily

available to eligible students and published on each institution's web-site. Such information should include:

- the total number of scholarships the institution intends to award
- the total value of each scholarship
- the number of years each scholarship would be awarded for
- the national and institutional eligibility criteria (if it is likely that an institution will have more students meeting its eligibility criteria than it will have scholarships to award, then it should clearly state that meeting the eligibility criteria will not guarantee receipt of a scholarship)
- the application process for full- and part-time applicants
- how the scholarship will be awarded (for example tuition fee waiver/reduction, free foundation year, discounted accommodation); if institutions intend to offer a number of models the relevant information must be provided for each model
- how the NSP relates to and interacts with the rest of the institution's student support arrangements.

54. UCAS will provide information on whether an institution awards NSP funds as part of its new 'Course Finder' facility.

55. Based on initial findings of a review, soon to be published, of the set-up of the programme for the first year of operation in 2012-13, CFE Consulting has identified a number of institutional web-sites on which NSP information for applicants has been particularly well presented and is thought to be most helpful to potential applicants. Such web-sites tend to have the following characteristics:

- easy to navigate in order to locate information about the NSP and other aspects of student financial support
- describes the purpose of the NSP and how it is funded, clearly and concisely
- outlines the number of scholarships the institution will deliver
- states the level of the award each beneficiary will receive
- provides details on the timescale over which the package will be awarded (such as whether it is for the first year only, or first and subsequent years)
- states clearly at what point or points in the year the award will be delivered to students
- describes how the package will be awarded (such as fee waiver, cash bursary, vouchers)
- includes information on core eligibility criteria and any additional criteria
- makes specific reference to part-time and mature students' eligibility
- outlines what action (if any) the applicant needs to take to find out more information and/or apply for a scholarship
- provides clear instructions on how and when to apply, and includes an application form online

- clarifies whether potential students can apply for other types of financial support (such as bursaries and fee waivers) offered by the institution, and what these include
- includes links to guidance on the NSP
- provides a point of contact within the institution that applicants can approach with further queries
- provides a regularly updated FAQ section.

56. We strongly encourage institutions to review the information they currently provide with regard to the NSP on their web-sites and, where necessary, enhance it by incorporating the characteristics identified above.

57. Institutions also need to ensure that those who apply directly to the institution are made aware of the programme, and should ensure that navigation to the relevant web-page from other parts of the institution's web-site is straightforward. Institutions should consider how they use their marketing and widening participation outreach activity to further inform potential applicants of their NSP provision.

58. Institutions should also ensure that applicants for courses at partner institutions offering franchised provision are fully aware of the programme and are able to apply for scholarships. Information should be made available through the partner institution(s) web-site(s), including the criteria and the process for applying.

59. It will also be helpful for institutions to highlight the interaction of any awards they make and state benefits that students might be claiming. Institutions need to be especially mindful of the impact of any cash awards on students' entitlements to benefit payments.

60. We appreciate that some institutions have taken the view that the number of awards their allocation provides is so small that providing extensive information on the web-site might raise applicants' expectations which the institution would be unable to meet. While we understand this position, we strongly encourage institutions to provide information about the programme while being sufficiently transparent about the limitations of their allocation and, where appropriate, what other support might be available to students. Even where allocations are very small, institutions should have a clear rationale for how they intend to make an award, and this should be transparent to potential beneficiaries through the information institutions make available on their web-sites.

Application process

61. There is no centralised application process for the NSP; institutions will need to have their own application systems in place.

62. For those applying direct to institutions, the information provided to applicants should include guidance regarding the NSP and signposting to the relevant sections of institutions' web-sites. Institutions will process all their applications as usual, both those coming through the UCAS Apply system and those applying directly. Institutions will then make their decisions and issue offer letters to applicants. It is at this point that institutions should inform applicants that they may be entitled to an NSP award and guide them to the relevant section of the institution's web-site. To minimise

potential confusion for applicants, particularly those in receipt of offers from more than one institution, institutions should inform the applicant by including the following common paragraph either in their own offer communication (whether by e-mail or letter) or as part of the offer sent through UCAS:

'You may be eligible for a National Scholarship award. The National Scholarship Programme is an initiative aimed at low-income students and funded by both the Government and universities/colleges. To be considered for a scholarship your residual household income must be below £25,000 although not all those with incomes below this level will receive a National Scholarship award. To find out more about eligibility for the National Scholarship Programme and about other institutional support that might be available to you, please visit our web-site at [insert relevant web-page address] which also indicates how you may apply and how you would then be assessed for a scholarship.'

63. When designing their application and assessment processes for the NSP, institutions should carefully consider what additional information they might need from the applicant over and above that already supplied either through UCAS or, in the case of direct applicants, on their own main application form. Institutions should note that UCAS make contextual data available to all UK higher education providers, so this does not need to be collected from applicants.

64. For all of an institution's UCAS applicants that have firmly accepted an offer of a place the institution should collect information regarding their ethnicity, parental occupation and social class via the general application form. Institutions may allocate the NSP award based on that information, thus minimising burden on applicants. If an institution has developed its own additional NSP criteria (see paragraph 49) however, it may well need to collect other information and therefore develop an application form for the NSP. Institutions should ensure that they only request information on such a form that they are unable to obtain from another source, and that the form is as clear and as brief as possible. If institutions do not require extra information an application process is not required.

65. From mid-July 2013, institutions will receive verification from the SLC of applicants' residual household income. Institutions should note that **SLC verification will only be provided for those applicants that have applied to the SLC for state maintenance support**. For those applicants that are not entitled to state maintenance support (part-time students, for example) institutions will have to use their own methods of verifying residual household income to assess eligibility (see paragraph 45). In March 2012 we issued guidance to institutions in relation to income verification for part-time students 'National Scholarship Programme: Income verification for part-time students', HEFCE Circular letter 06/2012, and this can be found in the publications section of the HEFCE web-site.

66. Upon verification of income, institutions will be able to remove any applicants from their NSP list that do not meet the national criterion, and in due course will be able to inform all other applicants whether their application for a scholarship has been successful.

67. We recognise that institutions may accept direct applicants at various points throughout the academic year, and so may not commit all of their scholarships by the start of the autumn term. Institution will need to determine how many scholarships to hold back from the standard application

cycle for such in-year applicants, based on the number and characteristics of such applicants in previous years.

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

- does not achieve the grades expected in their entry qualifications
- accepts a place in a different institution (if the scholarship was offered against an insurance offer)
- accepts the place and scholarship but does not subsequently enrol at the institution
- accepts a place, enrolls and receives part of the award, but subsequently leaves the institution before the whole award is taken up.

Institutions are advised against attempting to resolve these situations by making more offers than they have the funds to deliver.

69. When there are unused funds arising from such circumstances, institutions may use these to offer scholarships to late applicants, whether part- or full-time, or to students who have already started their course, so long as such applicants and students fulfil the national and institutional eligibility criteria. However, offering scholarships to students who have already started their course should be the exception, and should only take place if funds are available because applicants originally offered the scholarship failed to enrol at the institution.

Delivering the scholarship award and unspent funds

70. The Government expects all of the funding it delivers for scholarships in 2013-14 to be committed in 2013-14. If an institution is unable to deliver all the scholarships that the funding would have covered, HEFCE and OFFA, as part of their monitoring of the programme, will need a full explanation of why the underspend occurred. After discussion with the institution, a decision will be made as to whether the underspend should be carried forward by the individual institution into the third year, or recovered by HEFCE for redistribution across all institutions participating in the programme.

71. It is for each institution to decide when it delivers the scholarship to the student, so long as the Government portion is delivered in the first year, and this will largely depend on the delivery option. For example, in the case of fee waiver/discount, it would make sense for the scholarship to be awarded at the beginning of the year in one payment; if delivery is through discounted accommodation however, the institution may wish to spread the payments over the course of the year.

72. If a student holding a scholarship withdraws during the year, institutions should not attempt to recover funds delivered through the NSP. If an institution is left with an underspend due to such circumstances, HEFCE and OFFA will address this as outlined in paragraph 70.

73. As stated in paragraph 27, if the scholarship is offered as a fee waiver/discount or free/discounted foundation year, institutions must inform the SLC via the online Change of Circumstance (CoC) notification for each student.

74. Institutions must ensure that clear and comprehensive information is given to the student who has gained a scholarship award, detailing:

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

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

Monitoring arrangements for 2012-13 and programme evaluation

75. Through our monitoring arrangements we will collect information on the NSP such as number, amount and types of award that institutions have allocated or are expecting to allocate. We will also collect information on institutions' own eligibility criteria.

76. Institutions submitting access agreements to OFFA will need to provide NSP programme information in those agreements. This will need to include early estimates of the number of students expected to receive an award, types of award made, and the level of matched funding contribution to be made. Institutions not submitting an access agreement to OFFA will be required to submit the same information relating to the NSP to HEFCE by completing a template via the HEFCE extranet (see Annex D).

77. Institutions will be required to submit two monitoring returns in respect of the 2012-13 NSP allocation through the OFFA/HEFCE access agreement/WPSA monitoring returns for both 2011-12 and 2012-13.

In year monitoring

78. The first of these are to be submitted by institutions in January 2013, and will need to provide an aggregate number of awards delivered in the first term of the academic year and an estimate of the number still to be delivered. This early monitoring return is required by BIS, to enable it to report on the progress of the programme to the Secretary of State and other Ministers. A table setting out the information that will be collected for this return is set out in Annex E. Further guidance will be provided in OFFA and HEFCE's request for monitoring of the 2011-12 access agreements and WPSAs which will be issued in autumn 2012.

Final monitoring

79. A second monitoring return is to be submitted in January 2014 when the final figures for 2012-13 will be known. In this return we will require information at the individualised level that cannot be collected from other data sources. Further information about this return will be published shortly on the HEFCE web-site; HESES, WPSA and access agreement contacts within institutions will be notified when it is available.

80. Institutions will also be expected to flag NSP recipients on their data returns to HESA for higher education institutions or the Data Service for further education colleges.

81. The programme has been subject to an evaluation since October 2011, commissioned by HEFCE. The evaluation has three key elements:

- a review of the set-up and operation of the NSP
- reporting on the continuing set-up and operation of the first year 2012-13
- the longer-term evaluation delivering both qualitative and quantitative evidence of the operation and effectiveness of the programme over the full three years from 2012-13 to 2014-15.

The consultants, CFE consulting, will contact all institutions participating in the NSP over the course of the three years of the evaluation. We encourage institutions to engage fully with the evaluation so that it can most effectively guide and inform the future development of the programme.

Summary timetable

82. The table below summarises key dates and actions required for the operation and delivery of the National Scholarship Programme for 2013-14 and for monitoring the programme for 2012-13:

Actions	Dates for 2012-13 NSP awards	Dates for 2013-14 NSP awards
Institutions that are intending to set fee levels above £6,000 for full-time and/or £4,500 for part-time students in 2013-14 submit access agreements to OFFA		31 May 2012
Institutions intending to set fee levels at or below £6,000 for full-time and £4,500 for part-time students in 2013-14 submit a template via the HEFCE extranet. Institutions wishing to opt out of the NSP must inform us of this decision with the template		31 May 2012
A request for completion is made to institutions for an indicative aggregate NSP monitoring form for 2012-13. This will be made through OFFA and HEFCE access agreements/WPSAs monitoring guidance for 2011-12	October 2012	
Institutions to submit their indicative aggregate NSP monitoring form for 2012-13, as requested through OFFA and HEFCE access agreements/WPSAs monitoring for 2011-12	January 2013	
Final NSP allocations for 2013-14 published		February 2013
Applicants receive offer letters from UCAS/institutions which inform them of the NSP		Spring 2013

Institutions begin to receive verification of income from the SLC		Mid-July 2013
Institutions inform applicants that they will receive a National Scholarship award		August/ September 2013
NSP allocations delivered to institutions		August 2013
In cases where the NSP offer is in the form of fee waivers/discounts or free/discounted foundation years the SLC must be informed via the online CoC notification for each student		Autumn 2013
A request is made to institutions for full NSP monitoring for 2012-13 through OFFA and HEFCE access agreements/WPSAs monitoring for 2012-13	October 2013	
Institutions submit their full NSP monitoring return for 2012-13 through OFFA and HEFCE access agreements/WPSAs monitoring for 2012-13	January 2014	
HEFCE/OFFA outcomes report on WPSAs/NSP/access agreements monitoring for 2012-13	June 2014	

Annex A: National Scholarship Programme: Provisional allocations for 2013-14

Institution	Provisional allocation (£)	Number of full (£3,000) scholarships
Anglia Ruskin University	1,053,000	351
Aston University	441,000	147
University of Bath	624,000	208
Bath Spa University	483,000	161
University of Bedfordshire	879,000	293
Birkbeck College	483,000	161
University of Birmingham	1,386,000	462
Birmingham City University	981,000	327
University College Birmingham	333,000	111
Bishop Grosseteste University College, Lincoln	132,000	44
University of Bolton	408,000	136
The Arts University College at Bournemouth	267,000	89
Bournemouth University	1,155,000	385
University of Bradford	732,000	244
University of Brighton	1,170,000	390
University of Bristol	783,000	261
Brunel University	756,000	252
Buckinghamshire New University	534,000	178
University of Cambridge	792,000	264
Institute of Cancer Research	0	0
Canterbury Christ Church University	924,000	308
University of Central Lancashire	1,530,000	510
Central School of Speech and Drama	51,000	17
University of Chester	615,000	205
University of Chichester	348,000	116
City University, London	453,000	151
Courtauld Institute of Art	12,000	4
Coventry University	1,209,000	403
Cranfield University	0	0
University for the Creative Arts	498,000	166
University of Cumbria	417,000	139
Conservatoire for Dance and Drama	108,000	36
De Montfort University	1,281,000	427
University of Derby	945,000	315
University of Durham	825,000	275
University of East Anglia	747,000	249

University of East London	1,149,000	383
Edge Hill University	720,000	240
Institute of Education	24,000	8
University of Essex	825,000	275
University of Exeter	951,000	317
University College Falmouth	339,000	113
University of Gloucestershire	618,000	206
Goldsmiths' College	387,000	129
University of Greenwich	1,290,000	430
Guildhall School of Music & Drama	33,000	11
Harper Adams University College	180,000	60
University of Hertfordshire	1,182,000	394
Heythrop College	48,000	16
University of Huddersfield	1,155,000	385
University of Hull	948,000	316
Imperial College London	468,000	156
Keele University	441,000	147
University of Kent	1,230,000	410
King's College London	738,000	246
Kingston University	1,488,000	496
Lancaster University	612,000	204
University of Leeds	1,611,000	537
Leeds College of Art	90,000	30
Leeds Metropolitan University	1,788,000	596
Leeds Trinity University College	207,000	69
University of Leicester	699,000	233
University of Lincoln	981,000	327
University of Liverpool	1,467,000	489
Liverpool Hope University	423,000	141
Liverpool John Moores University	1,473,000	491
Liverpool Institute for Performing Arts	54,000	18
University of the Arts London	1,026,000	342
University of London	0	0
University College London	696,000	232
London Business School	0	0
London School of Economics and Political Science	204,000	68
London School of Hygiene & Tropical Medicine	0	0
London Metropolitan University	1,545,000	515
London South Bank University	747,000	249
Loughborough University	846,000	282
University of Manchester	1,638,000	546

Manchester Metropolitan University	2,019,000	673
Middlesex University	1,269,000	423
University of Newcastle upon Tyne	1,035,000	345
Newman University College	165,000	55
University of Northampton	765,000	255
University of Northumbria at Newcastle	1,398,000	466
Norwich University College of the Arts	129,000	43
University of Nottingham	1,455,000	485
Nottingham Trent University	1,683,000	561
Open University	3,951,000	1,317
School of Oriental and African Studies	180,000	60
University of Oxford	792,000	264
Oxford Brookes University	777,000	259
University of Plymouth	2,043,000	681
University College Plymouth St Mark & St John	156,000	52
University of Portsmouth	1,428,000	476
Queen Mary, University of London	783,000	261
Ravensbourne	138,000	46
University of Reading	702,000	234
Roehampton University	498,000	166
Rose Bruford College	54,000	18
Royal Academy of Music	21,000	7
Royal Agricultural College	87,000	29
Royal College of Art	0	0
Royal College of Music	18,000	6
Royal Holloway, University of London	537,000	179
Royal Northern College of Music	33,000	11
Royal Veterinary College	84,000	28
St George's Hospital Medical School	132,000	44
St Mary's University College	279,000	93
University of Salford	1,092,000	364
University of Sheffield	1,176,000	392
Sheffield Hallam University	1,710,000	570
University of Southampton	1,008,000	336
Southampton Solent University	1,029,000	343
Staffordshire University	1,113,000	371
Universities of East Anglia and Essex; Joint Provision at University Campus Suffolk	378,000	126
University of Sunderland	900,000	300
University of Surrey	489,000	163
University of Sussex	699,000	233

Teesside University	1,074,000	358
Trinity Laban Conservatoire of Music and Dance	48,000	16
University of Warwick	804,000	268
University of the West of England, Bristol	1,587,000	529
The University of West London	624,000	208
University of Westminster	1,272,000	424
University of Winchester	357,000	119
University of Wolverhampton	1,050,000	350
University of Worcester	708,000	236
Writtle College	84,000	28
University of York	840,000	280
York St John University	375,000	125
Accrington and Rossendale College	0	0
Amersham and Wycombe College	30,000	10
Ashton-under-Lyne Sixth Form College	6,000	2
Askham Bryan College	0	0
Aylesbury College	6,000	2
Barking and Dagenham College	0	0
Barnet and Southgate College	30,000	10
Barnfield College	24,000	8
Barnsley College	12,000	4
Basingstoke College of Technology	0	0
City of Bath College	12,000	4
Bedford College	21,000	7
Berkshire College of Agriculture	15,000	5
Bexley College	0	0
Bicton College	6,000	2
City College, Birmingham	9,000	3
Birmingham Metropolitan College	15,000	5
Bishop Burton College	0	0
Blackburn College	207,000	69
Blackpool and the Fylde College	0	0
Bolton College	15,000	5
Boston College	15,000	5
The Bournemouth and Poole College	42,000	14
Bradford College	171,000	57
Bridgwater College	0	0
City College Brighton and Hove	30,000	10
City of Bristol College	51,000	17
Brockenhurst College	9,000	3
Bromley College of Further and Higher Education	21,000	7

Brooklands College	9,000	3
Brooksby Melton College	33,000	11
Burnley College	45,000	15
Calderdale College	30,000	10
Cambridge Regional College	6,000	2
Canterbury College	30,000	10
Carlisle College	0	0
Carshalton College	30,000	10
Central Bedfordshire College	9,000	3
Central Sussex College	0	0
Chesterfield College	0	0
Chichester College	0	0
City and Islington College	24,000	8
Cleveland College of Art and Design	48,000	16
Colchester Institute	21,000	7
Cornwall College	63,000	21
City College Coventry	0	0
Craven College	0	0
Croydon College	0	0
Dearne Valley College	24,000	8
Derby College	0	0
Doncaster College	84,000	28
Dudley College of Technology	0	0
New College Durham	123,000	41
Ealing, Hammersmith and West London College	18,000	6
East Riding College	0	0
Eastleigh College	0	0
Easton College	9,000	3
Exeter College	18,000	6
Fareham College	0	0
Farnborough College of Technology	84,000	28
Furness College	9,000	3
Gateshead College	36,000	12
Gloucestershire College	24,000	8
Grimsby Institute of Further and Higher Education	177,000	59
Guildford College of Further and Higher Education	78,000	26
Hackney Community College	6,000	2
Hadlow College	15,000	5
Halesowen College	0	0
The College of Haringey, Enfield and North East London	9,000	3
Harrow College	15,000	5

Hartpury College	93,000	31
Havering College of Further and Higher Education	0	0
Henley College Coventry	0	0
Hereford College of Arts	36,000	12
Herefordshire College of Technology	0	0
Highbury College	39,000	13
Holy Cross College	30,000	10
Hopwood Hall College	24,000	8
Hugh Baird College	18,000	6
Hull College	150,000	50
Kendal College	6,000	2
Kensington and Chelsea College	0	0
Kingston College	9,000	3
Kingston Maurward College	6,000	2
Kirklees College	30,000	10
Knowsley Community College	9,000	3
Lakes College - West Cumbria	15,000	5
Leeds City College	168,000	56
Leeds College of Building	12,000	4
Leicester College	39,000	13
Lewisham College	0	0
Lincoln College	27,000	9
Liverpool Community College	54,000	18
Loughborough College	60,000	20
Macclesfield College	0	0
The Manchester College	189,000	63
Mid-Kent College of Higher and Further Education	57,000	19
Milton Keynes College	36,000	12
Moulton College	27,000	9
Myerscough College	24,000	8
Newbury College	6,000	2
Newcastle College	294,000	98
Newham College of Further Education	75,000	25
North East Surrey College of Technology	33,000	11
North East Worcestershire College	33,000	11
North Hertfordshire College	6,000	2
North Lindsey College	51,000	17
North Nottinghamshire College	0	0
North Warwickshire and Hinckley College	33,000	11
North West Kent College of Technology	0	0
The College of North West London	18,000	6

Northbrook College, Sussex	117,000	39
Northumberland College	0	0
Norwich City College of Further and Higher Education	66,000	22
New College Nottingham	87,000	29
The Oldham College	30,000	10
Oxford and Cherwell Valley College	0	0
Peter Symonds College	18,000	6
Peterborough Regional College	12,000	4
Petroc	6,000	2
Plumpton College	33,000	11
Plymouth College of Art	84,000	28
City College Plymouth	0	0
Preston College	12,000	4
Richard Huish College	6,000	2
Richmond-upon-Thames College	0	0
Riverside College, Halton	15,000	5
Rotherham College of Arts and Technology	0	0
Runshaw College	30,000	10
Ruskin College	0	0
Salford City College	0	0
Sandwell College	0	0
Selby College	6,000	2
The Sheffield College	51,000	17
Solihull College	0	0
Somerset College of Arts and Technology	30,000	10
South Birmingham College	21,000	7
South Devon College	9,000	3
The South Downs College	12,000	4
South Essex College of Further and Higher Education	30,000	10
South Gloucestershire and Stroud College	0	0
South Leicestershire College	9,000	3
South Nottingham College	30,000	10
South Thames College	0	0
South Tyneside College	42,000	14
South and West Kent College	0	0
Southampton City College	6,000	2
Southport College	9,000	3
Sparsholt College Hampshire	51,000	17
St Helens College	78,000	26
St Mary's College, Blackburn	6,000	2
New College Stamford	0	0

Stanmore College	9,000	3
Stephenson College	0	0
Stockport College	105,000	35
Stourbridge College	0	0
Stratford-upon-Avon College	0	0
Strode College	6,000	2
City of Sunderland College	0	0
Sussex Downs College	33,000	11
Swindon College	0	0
Tameside College	0	0
Telford College of Arts and Technology	0	0
New College Telford	0	0
Totton College	0	0
Trafford College	24,000	8
Truro and Penwith College	18,000	6
Tyne Metropolitan College	12,000	4
Uxbridge College	12,000	4
Wakefield College	45,000	15
Walsall College	0	0
Warwickshire College	96,000	32
West Nottinghamshire College	63,000	21
West Thames College	24,000	8
City of Westminster College	0	0
Westminster Kingsway College	24,000	8
Weston College	15,000	5
Weymouth College	9,000	3
Wigan and Leigh College	63,000	21
Wiltshire College	33,000	11
Wirral Metropolitan College	0	0
City of Wolverhampton College	9,000	3
Worcester College of Technology	66,000	22
The Working Men's College	6,000	2
Yeovil College	18,000	6
York College	39,000	13
Total	99,870,000	33,290

Annex B: HESA-derived statistics that inform the 2013-14 National Scholarship Programme allocation

Purpose

1. This annex describes how we have used 2010-11 and 2009-10 HESA student data, plus 2011-12 HESES data, to inform the provisional National Scholarship Programme allocations for 2013-14. Further details of the algorithms we apply to HESA data are provided in Annex F.
2. For some institutions we have found discrepancies between the counts of new entrants from HESA/ILR and HESES/HEIFES data. We will contact these institutions to ask them to explain the discrepancies and submit data amendments where required for use in the final allocations in February 2013.

NSP allocation outputs

3. To establish how we have calculated your institution's provisional 2013-14 NSP allocation from your HESA and HESES data, please refer to the following two files on the HEFCE extranet at <https://extranet.hedata.ac.uk>:
 - Summary file (NSP10XXXX.xls)
 - Individualised file (NSP10XXXX.ind)

The extranet keys required to access this information have been posted separately to our HESES contact at each institution. (Note that these files are in a different location on the extranet to 'Template for participation in the National Scholarship Programme for institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees for 2013-14' as shown at Annex D.)

Summary file (NSP10XXXX.xls)

4. This Excel workbook (NSP10XXXX.xls – where XXXX is the HESA institution identifier) shows a summary of the provisional 2013-14 NSP allocation calculation for your institution.

Individualised file (NSP10XXXX.ind)

5. This file (NSP10XXXX.ind) contains details of how each student was categorised in the part of the provisional 2013-14 NSP allocation calculations that uses HESA data. The HESA figures used in calculating the allocation can be re-built from this individualised file. Annex F provides details on the contents of this file.

NSP allocation method

6. Firstly we use 2010-11 and 2009-10 HESA student data to calculate an 'NSP proportion'. Students that meet all of the following conditions (the brackets contain details of how these students can be identified from the individualised file) form the denominator of this proportion ('NSP headcount' in the summary file NSP10XXXX.xls):
 - HEFCE-fundable (NSPTYPE = HOMEF, HOMEIF) in 2010-11
 - undergraduates in 2010-11 (NSPLEVEL10 = UGX, FD)

- new entrants on HESES10 (NSPENTRANT = 1)
- in the HESES10 population (HESEXCL10 = 0)

Such students can be identified in the individualised file by simply selecting NSPPOP = 1

7. The 2010-11 FTE (NSPFTE10) for students who meet the conditions in paragraph 6 and also meet the conditions in this paragraph forms the numerator of this proportion ('NSP FTE' in the summary file NSP10XXXX.xls):

- studying at no less than 25 per cent intensity for 2010-11 ($NSPFTE10 \geq 0.25$)
- not in the HESES population, or not undergraduates or studying at less than 25 per cent intensity in 2009-10 ($HESEXL09 \neq 0$ or $NSPLEVEL09 \neq UGX, FD$ or $NSPFTE09 < 0.25$).

Such students can be identified in the individualised file by simply selecting NSPCOUNT = 1 and 'NSP FTE' is the sum of NSPFTE10 for these students.

8. Next, the 'NSP proportion' is multiplied by a count of new entrants as taken from HESES11 data ('HESES/HEIFES11 new entrants' in the summary file NSP10XXXX.xls). This figure can be derived from Table 5 of your HESES11 return by selecting all HEFCE-fundable undergraduates (Level = HND, Sub-degree (excl. HND), FD, Other UG degree) in Column 2. Note that the final NSP allocation for 2013-14 will instead use a count of new entrants derived from HESES12 data.

9. Finally, the product of the 'NSP proportion' and 'HESES/HEIFES11 new entrants' is multiplied by the NSP rate, 0.087 full awards per scaled new entrant⁴ (that is, 'HESES/HEIFES11 new entrants' scaled by the 'NSP proportion'). This figure is then rounded to the nearest whole number to calculate the provisional number of full NSP awards for the institution in 2013-14. A minimum of one full NSP award per institution applies (where 'NSP proportion' > 0 and 'HESES/HEIFES11 new entrants' > 0). The number of full NSP awards is then multiplied by the value of one full award (£3,000) to give the provisional 2013-14 NSP allocation for the institution.

⁴ This rate is calculated as the total number of full NSP awards available for 2013-14 (33,290) divided by the total scaled new entrants in the sector (that is, the sum of 'NSP proportion' multiplied by 'HESES/HEIFES11 new entrants' for all institutions) while taking into account that a minimum of one full NSP award per institution applies to most institutions.

Annex C: ILR-derived statistics that inform the 2013-14 National Scholarship Programme allocation

Purpose

1. This annex describes how we have used 2010-11 and 2009-10 ILR data, and also 2011-12 HEIFES data, to inform the provisional National Scholarship Programme allocations for 2013-14. Further details of the algorithms we apply to the ILR data are provided in Annex G.
2. As described in paragraph 23 of the main guidance, for some colleges we have found discrepancies between the counts of new entrants from ILR and HEIFES data. We will contact these colleges to ask them to explain the discrepancies and submit data amendments where required for use in the final allocations in February 2013.

NSP allocation outputs

3. To establish how we have calculated your college's provisional 2013-14 NSP allocation from your ILR and HEIFES data, please refer to the following two files on the HEFCE extranet at <https://extranet.hedata.ac.uk>,
 - Summary file (NSP10LYYYYYY.xls)
 - Individualised file (NSP10YYYYYY.ind). (This file is only provided for colleges that received HEFCE funding directly prior to 2012-13.)
4. The extranet keys required to access this information have been posted separately to our HEIFES contact at each college. (Note that these files are in a different location on the extranet to 'Template for participation in the National Scholarship Programme for institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees for 2013-14' as described in Annex D.

Summary file (NSP10LYYYYYY.xls)

5. This Excel workbook (NSP10LYYYYYY.xls – where YYYYYY is the provider number ST_UPIN (L01) for your college) shows a summary of the provisional 2013-14 NSP allocation calculation for your college.

Individualised file (NSP10YYYYYY.ind)

6. This file (NSP10YYYYYY.ind) contains details of how each student was categorised in the part of the provisional 2013-14 NSP allocation calculations that uses ILR data. The ILR figures used in calculating the allocation can be re-built from this individualised file. Annex G provides details on the contents of this file. Note that this file is not provided for colleges who were not directly funded by HEFCE prior to 2012-13.

NSP allocation method

For colleges that were directly funded by HEFCE prior to 2012-13

7. Firstly we use 2010-11 and 2009-10 ILR LR05/F05 student data to calculate an 'NSP proportion'. Students that meet all of the following conditions (the brackets contain details of how these students can be identified from the individualised file) form the denominator of this proportion ('NSP headcount' in the summary file NSP10LYYYYYY.xls):

- HEFCE-fundable (NSPTYPE = HOMEF, HOMEIF) in 2010-11
- undergraduates in 2010-11 (NSPLEVEL10 = UGX, FD)
- new entrants on HEIFES10 (NSPENTRANT = 1)
- in the HEIFES10 population (HEFEXCL10 = 0).

Such students can be identified in the individualised file by simply selecting NSPPOP = 1

8. The 2010-11 FTE (NSPFTE10) for students who meet the conditions in paragraph 6 and also meet the conditions in this paragraph forms the numerator of this proportion ('NSP FTE' in the summary file NSP10LYYYYYY.xls):

- studying at no less than 25 per cent intensity for 2010-11 ($NSPFTE10 \geq 0.25$)
- not in the HEIFES population, or not undergraduates or studying at less than 25 per cent intensity in 2009-10 ($HEFEXL09 \neq 0$ or $NSPLEVEL09 \neq UGX, FD$ or $NSPFTE09 < 0.25$).

Such students can be identified in the individualised file by simply selecting NSPCOUNT = 1, and 'NSP FTE' is the sum of NSPFTE10 for these students.

9. Next, the 'NSP proportion' is multiplied by a count of new entrants as taken from HEIFES11 data ('HESES/HEIFES11 new entrants' in the summary file NSP10LYYYYYY.xls). This figure can be derived from Table 5 of your HEIFES11 return by selecting all HEFCE-fundable undergraduates (Level = HND, Sub-degree (excl. HND), FD, Other UG degree) in Column 2. Note that the final NSP allocation for 2013-14 will instead use a count of new entrants derived from HEIFES12 data.

10. Finally, the product of the 'NSP proportion' and 'HESES/HEIFES11 new entrants' is multiplied by the NSP rate, 0.087 full awards per scaled new entrant⁵ (that is, 'HESES/HEIFES11 new entrants' scaled by the 'NSP proportion'). This figure is then rounded to the nearest whole number to calculate the provisional number of full NSP awards for the college in 2013-14. A minimum of one full NSP award per college applies (where 'NSP proportion' > 0 and 'HESES/HEIFES11 new

⁵ This rate is calculated as the total number of full NSP awards available for 2013-14 (33,290) divided by the total scaled new entrants in the sector (that is, the sum of 'NSP proportion' multiplied by 'HESES/HEIFES11 new entrants' for all institutions) while taking into account that a minimum of one full NSP award per institution applies to most institutions.

entrants' > 0). The number of full NSP awards is then multiplied by the value of one full award (£3,000) to give the provisional 2013-14 NSP allocation for the college.

For colleges who were not directly funded by HEFCE prior to 2012-13

11. For colleges who will begin to receive direct HEFCE funding from 2012-13, the provisional 2013-14 NSP allocation calculation is based solely on the student number control margin places awarded for 2012-13. The following figures are therefore set to zero in the summary file NSP10LYYYYYY.xls:

- NSP FTE
- NSP headcount
- NSP proportion.

12. The 'HESES/HEIFES11 new entrants' figure in the summary file NSP10LYYYYYY.xls is instead the student number control margin places awarded for 2012-13, and the 2013-14 NSP allocation is then calculated as 'HESES/HEIFES11 new entrants' multiplied by the NSP rate, 0.087 full awards per scaled new entrant. This figure is then rounded to the nearest whole number to calculate the provisional number of full NSP awards for the college in 2013-14. A minimum of one full NSP award per college applies (where 'NSP proportion' > 0 and 'HESES/HEIFES11 new entrants' > 0). The number of full NSP awards is then multiplied by the value of one full award (£3,000) to give the provisional 2013-14 NSP allocation for the college.

Annex D: Sample template for participation in the National Scholarship Programme for institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees for 2013-14

This form is provided here for information only – it is to be completed on the HEFCE extranet (see paragraph 34 of the main text).

Institution name:

Institution UKPRN:

Table 1 - National Scholarship Programme (NSP) 2013-14 entrants

Notes:

This table contains information to help HEFCE in managing the National Scholarship Programme.

Participation in the National Scholarship Programme

Participation in the NSP is optional for institutions intending to charge £6,000 or less for their full-time fees and £4,500 or less for their part-time fees. If an institution wishes to opt out it must inform us of this decision in this template. If we do not receive the template confirming plans for the NSP or notification of opt-out by the deadline, we will assume that the institution is **not** participating in the programme and we will remove its NSP allocation.

Do you intend to participate in the NSP for 2013-14?	
---	--

Table 1a - NSP estimated allocations	
Provisional 2013-14 HEFCE allocation (£s):	
Minimum number of full-time equivalent scholarships (£3,000) expected to be delivered:	
Minimum required match funding (£s):	

Tables 1b - 1d relate to 2013-14 entrants only. Do not include 2012-13 entrants where they receive awards in second and subsequent years.

Table 1b - Estimated number of 2013-14 entrants receiving awards	Estimated number of students (headcount)	Estimated FTE of students

Table 1c - Delivery of your NSP awards	
How are you delivering the NSP over the duration of the course?	Options: 1. NSP delivered to recipient in the first year of study only 2. NSP payments spread equally over first 2 years of study 3. NSP payments spread disproportionately over first 2 years of study 4. NSP payments spread equally across all years of study 5. NSP payments spread disproportionately across all years of study 6. Other – please give details
How are you allocating your match funding?	Options: 1. Top up individual NSP awards to £6,000 2. Top up individual NSP awards to £4,500 3. Increase the number of individual NSP awards at £3,000 for all students 4. Increase the number of individual awards above £3,000 for all students 5. Range of awards 6. Other – please give details
How are you using criteria to select NSP recipients?	Options: 1. National criteria only (Details of national criteria and general eligibility can be found on the HEFCE web-site at http://www.hefce.ac.uk/nspfaq) 2. Criteria in priority order with a fixed NSP fund 3. Fixed criteria with guaranteed eligibility, institution tops up fund in excess of match funding if necessary 4. Other – please give details

Table 1d - Estimated breakdown of NSP expenditure	NSP allocation delivered in year 1 (£)	NSP allocation delivered in subsequent years (£)
Fee waivers or discounts		
Discounted accommodation or other similar institutional service		
Financial scholarships/bursaries		
Free or discounted foundation years		
Student choice		
Total		

Table 1e - Institutional criteria		
Description	Is this criterion mandatory for receiving an NSP award?	If your institution prioritises one criterion over another, please enter the order in which they are ranked.

Annex E: Sample template for in year monitoring of the National Scholarship Programme for 2013-14 entrants

This form is provided here **for information only** – it is to be completed on the HEFCE extranet (see paragraph 78 of the main text).

Institution name:

Institution UKPRN:

Table 1 - National Scholarship Programme (NSP) 2013-14 entrants

Table 1a - NSP estimated allocations	
Provisional 2013-14 HEFCE allocation (£s):	
Minimum number of full-time equivalent scholarships (£3,000) expected to be delivered:	
Minimum required match funding (£s):	

Tables 1b - 1d relate to 2013-14 entrants only. Do not include 2012-13 entrants where they receive awards in second and subsequent years.

Table 1b - Estimated number of 2013-14 entrants receiving awards	Number of students that have received an award on or before 1 January 2014 (headcount)	Forecast of number of students expected to receive awards between 2 January 2014 and 31 July 2014 inclusive (headcount)	FTE of students that have received an award on or before 1 January 2014	FTE of forecast of students expected to receive awards between 2 January 2014 and 31 July 2014 inclusive (headcount)

Table 1c - Delivery of your NSP awards	
How are you delivering the NSP over the duration of the course?	Options: 1. NSP delivered to recipient in the first year of study only 2. NSP payments spread equally over first 2 years of study 3. NSP payments spread disproportionately over first 2 years of study 4. NSP payments spread equally across all years of study 5. NSP payments spread disproportionately across all years of study 6. Other – please give details
How are you allocating your match funding?	Options: 1. Top up individual NSP awards to £6,000 2. Top up individual NSP awards to £4,500 3. Increase the number of individual NSP awards at £3,000 for all students 4. Increase the number of individual awards above £3,000 for all students 5. Range of awards 6. Other – please give details
How are you using criteria to select NSP recipients?	Options: 1. National criteria only (Details of national criteria and general eligibility can be found on the HEFCE web-site at http://www.hefce.ac.uk/nspfaq) 2. Criteria in priority order with a fixed NSP fund 3. Fixed criteria with guaranteed eligibility, institution tops up fund in excess of match funding if necessary 4. Other – please give details

Table 1d - Estimated breakdown of NSP expenditure	NSP allocation delivered in year 1 on or before 1 January 2014 (£)	NSP allocation expected to be delivered in year 1 between 2 January 2014 and 31 July 2014 inclusive	NSP allocation delivered in subsequent years (£)
Fee waivers or discounts			
Discounted accommodation or other similar institutional service			
Financial scholarships/bursaries			
Free or discounted foundation years			
Student choice			
Total			

Table 1e - Institutional criteria		
Description	Is this criterion mandatory for receiving an NSP award?	If your institution prioritises one criterion over another, please enter the order in which they are ranked

Annex F: Technical details of the algorithms applied to HESA data

Algorithms applied to HESA data

Purpose

1. Below we describe the methods used to generate the data used to calculate the 2013-14 NSP allocations from the HESA student data.
2. This annex is aimed at readers with in-depth knowledge of the data. Readers are advised to have copies of the HESA Student Record Coding Manual for 2010-11 and 2009-10 to hand when reading it.

HESA fields used in the calculation

3. Only certain fields, detailed in Table 1, were used to calculate the 2013-14 NSP allocations.
4. Fields taken from the HESA return or derived as part of the calculations are shown in capitals using the names given in Tables 1 and 2 respectively.

Table 1 **Fields used in the calculation**

Entity	Field	Description	Column in individualised file*
Course	COURSEAIM	General qualification aim of course	See Table 2
Course [†]	COURSEID	Course identifier	H
Entry profile	DOMICILE	Domicile	AA
Instance [†]	CAMPID	Campus identifier	I
Instance	COMDATE	Start date of instance	See Table 2
Instance	FEEELIG	Fee eligibility	AB
Instance	FUNDCODE	Fundability code	AC
Instance [†]	INSTCAMP	Institution's own campus identifier	K
Instance	NUMHUS	Student instance identifier	See Table 2
Instance [†]	OWNINST	Institution's own instance identifier	J
Instance	TYPEYR	Type of instance year	S
Institution	UKPRN	UK Provider Reference Number	A
Student	HUSID	HESA unique student identifier	B
Student [†]	OWNSTU	Institution's own internal identifier for the student	See Table 2

* The individualised data file NSP10XXXX.ind.

[†] These fields are not used in the calculation but are included in the individualised file to allow easy identification of students.

Linking between years

5. We link 2010-11 HESA data to 2009-10 HESA data using the HUSID and UKPRN combination. Prior to linking we reduce each HESA return to one record per student (UKPRN x HUSID). If a student has more than one record in a given HESA return we take the record in the HESES population for the year (HESEXCLXX = 0) in preference to those not in the population. If the student had more than one record with the same value of HESEXCLXX we take undergraduates (NSPLEVELXX = UGX, FD) in preference to postgraduates (NSPLEVELXX = PGT, PGR). If the student has more than one record with the same level (NSPLEVELXX) we take the record with the largest FTE (NSPFTEXX) in preference to those with less FTE. If the student had more than one record with the same FTE, we will take the record with the highest COURSEAIMXX value and then the earliest COMDATEXX value until we identify a single record.

6. The individualised file is restricted to one record for each student and only contains students with a record in the 2010-11 HESA return.

Description of derived fields

7. Here we give details of the derived fields in the individualised data file.

Table 2 **NSP allocation derived fields**

Derived field name	Description	Paragraph	Column in individualised file*
COMDATEXX	COMDATE value for the year denoted by XX	16	Q-R
COURSEAIMXX	COURSEAIM value for the year denoted by XX	15	L-M
HESEXCLXX	Reason for exclusion from the HESES population for the year denoted by XX	14	T-U
INSTANCEKEY	Unique instance identifier	8	G
NSPCOUNT	Field indicating inclusion of FTE in numerator of the 'NSP proportion'	19	O
NSPENTRANT	Entrant in HESES flag	17	P
NSPFTEXX	FTE of the year of instance denoted by XX	13	X-Y
NSPLEVELXX	Level of study for the year denoted by XX	11	V-W

Derived field name	Description	Paragraph	Column in individualised file*
NSPPOP	Field indicating inclusion in denominator of the 'NSP proportion'	18	N
NSPTYPE	Fundability status	12	Z
NUMHUSXX	NUMHUS value for the year denoted by XX	9	E-F
OWNSTUXX	OWNSTU value for the year denoted by XX	10	C-D

* The individualised data file NSP10XXXX.ind.

INSTANCEKEY (Column G)

8. This is a derived field which uniquely identifies instances on the HESA records.

NUMHUSXX (Columns E-F)

9. These fields contain the NUMHUS field value in the HESA student record for the year denoted by XX. For example, NUMHUS10 is the NUMHUS field value in the 2010-11 HESA student record.

OWNSTUXX (Columns C-D)

10. These fields contain the OWNSTU field value in the HESA student record for the year denoted by XX. For example, OWNSTU09 is the OWNSTU field value in the 2009-10 HESA student record.

NSPLEVELXX (Columns V-W)

11. These fields contain the value of the HESES level derived field (HESLEVEL) for the year denoted by XX. For example, NSPLEVEL10 contains the value of the 2010-11 HESLEVEL field. For a full description of the HESLEVEL algorithm refer to the 'HESES10 re-creation technical document'.

NSPTYPE (Column Z)

12. This field contains the fundability and residential status derived field (HESTYPE) for 2010-11. For a full description of the HESTYPE algorithm refer to the 'HESES10 re-creation technical document'.

NSPFTEXX (Columns X-Y)

13. These fields contain the value of the HESES FTE derived field (HESESFTE), divided by 100, for the year denoted by XX. For example, NSPFTE09 contains the value of the 2009-10 HESESFTE field, divided by 100. For a full description of the HESESFTE algorithm refer to the 'HESES10 re-creation technical document' www.hefce.ac.uk/learning/datacoll/derived/latest/.

HESEXCLXX (Columns T-U)

14. These fields contain the value of the HESES exclusion reason derived field (HESEXCL) for the year denoted by XX. For example, HESEXCL10 contains the value of the 2010-11 HESEXCL field.

For a full description of the HESEXCL algorithm refer to the 'HESES10 re-creation technical document'.

COURSEAIMXX (Columns L-M)

15. These fields contain the COURSEAIM field value in the HESA student record for the year denoted by XX. For example, COURSEAIM09 is the COURSEAIM field value in the 2009-10 HESA student record. These fields are only used to determine which records to keep where a student has multiple records.

COMDATEXX (Columns Q-R)

16. These fields contain the COMDATE field value in the HESA student record for the year denoted by XX. For example, COMDATE10 is the COMDATE field value in the 2010-11 HESA student record.

NSPENTRANT (Column P)

17. This field indicates students in their first year of instance in 2010-11.

Value	Description	Definition
1	Entrant	(TYPEYR = 1 and COMDATE10 ≥ 1 August 2010) or (TYPEYR = 2, 4, 5 and COMDATE10 ≥ 1 August 2009 and COMDATE10 ≤ 31 July 2010)
0	Otherwise	Otherwise

NSPPOP (Column N)

18. This field indicates students who will count in the denominator of the 'NSP proportion' in the calculation of the 2013-14 NSP allocation.

Value	Description	Definition
1	Student counts in the denominator of the 'NSP proportion'	HESEXCL10 = 0 and NSPLEVEL10 = UGX, FD and NSPENTRANT = 1 and NSPTYPE = HOMEF, HOMEIF
0	Otherwise	Otherwise

NSPCOUNT (Column O)

19. This field indicates students whose FTE will count in the numerator of the 'NSP proportion' in the calculation of the 2013-14 NSP allocation.

Value	Description	Definition
1	Student's FTE will count in the numerator of the 'NSP proportion'	NSPPOP = 1 and NSPFTE10 \geq 0.25 and (HESEXCL09 \neq 0 or NSPLEVEL09 \neq UGX, FD or NSPFTE09 < 0.25)
0	Otherwise	Otherwise

Annex G: Technical details of the algorithms applied to ILR data

Algorithms applied to ILR data

Purpose

1. This annex describes the methods used to generate the data used to calculate the 2013-14 NSP allocations from the ILR data.
2. It is aimed at readers with in-depth knowledge of the data. Readers are advised to have a copy of the 'Specification of the Individualised Learner Record for 2010/11' and 'Specification of the Individualised Learner Record for 2009/10' (available from the Information Authority) to hand when reading it.

ILR fields used in the calculation

3. Only certain fields, detailed in Table 3, were used to calculate the 2013-14 NSP allocations.
4. Fields taken from the ILR return or derived as part of the calculations are shown in capitals using the names given in Tables 3 and 4 respectively.

Table 3 Fields used in the calculation

Field code	Description	Name	Data set	Column in individualised file*
L01 [†]	Contract/allocation provider number	ST_UPIN	Learner	B
L03	Learner reference number	ST_REF	Learner	C
L42 [†]	Provider-specified learner data	ST_COLL1/ ST_COLL2	Learner	D-E
L45 [†]	Unique learner number	ULN	Learner	F
L46	UK Provider Reference Number	UKPRN	Learner	A
A05 [†]	Learning aim data set sequence	QA_SEQNO	Learning aim	See Table 4
A09 [†]	Learning aim reference	QA_AIM_R	Learning aim	J
A27	Learning start date	QA_ST_DA	Learning aim	See Table 4
A48 [†]	Provider-specified learning aim data	QA_COLL1/ QA_COLL2	Learning aim	K-L
H09 [†]	Student instance identifier	HQ_NUMH U	HE	See Table 4
H13	Type of programme year	HQ_PYTYP	HE	V

* The individualised data file NSP10YYYYYY.ind.

[†] These fields are not used in the calculation but are included in the individualised file to allow easy identification of students.

Linking between years

5. We link 2010-11 ILR LR05 data to 2009-10 ILR F05 data using the ST_REF (L03) and UKPRN (L46) combination. Prior to linking we reduce each ILR return to one record per student (UKPRN (L46) x ST_REF (L03)). If a student has more than one record in a given ILR return we take the record in the HEIFES population for the year (HEFEXCLXX = 0) in preference to those not in the population. If the student had more than one record with the same value of HEFEXCLXX we take undergraduates (NSPLEVELXX = UGX, FD) in preference to postgraduates (NSPLEVELXX = PGT, PGR). If the student has more than one record with the same level (NSPLEVELXX) we take the record with the largest FTE (NSPFTEXX) in preference to those with less FTE. If the student had more than one record with the same FTE, we will take the record with the highest HEFQAIMXX value and then the earliest QA_ST_DAXX value until we identify a single record.

6. The individualised file is restricted to one record for each student and only contains students with a record in the 2010-11 ILR LR05 return.

Description of derived fields

7. Here we give details of the derived fields in the individualised data file.

Table 4 NSP allocation derived fields

Derived field name	Description	Paragraph	Column in individualised file*
HEFEXCLXX	Reason for exclusion from the HEIFES population for the year denoted by XX	14	W-X
HEFQAIMXX	HEFQAIM value for the year denoted by XX	20	O-P
HQ_NUMHUXX	HQ_NUMHU (H09) for the year denoted by XX	10	M-N
ILRKEY	Unique learning aim identifier	8	I
NSPCOUNT	Field indicating inclusion of FTE in numerator of the 'NSP proportion'		R
NSPENTRANT	Entrant in HEIFES flag	22	S
NSPFTEXX	FTE of the year of instance denoted by XX	13	AA-AB
NSPLEVELXX	Level of study for the year denoted by XX	11	Y-Z
NSPPOP	Field indicating inclusion in denominator of the 'NSP proportion'		Q
NSPTYPE	Fundability status	12	AC

Derived field name	Description	Paragraph	Column in individualised file*
QA_SEQNOXX	QA_SEQNO (A05) value for the year denoted by XX	9	G-H
QA_ST_DAXX	QA_ST_DA (A27) value for the year denoted by XX	21	T-U

* The individualised data file NSP10YYYYYY.ind.

ILRKEY (Column I)

8. This field uniquely identifies learning aims on the 2010-11 ILR return.

QA_SEQNOXX (Columns G-H)

9. These fields contain the QA_SEQNO (A05) field value in the ILR return for the year denoted by XX. For example, QA_SEQNO10 is the QA_SEQNO (A05) field value in the 2010-11 ILR return.

HQ_NUMHUXX (Columns M-N)

10. These fields contain the HQ_NUMHU (H09) field value in the ILR return for the year denoted by XX. For example, HQ_NUMHU09 is the HQ_NUMHU (H09) field value in the 2009-10 ILR return.

NSPLEVELXX (Columns Y-Z)

11. These fields contain the value of the HEIFES level derived field (HEFLEVEL) for the year denoted by XX. For example, NSPLEVEL10 contains the value of the 2010-11 HEFLEVEL field. For a full description of the HEFLEVEL algorithm refer to the 'HEIFES10 re-creation technical document' www.hefce.ac.uk/learning/datacoll/derived/latest/.

NSPTYPE (Column AC)

12. This field contains the fundability and residential status derived field (HEFTYPE) for 2010-11. For a full description of the HEFTYPE algorithm refer to the 'HEIFES10 re-creation technical document'.

NSPFTEXX (Columns AA-AB)

13. These fields contain the value of the HEIFES FTE derived field (HEFESFTE), divided by 100, for the year denoted by XX. For example, NSPFTE09 contains the value of the 2009-10 HEFESFTE field, divided by 100. For a full description of the HEFESFTE algorithm refer to the 'HEIFES10 re-creation technical document'.

HEFEXCLXX (Columns W-X)

14. These fields contain the HEIFES exclusion reason derived field (HEFEXCL) value for the year denoted by XX. For example, HEFEXCL10 contains the 2010-11 HEFEXCL field value. For a full description of the HEFEXCL algorithm refer to the 'HEIFES10 re-creation technical document'.

HEFQAIMXX (Columns O-P)

15. These fields contain the broad recognised HE qualification aim derived field (HEFQAIM) value for the year denoted by XX. For example, HEFQAIM09 is the HEFQAIM field value for 2009-10. These fields are only used to determine which records to keep where a student has multiple records

included in the NSP population. For a full description of the HEFQAIM algorithm refer to the 'HEIFES10 re-creation technical document'.

QA_ST_DAXX (Columns T-U)

16. These fields contain the QA_ST_DA (A27) field value in the ILR return for the year denoted by XX. For example, QA_ST_DA10 is the QA_ST_DA (A27) field value in the 2010-11 ILR return.

NSPENTRANT (Column S)

17. This field indicates students in their first year of programme of study in 2010-11.

Value	Description	Definition
1	Entrant	(HQ_PYTYP (H13) = 1 and QA_ST_DA10 ≥ 1 August 2010) or (HQ_PYTYP (H13) = 2, 4, 5 and QA_ST_DA10 ≥ 1 August 2009 and QA_ST_DA10 ≤ 31 July 2010)
0	Otherwise	Otherwise

NSPPOP (Column Q)

18. This field indicates students who will count in the denominator of the 'NSP proportion' in the calculation of the 2013-14 NSP allocation.

Value	Description	Definition
1	Student counts in the denominator of the 'NSP proportion'	HEFEXCL10 = 0 and NSPLEVEL10 = UGX, FD and NSPENTRANT = 1 and NSPTYPE = HOMEF, HOMEIF
0	Otherwise	Otherwise

NSPCOUNT (Column R)

19. This field indicates students whose FTE will count in the numerator of the 'NSP proportion' in the calculation of the 2013-14 NSP allocation.

Value	Description	Definition
1	Student's FTE will count in the numerator of the 'NSP proportion'	NSPPOP = 1 and NSPFTE10 ≥ 0.25 and (HEFEXCL09 ≠ 0 or NSPLEVEL09 ≠ UGX, FD or NSPFTE09 < 0.25)
0	Otherwise	Otherwise

List of abbreviations

BIS	Department for Business, Innovation and Skills
CoC	Change of Circumstance form
EMA	Educational Maintenance Allowance
EU	European Union
FTE	Full-time equivalent
HEFCE	Higher Education Funding Council for England
HEIFES	Higher Education in Further Education: Students Survey
HESA	Higher Education Statistics Agency
HESES	Higher Education Students Early Statistics Survey
HND	Higher National Diploma
ILR	Individualised Learner Record
NHS	National Health Service
NSP	National Scholarship Programme
OFFA	Office for Fair Access
SLC	Student Loans Company
WPSA	Widening Participation Strategic Assessment