



Courses Management  
Service Webinar 2024  
**Questions & Answers**



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# Policy Changes

**Q. As an English Provider, can we charge the increased £9535 tuition fee rate for continuing students?**

A. Providers can raise tuition fees by inflation for returning students if this ability is set out clearly in terms and conditions, and it is linked to an objective outlined in their Access and Participation plan?

**Q. We are Scottish provider with some Welsh students – do the new fee limits apply to me?**

A. Ministers have now confirmed that Scottish institutions will have the flexibility to charge students from the rest of the UK the maximum fee of £9,535, in line with the maximum that will be charged by English institutions.

Also, the Scottish Government will make the necessary changes to allow Scottish-domiciled students studying in the rest of the UK to access an increased tuition fee loan of £9,535 to cover the cost of their tuition fees from the 2025/26 academic year onwards.

DFE-NI have confirmed that changes will be made to enable the same flexibility for NI providers, and for NI domiciled students studying outside of Northern Ireland.

Welsh-domiciled students will be eligible for the full fee loan of up to £9,535 (or equivalent) and Welsh Ministers have confirmed an equivalent increase to the tuition fee limits in Wales.

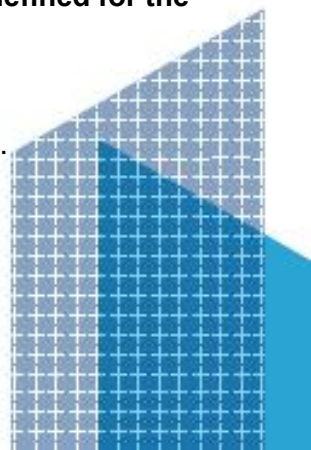
These changes will apply from 1 August 2025.

**Q. Are there any changes for accelerated degrees or part time courses for 2025/6?**

A. For the academic year 2025/26, the maximum tuition fee will rise by 3.1 per cent to £9,535 a year, an increase of £285. Part-time fees will rise to £7,145 a year, an increase of £210 and accelerated degrees by £340 to £11,440.

**Q. Can you explain again in simple terms how 'classroom based' will be defined for the reduced Foundation Year fees?**

A. AY 2025/26 will see new lower-fee limits introduced in England for 'classroom-based' foundation years. The maximum fee limit will now be £5,760. This will differ depending on provider category and will be lower for Part time courses.





'Classroom-based' means students in OfS price group D. They're taught in a classroom setting with no laboratory, studio, or fieldwork elements.

We determine which courses this lower fee limit applies to by using Higher Education Classification of Subjects (HECoS) codes. This is under the specified common aggregation hierarchy (CAH) 03 groupings.

All other foundation years will continue charging the higher fee foundation year study limit — which has a maximum fee limit of £9,535.

## Eligibility

**Q. We are currently developing courses that may include a percentage of remote delivery, so still tutor-led but online. Will the student still be eligible for a percentage of a maintenance loan? This is preparation for the LLE, where some modular courses will be remote only, so only be eligible for a tuition loan, is that correct?**

A. Courses of any teaching method are distance learning if the students only attend occasionally, for example once a term.

If students attend regularly, for example once a week, and follow a structured timetable, the course is not distance learning, and you should not add it to CMS as such.

Students linked to a Distance Learning course are not eligible for a maintenance loan.

## Term Dates

**Q. We are a Scottish College, with a course that legitimately starts on a bank holiday Monday. Do we need to change the date?**

A. It's not necessary to change the date, the validation checks are in place to catch instances where the bank holiday is not a scheduled teaching day and as such, is incorrect. There is no issue if the course is starting on that date.



# Course Collection

**Q. When is it expected that CMS will open for full time UG courses for 2025/26?**

A. There are several dependencies, but currently we expect course collection to commence in December 2024.

**Q. If you are deferring course collection to early Jan 2025, will applications for 2025/26 also be delayed, as we will need time to work on collecting the data for CMS.**

A. We anticipate minimal delays, as such application launch is scheduled to launch in March 2025.

**Q. As a Welsh provider, can we add courses to CMS with Welsh Language titles?**

A. Whilst it is possible to add courses with the titles in Welsh language, CMS is not currently set up to accept digraphs or special characters. With this in mind, we ask that course listings of this type are limited only to those that are taught exclusively in Welsh language.

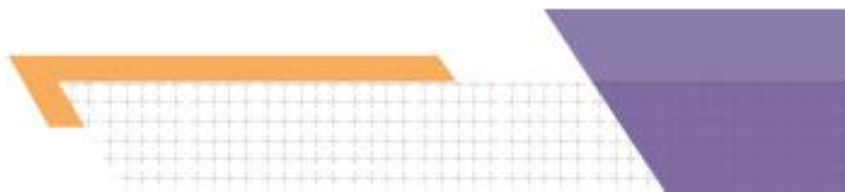
**Q. What is best practice for a course name change that is phasing in (*i.e. new students are on new title and return students remain on old title*). To 'phase out' relevant student years from current course record and create a new record with the new title, or to update the title of the existing CMS record and keep to 'all students'?**

A. In this scenario, you should phase out the current courses by using the '[Available course years](#)' function and follow up with a new course entry for new applicants. This will ensure students are accurately aligned to the correct course.

**Q. Please can you confirm that the available course years are only viewable to students on the application facility when made available in CMS and not marked as 'No Students'?**

A. Only courses with an open status will be visible to students when submitting their applications. You can use these [options](#) to phase in or phase out courses.

This function has no effect on students who have already applied or been approved for a course. It is simply a tool you can use to manage which course years students can select when they apply.





**Q. If we are no longer running a course, should we leave as unsaved, or set to no students?**

A. If you are no longer running the course and there are no students linked, then we would ask you not to roll over the course.

Thereafter, you can manage student applications by using the [Available course years' functionality](#).

## Applying Fee Increases

**Q. As the new fees will be applicable to ALL students and not just the 2025/26 intake does this mean we have to update previous academic years on CMS with new fees to make sure students on that intake can access the new higher amount of tuition fee loan?**

A. You can enter different fees at course level, for each domicile and for each year of the course.

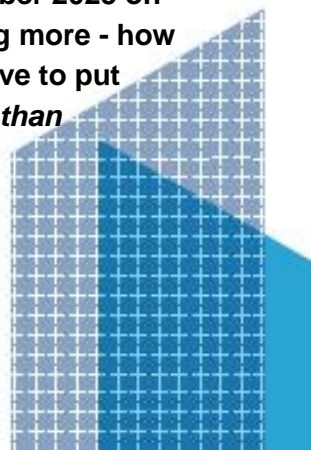
When you're adding course fees to a new academic year, check that their fees accurately reflect the fee charging policy as detailed in your students' terms and conditions.

**Q. Does the recent fee increase announced for Undergraduate tuition fees apply to Postgraduate Healthcare which are funded through undergraduate funding?**

A. Yes, the increase of 3.1% applies to all courses currently funded under the Undergraduate regulations including Postgraduate Health Care, PGCE, integrated masters etc.

**Q. If we have already offered and had accepted some trainees for September 2025 on the old fees but will be changing our fees so some students will be paying more - how does that affect our courses information on CMS? Does this mean we have to put in the higher amount (*but then students on lower rate can claim for more than they need*) or must we open 2 courses with separate caps?**

A. SLC's Courses Management System (CMS) currently holds a single fee charge cap for all stakeholders.



This means that the fee charge cap of £9,535 will be applied to HEPs without the need for providers to make changes. Students who apply for FT UG funding from the launch date will be presented with the current fee amount for the course year selected. The loan amount requested will show on their notice of entitlement (NOE).

Amendments for exception cases should be handled via a [Change of Circumstance \(CoC\)](#) notification.

**Q. How can I find out what our fee cap is for placement year, as our fees are increasing from 2025/26 to £1700, from £1600?**

A. The following arrangements apply for different study patterns.

Students undertaking the final year of a standard full-time course completed in less than 15 weeks will be charged up to 50% of the maximum tuition fee.

Students undertaking a work placement year for a sandwich course will be charged up to 20% of the maximum standard full-time or full-time accelerated tuition fee.

Students undertaking an overseas year of study or Turing year will be charged up to 15% of the maximum standard full-time or full-time accelerated tuition fee.

## Course Information

**Q. Will existing course codes be changed to 11 digits?**

A. There will be no change to the existing SLC course codes, they will remain as they are, and only new courses will be allocated a code up to 11 digits, progressing initially to 7 digits, then 8 and so on.

**Q. We are often late with course submission as we are awaiting confirmation from HEFCW regarding designation. Please can there be some pre-emptive discussion and resolutions with this?**

A. The duties and responsibilities of HEFCW have transferred to the Commission for Tertiary Education and Research as of the 1st of August 2024 and from now will be known as Medr.

We work closely with the devolved authorities, and all remain committed to continuous improvement, and the streamlining of these related processes. Discussions are ongoing and we will strive to expedite designation decisions where possible.





**Q. On occasions we have students unable to apply for their loan as they do not see the course even though it's open and we can see it on CMS. They are then told to contact the University, when we can see it being open on CMS. I have also had the SLC email us as they are looking incorrect. How can this be improved?**

A. Courses showing as available to 'All Students' on CMS, will appear to applicants. It may help to include the SLC course code on the offer letters to students, as this is a direct reference and should help them locate the correct course.

Specific screen shots and examples can be shared with your Account Manager if further assistance is required.

**Q. For the distance learning attribute, does that apply to postgraduate loans too?**

A. Distance learning is a course attribute that shows the method of attendance. You should only select it when all students on the course are studying via distance learning.

This is an optional attribute you can use for all courses.

**Q. We have several courses that are closed on CMS, (*some set up in error*) I would like to cleanse these from the system, is there any way of archiving or removing them?**

A. Where there are no students linked to a course, you can leave as unsaved, and it will not carry forward into the next AY.

## General

**Q. How do you join the SIS user group?**

A. Functions of the SIS User Group are detailed [here](#). Please contact your [HEP Account Manager](#) to register your interest.





## Locations

### **Q. Can my franchise partners upload their courses to CMS directly?**

A. If you are delivering a course at a franchise location, you must add the course to CMS as the lead provider. You should choose the franchise location as the course delivery address.

If a franchise location you're delivering a course at changes its address, it's your responsibility as the lead provider to let us know immediately. This is because student entitlement may be affected by an address change.

You should also ensure that students studying from other devolved authorities are designated by their home nation when franchising.

### **Q. We're a practitioner qualification provider and we're opening a clinic in London and a clinic in Northwich. Does this need to be captured somewhere?**

A. You will need to indicate on your courses, each of the locations you offer delivery of that course – this could be different campus locations or may be when you work in partnership with a franchise provider.

Before you can add these locations to a course itself you will need to ensure they have been set up under the Locations tab on CMS.

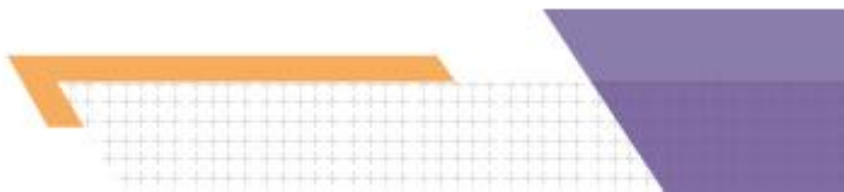
## Lifelong Learning Entitlement (LLE)

### **Q. Now that LLE has been postponed, what is SLC planning for future provider engagement. Will you revisit the roadshows or are there plans for a Student Support Seminar in Spring 2025?**

A. A revised engagement plan is currently being worked on and will take account of the new milestone requirements for the implementation of LLE. Further details will be communicated to the sector as soon as possible.

### **Q. Has the tech spec for LLE been sent out, if not do you have an update of when we can expect this?**

A. We expect to have a CMS tech spec available by early 2025.



**Q. When creating a new franchise location, you mentioned a meeting needs to go ahead with SLC, the university and franchise provider. Does the university contact their account manager to set this meeting up?**

A. Your Account Manager will usually contact you, alternatively, you can get in touch to arrange. We run the sessions with the new partners and lead providers present to help facilitate a collaborative approach to best practice.





**For more information:**

[events@slc.co.uk](mailto:events@slc.co.uk)

[www.slc.co.uk](http://www.slc.co.uk)