



Access Agreement

Executive Summary of contents of Access Agreement

This agreement has been set out to provide the Office for Fair Access (OFFA) with our proposals, following the introduction of full tuition fees 2006-2007 for all full-time undergraduate courses on offer at Royal Holloway, to meet their requirements to safeguard and promote fair access. The needs of under-represented groups, in particular students from low-income backgrounds, have been addressed through bursary and other financial support and outreach work. This section summarises the contents of this document.

Strategy and Context

Widening participation (WP) is an important strategic objective for Royal Holloway and we are committed to widening access to higher education by welcoming and encouraging more applications from groups who are under-represented in higher education.

In preparing this document the College considered, specifically with regards to widening participation outreach work and other activities targeted at under-represented groups, a range of strategies including WP, admissions and recruitment strategies. The main considerations underpinning the thinking behind this document were to:

- Embed both centrally and across the College fair admissions processes and policies to ensure equality of opportunity for all applicants regardless of background;
- Ensure student academic standards are maintained across the College;
- Aim to attract a wider pool of applicants and attain academically able students, regardless of background;
- Minimise financial barriers to HE for those students for whom financial concerns would otherwise prevent them from coming to Royal Holloway;
- Maintain retention rate and minimise drop-out from students;
- Work within the region with potential students from low higher education participation areas to raise aspirations and attainment, and encourage these students to consider HE as a viable option for them;
- Work with all potential students to ensure that full and clear financial and college information is provided prior to them considering Royal Holloway;
- Optimise the impact of the institutional support which we offer students and graduates in achieving career success and satisfaction.

Fee Income and Expenditure

Our additional fee income is estimated to be £8.22m following full implementation of top up fees (Year 3) and £8.72m (Year 4). Of this we have allocated the following:

Year 3		Year 4	
Bursaries and Scholarships	£1.56m	Bursaries and Scholarships	£2.03m
WP and Student Support	£0.20m	WP and Student Support	£0.21m
Contingency	£0.08m	Contingency	£0.10m
Uncommitted income	£6.36m	Uncommitted income	£6.38m
Total	£8.20m	Total	£8.72m

Bursaries and Scholarships

The main characteristics of the bursaries and scholarships funded from additional fee income can be simply described as follows:

- Bursaries will be awarded to ALL students who are eligible for an HE grant. The total given for this will be £500 per student;
- Undergraduate College Scholarships of £500 p.a. will be awarded to students who are eligible for an HE grant and who achieve the equivalent of 320 UCAS tariff points in those elements of their academic qualifications which are specified in their UCAS offer as requirements for admission for their programme of study at the College;
- Thomas Holloway Scholarships of £3500 p.a. will be offered to outstanding students who qualify in full or part for the means-tested Government grant. These scholarships will be competitive, made on application and will be awarded by a Bursaries and Scholarships Panel;
- Bedford Scholarships of up to £1000 p.a. will be offered to outstanding students irrespective of household income. These scholarships will be competitive, made on application, and will be awarded by a Bursaries and Scholarships Panel. The Bursaries and Scholarship Panel will be required to consider groups under-represented in higher education in making these awards. It is estimated that 42% of Bedford Scholarships will go to under-represented groups.
- Deferred Master's Scholarships (equal to the standard tuition fee) will be offered on entry to the College to students who begin undergraduate programmes in Royal Holloway in or after 2006, who qualify in full or part for the means-tested Government grant, and achieve a 2.1 degree or better.

The College will conduct an annual review of the bursaries and scholarships funded from additional fee income. Minor adjustments may be made, including the offer of additional elements, in the light of the impact of variable fees and/or our rate of progress towards milestones and targets. OFFA protocols will be followed in all cases and should a substantive revision to the bursaries and scholarships offered by Royal Holloway prove necessary we will notify OFFA and apply for a variation of our Access Agreement.

Outreach

The College commits, building upon current good practice, to undertake extra outreach activities with the additional fee income it receives. This can be summarised as follows:

- Expansion of the current WP Team by 4.5 members of staff and the upgrade of two current members of staff.
This will allow additional resource to be allocated to targeting schools and colleges and increasing the number of activities provided by the WP department; expanding the group of schools and colleges to whom activity is targeted; embedding tracking and monitoring of the outcomes and effectiveness of activities, developing strategies to attract more applications from under-represented groups, including mature students.
- Expansion of the current Student Support team by two new members of staff.
This will allow additional resources, in order to attract a wider pool of applicants, to be allocated to pre-application financial advice; on-line study skills; further study skills classes for those in need; enhanced communication with target groups of existing students; provide study skills classes beyond the first year of study; provide, maintain and improve the retention of students.

Compliance and Review

The College has various mechanisms through which compliance with this agreement will be ensured. In brief the following groups and committees will monitor this agreement as detailed below:

Audit & Compliance Committee	General progress towards milestones.
Admissions Management Group	Progress towards outreach objectives and milestones, tracking and monitoring, fair admissions, funding awarding processes.
Finance Committee	Scrutiny and review of OFFA related income and expenditure.

Marketing Executive Group	Monitoring the effective dissemination of information through publications, website.
Admission Plenary Meeting	Monitoring the dissemination of WP strategies to academic departments; Funding for students.

Access Agreement for Royal Holloway, University of London

1. Level of Fees

The College will charge the full fee to all undergraduate students of £3,000 per annum. This will be for all full-time undergraduate courses on offer at Royal Holloway, University of London.

2. Bursaries and Scholarships

Royal Holloway will offer the following bursaries and scholarships as cash awards:

- A Bursary of £500 p.a. will be made available to each student who qualifies in full or part for the means-tested Government grant.
- Undergraduate College Scholarships of £500 p.a. will be offered to excellent students (achieving 320 UCAS tariff points), who qualify in full or part for the means-tested Government grant. (Additional discretionary/hardship awards will be available on application to students in receipt of Undergraduate College Scholarships).
- Thomas Holloway Scholarships of £3500 p.a. will be offered to outstanding students who qualify in full or part for the means-tested Government grant. These Scholarships will be competitive, made on application and will be awarded by a Bursaries and Scholarships Panel.
- Bedford Scholarships of up to £1000 p.a. will be offered to outstanding students irrespective of household income. These Scholarships will be competitive, made on application and will be awarded by a Bursaries and Scholarships Panel. The Bursaries and Scholarship Panel will be required to consider groups under-represented in higher education in making these awards. It is estimated that 42% of Bedford Scholarships will go to under-represented groups.

Royal Holloway will offer the following scholarship as fee related support:

- Deferred Master's Scholarships will be offered on entry to the College to students who begin undergraduate programmes in Royal Holloway in or after 2006 and who qualify in full or part for the means-tested Government grant. The Scholarships will enable students to undertake postgraduate study at masters level after they graduate, free of the standard tuition fee for Home and EU students (currently £3010). Master's Scholarships will be offered subject to the student making satisfactory progress, achieving a 2.1 degree or better, and meeting the entry requirements of a master's programme at Royal Holloway.

These are summarised in further detail in **ANNEX A**.

3. Outreach Activities

Additional funding will be apportioned to the following:

- Recruiting an additional WP Officer;
- Upgrading the present part-time WP Officer post to full time;
- Recruiting an additional WP Assistant;
- Upgrading the present WP Assistant position;
- Recruiting 2 x part-time outreach officers;

- Reviewing the current line-management arrangements and formally upgrading the current Outreach Officer role to Deputy WP Manager with responsibility for overseeing and facilitating activity, through best practice outreach work, across the three faculties;
- Recruiting a full-time study skills tutor (Student Support);
- Recruiting a part-time administrator (Student Support).

This will contribute towards the following areas of new activity:

1. Extend and develop WP target group outreach work by expanding the aspiration-raising activity portfolio of schemes within our current 20 target schools and colleges, and provide activities for at least 50 schools and colleges within the region.
2. Review and extend the tutoring and mentoring and associated embryonic WP schemes:
 - within the existing schools and colleges with which we have established co-operative relationships;
 - with new schools, colleges and other education providers in the region i.e. in Surrey, Berkshire (including Slough), and West London (including Hounslow);
 - by developing the existing student shadowing scheme.
3. Strengthen the College's outreach presence to raise aspirations and achievement by undertaking additional outreach activity in History and Social Sciences, and Arts Faculties, in-line with the Science Faculty model. This departmental WP activity will be reported and reviewed as a part of an embedded college WP strategy.
4. Develop a Mature Students Strategy, including the production of targeted literature for mature students, collaboration and regular information exchanges with local Access to HE providers, and dedicated progression activities for mature students. This will come in hand with additional activity within key target areas (for example, further education colleges and adult learning environments) to promote progression and access to HE. Investigate the possibility of an Associate Student scheme for local mature students who are undertaking pre-HE qualifications.
5. Extend and develop Taster Day provision across a wide range of departments.
6. Develop Summer School Opportunities targeted at under-represented groups beyond current provision (e.g. Gifted and Able Summer Schools, Pre-Access activity for mature students).
7. Identify students from WP target groups at the point of application using available data – date of birth, postcode, and alternative qualifications. Review identification retrospectively when additional data becomes available in December (i.e. ethnicity and socio-economic status). Develop processes that set objectives and benchmarks and times for review against these benchmarks.
8. Produce a comprehensive guide to alternative/'non-standard' qualifications for Admissions Tutors and Admissions Office staff. Develop and implement a strategy/action plan for promoting alternative qualification routes to study at RHUL to broaden the pool of applicants, and recognise the broad range of student groups who could benefit from study at RHUL and add value to the College.
9. Provide further administrative assistance to support the additional work of the WP office and to offload the baseline clerical activity of the WP Assistant, in order to free time to support higher level administrative tasks: tracking, monitoring, and administration associated with the tutoring and mentoring scheme, marketing and communications strategies to schools, colleges, adult education services and potential students.
10. Further support WP departmental strategies and establish a process of review and evaluation of WP departmental strategies by the WP Manager, and conduct an annual audit of WP and outreach activity across the College.

11. Establish and embed a process for analysis and dissemination of retention and achievement statistics of WP target students at college, faculty and department level.
12. Develop and embed fully electronic and other forms of communication systems, including internet and intranet WP portals to communicate and disseminate information to potential students, and provide a central college resource for colleagues on WP matters.
13. Extend the role of Student Services as a part of an integrated approach to WP as shown in **ANNEX B**.

Student Support

Objectives for Student Support are as follows:

Study Skills Support

14. Develop and implement communications plan for dissemination of information on study skills sessions available for all students.
15. Develop and offer web-based diagnostic equipment as an alternative to face-to-face meetings.
16. Develop and implement a follow-up system for all students at regular intervals.
17. Extend current programme into students' second and third year to ensure successful completion.

Financial Advice and Guidance

18. Expand current work to cover feeder schools in Slough and Woking that represent more WP targeted students.
19. Develop publicity material on financial support services available.
20. Design web-based profiling material to help students identify funding problems and possible sources of support.
21. Offer surgery for prospective students (by phone, email or face-to-face) to discuss bursaries, scholarships and financial assistance available to students.

Admissions Activities

22. Up skill and train the Admissions team in processes for identifying students who may come from under-represented groups.
23. Develop systems to ensure that all admissions and technical support processes can track WP target students effectively through the applications process.
24. Develop and disseminate a fair and transparent admissions policy.

Please see **ANNEX B** for a full breakdown of outreach and student support activities to support the above objectives with detailed objectives and targets for 2006-2007.

4. Communications Plan for Financial Support

The College will provide information to prospective students in the following manner:

Website

We will invest in the development of online funding information pages which fully details the funding available, eligibility criteria and application packs that can be downloaded. There will be a telephone number advertised that will allow prospective students to contact the student funding office to discuss their issues.

Prospectus

The prospectus will have a clear section within which will state the funding that the College has on offer. We will state the eligibility criteria and advertise a phone number providing further information and support. Information on the aggregate cost of tuition will also be provided.

Student Services Office

The Student Finance office will handle all calls relating to student finance. They will also produce a student finance booklet detailing services and available finance that will be distributed through the Admission Office with all offer letters.

Admissions

All members of staff within the Admissions Office will be trained on all aspects of college funding. The Admissions Office will also disseminate this information internally to academic departments to ensure consistency in dissemination of clear information to students. Training will also be given to Admissions Tutors and other stakeholders within the admission process to ensure that through their contact with students during the admissions cycle, sufficient and accurate information is being disseminated.

Recruitment Office

All members of staff within the Home Recruitment and WP Office will be trained on all aspects of college funding so this information can be disseminated through schools and college liaison contact, and outreach activities.

Additional Activities/Publications

Funding Brochure: We will publish a booklet specifically about funding and bursaries/scholarships for UG students. This will be available on request to all enquirers, through all outreach activities, Open Days, and Schools Liaison activity.

Funding Talks at Open Days/UCAS

We will allocate additional time to a specific talk during college open days that will provide full information on funding, bursaries and scholarships available at Royal Holloway. We will also provide these talks to departments for UCAS days.

All publications will state the aggregate amount of fees that the institution will charge for the completion of the course.

5. Financial Information

Financial details of how the College proposes to use the funds gained through additional fee income is provided in ANNEX C.

In summary:

Year 3		Year 4	
Bursaries and Scholarships	£1.56m	Bursaries and Scholarships	£2.03m
WP and Student Support	£0.20m	WP and Student Support	£0.21m
Contingency	£0.08m	Contingency	£0.10m
Uncommitted income	£6.36m	Uncommitted income	£6.38m
Total	£8.20m	Total	£8.72m

The total commitment of total marginal fee income following full implementation is 22% (Year 3) and 27% (Year 4).

6. Institutional Milestones, Targets and Objectives

Detailed outreach targets and objectives for 2006-2007 are listed in **ANNEX B**.

Institutional milestones and objectives for the five years covered by this Access Agreement are given in **ANNEX D**.

Institutional milestones and targets will be monitored and reviewed through the arrangements detailed in this Access Agreement. Royal Holloway recognises that there may be a need in the future to revise original milestones and targets in the light of the impact of variable fees and/or our rate of progress towards milestones and targets. OFFA protocols will be followed should a revision to milestones and targets prove necessary.

7. Monitoring Compliance

We will monitor compliance with this Access Agreement through a range of arrangements, committees and groups.

There will be regular assessment of compliance with this document and a termly review through the following committees and groups:

Group/Committee	Area to monitor	Membership
Audit & Compliance Committee	<ul style="list-style-type: none"> General progress towards milestones 	4 lay members of the Council <i>In attendance:</i> Director of Resources Director of Finance Internal Auditor Members of the External Audit Team, by invitation
Admissions Management Group	<ul style="list-style-type: none"> Progress towards outreach milestones, Tracking and monitoring of college baseline data Progress towards fair Admissions policies Monitoring the award of scholarships and bursaries 	Vice-Principal Head of Recruitment/Liaison Office WP Manager Dean of Graduate School Head of Admissions
Finance Committee	<ul style="list-style-type: none"> Scrutiny and review of OFFA related income and expenditure 	Principal Vice-Chair of the Council Five lay members of the Council Two staff members of the Council <i>In attendance:</i> Vice-Principal Director of Resources Director of Finance Deans of the Faculties College Secretary Director of Facilities Management
Marketing Executive Group	Monitoring of effective dissemination of information through publications, website, and collaborations.	Head of External Relations, Administrative Secretary, Director of Resources, Dean of Admissions/Head of EILO, Deputy Head of EILO, Director of

	<ul style="list-style-type: none">• Monitoring of collaboration gained through outreach activities	Facilities Management, Head of Research & Enterprise, Publications & Web Manager
Admission Plenary Meeting	<ul style="list-style-type: none">• Monitoring of effective dissemination of WP strategies through to academic departments• Monitoring of effective dissemination of information as regards funding available for students	Head of Admissions Admissions Tutors from Academic Departments

8. Additionality for Outreach

The access measures as outlined in this document will further embed outreach and widening participation strategies into recruitment, admission and retention activities in Royal Holloway. The additional income will allow us to widen access to higher education and attract, in a more strategic and powerful way, an increased number of applications from under-represented groups.

Royal Holloway, University of London

ANNEX A

Bursaries and Scholarships

Name of Scholarship	Target Group	Eligibility Criteria	Duration	Amount £ 2006/07	Est. Number available	Est. cost to the College per year after 4 years 2009/10
Undergraduate College Bursary	Students from low income-backgrounds.	<ul style="list-style-type: none"> All students who qualify in full or part for the means-tested Government grant. 	3 years	£500	Unlimited	£1,039,500 (incl. Hardship)
Undergraduate College Scholarship	Academically able students from low-income backgrounds.	<ul style="list-style-type: none"> Students who qualify in full or part for the means-tested Government grant. AND <ul style="list-style-type: none"> Have achieved the equivalent of ABB grades at GCE A level/320 UCAS tariff points or equivalent. 	3 years	£500	188 per year (Est. based on current levels of students)	£282,000
Thomas Holloway Scholarship	High academic achievers from low-income backgrounds.	<ul style="list-style-type: none"> Students who qualify in full or part for the means-tested Government grant. AND <ul style="list-style-type: none"> Have achieved the equivalent of 3 A grades at GCE A level/360 UCAS tariff points or equivalent. AND <ul style="list-style-type: none"> Are considered by the panel to be outstanding students academically. 	3 years	£3,500	20 per year	£210,000

Bedford College Scholarship The Bursaries and Scholarship Panel will be required to consider groups under-represented in higher education in making these awards	High academic achievers from all backgrounds.	<ul style="list-style-type: none"> Students considered by the panel to be high academic achievers. This will NOT be offered in addition to any of the other scholarships on offer here other than the bursary programme.	3 years	Up to £1000	60 per year	£160,000 (total) £67,200 (42% Allocation)
Deferred 3+1 Master's Scholarships	Students from low income-backgrounds.	<ul style="list-style-type: none"> Students who begin undergraduate programmes in or after 2006. AND <ul style="list-style-type: none"> Qualify in full or part for the means-tested Government grant. AND <ul style="list-style-type: none"> Subject to the student making satisfactory progress, achieving a 2.1 or better, and meeting the entry requirements of a master's programme at Royal Holloway. <p>This may be offered in addition to any of the other scholarships on offer here. This is also offered to the value of the basic PG tuition fee (excluding any premium element)</p>		£3160 fee related support (2006)	127 per year (2009)	£431,800

- All Bursaries and Scholarships will be awarded only to those who have accepted places to study at Royal Holloway, University of London.
- Qualifications contributing to a student's tariff score must have been obtained in one sitting.
- For any one programme, students may hold a Bursary and a Scholarship, but not two Scholarships.
- Bursaries and Scholarships will not be open to Gap Year students deferring their place from 2005.
- Bursaries and Scholarships will be open, *pro rata*, to part time students studying for at least 50% of the equivalent of a full-time course.
- The Deferred 3+1 Master's Scholarships must be taken up in the year of graduation or in the year following. They are not available for study at master's level commencing before 2009.
- The operation of the Bursaries and Scholarships schemes will be overseen by a Bursaries and Scholarships Panel.

Royal Holloway, University of London

ANNEX B. Details of outreach activities

Year	Resource Description	Access Agreement Objectives met	Target Groups	Current Activity (projected 2004-2005)	Objectives (2006-2007)	Cost at 04-05 level
05 - 06/ 06 - 07 HR needs	Recruitment of an additional WP Officer (ALC 2 grade)	1,2,4, 5, 6,11	Year 8 to Year13 Students from low income-background in target schools and colleges. Mature students.	Includes: Co-operative relationship with 20 target schools and colleges <u>Tutoring & Mentoring</u> 25 tutors and 14 mentors in local schools 3 training sessions 17 school visits <u>Summer School</u> 48 Year 10 pupils from all over SE	Targets to include: Target schools and colleges list increased to at least 40 and the range of activities offered extended in-line with proposed additional outreach activity detailed in Access Agreement. Tutoring & Mentoring 70 tutors and 25 mentors in local schools and colleges 6 training sessions 35 school visits <u>Summer School</u> 3 Summer Schools involving 100 students incl. G & T and Pre-Access <u>Ladder of Learning</u> (Yr 9 and Yr 12 activities) <u>Yr 9 - Why bother with University?</u> 400 students <u>Yr 12 - Progression Day</u> 30 students Student Ambassadors	£38,804
05 - 06/ 06 - 07 HR needs	Upgrade the present part- time WP Officer post to full time (ALC 2 grade)	1,2,5,6,11	Year 8 to Year13 Students from low income-background in target schools and colleges. Mature students.	<u>Ladder of Learning</u> (Yr 9 and Yr 12 activities) <u>Yr 9 - Why bother with University?</u> 240 students <u>Yr 12 - Progression Day</u> 8 students Student Ambassadors 128 students Yr 10 - University Day 32 students Yr 11 Day 30 students		£19,402

				<p>Student shadowing 2 students</p> <p><u>Connexions Visits</u> 4 visits - 160 students</p> <p><u>Ad Hoc visits</u></p>	<p>160</p> <p>Yr 10 - University Day 50 students</p> <p>Yr 11 Day 50 students</p> <p>Student shadowing 50 students in total</p> <p><u>Connexions Visits</u> 8 visits - 250 students</p> <p><u>Plus</u></p> <ul style="list-style-type: none"> • Progression visits (incl. those for mature students) 8 throughout the year involving 300 students • Ad Hoc visits – 5 in total • Key target activity (for example, in further education colleges and other adult learning environments) to promote progression and access to HE. • Extend and develop Taster Day provision across a wide range of departments. 	
05 - 06/ 06 - 07 HR needs	Recruitment of additional WP Assistant CRA4	Support for 1,2,3,5,9	All groups	Baseline administration relating to WP schools activities and outreach work including letter writing, follow up, meeting organisation, room bookings, diary management, budget maintenance, database management and maintenance	To provide baseline administration relating to WP schools activities and outreach work including letter writing, follow up, meeting organisation, room bookings, diary management, budget maintenance, database management and maintenance	£24,520

	Upgrade of WP Assistant position to CRA5	4,7, 9,11,12	All groups		Higher level clerical activity focusing on marketing and communications within OFFA requirements and tracking and monitoring Higher level administration tasks including that relating to 'scheme' activity (tutoring and mentoring scheme etc...)	£4,218
05 - 06/ 06 - 07 HR needs	Recruitment of 2x part-time outreach officers (part funded by faculties) 50% of ALC 1/2	3, 5,10,11	All groups	Subject specific outreach activity is primarily focused on the Science Faculty as the two other faculties are currently without dedicated officer support.	Strengthen the College's outreach presence to raise aspirations by extending and developing outreach activity in History and Social Sciences, and Arts Faculties, in-line with Science Faculty model.	£38,804
05 - 06/ 06 - 07 HR needs	Review current line-management arrangements and formally upgrade current Outreach officer role to Deputy WP Manager ALC 2/3 with responsibility for overseeing and facilitating through best practice outreach work across the three faculties	3, 5,10,11	All groups	Subject specific outreach activity is primarily focused on the Science Faculty as the two other faculties are currently without dedicated officer support	Support WP activities and the College's outreach presence to raise aspirations by extending and developing additional outreach activity in History and Social Sciences , and Arts Faculties, in-line with Science Faculty model	Honorarium £2,000
05 - 06/ 06 - 07 HR needs	Recruitment of Full – Time Study Skills Tutor	13,14,15,16,17	All Groups	Current study skill tutor offer 5 hours per week. Activities can be broken down as follows: students from WP target groups are identified to the Educational Support Office (315 last year). They are sent an invitation to be assessed for any support needs	Strengthen the study skills offer to existing students which will support our retention strategy. Contact ALL students and develop and offer web-based diagnostic tools as an alternative to face-to-face meetings. Offer a follow up service	£38,804

				(150 expressed interest). Those responding are given an appointment (50 showed); they are screened and if necessary offered support. Students who fail to progress and retake a year are offered the same support package.	and extend programme into students' second and third year to ensure successful completion.	
05 - 06/ 06 - 07 HR needs	Recruitment of Part-time study skill administrator	13,14,15,16,17	All groups		As above.	£12,260
05 - 06/ 06 - 07 HR needs	Recruitment of full time financial advisor responsibility for targeting and supporting WP students to aid recruitment and retention	18,19,20,21	All groups	Currently schools visiting RHUL are given finance talks, budgeting exercises etc on progression days. We also provide Open day finance talks to parents and potential students, Existing students offered 25 hours per week financial advice. We offer limited advice on bursaries and scholarships prior to arrival	Specific responsibility for targeting and supporting WP students to aid recruitment and retention to the post holder. In addition to this, expand work to cover feeder schools in Slough/Woking that represent more WP targeted students. Include publicity for financial support service in introductory packs. Design web-based profiling material to help students identify funding problems and possible sources of support. Offer surgery for prospective students (by phone, email or face-to-face) to discuss bursaries etc. that are available	£24,520

Activity needs and indicative costs

1. Rooms to accommodate additional outreach activities, Objectives 1, 2, 3, 5, 6.
2. Staff accommodation.
3. Marketing, printing, publications and related literature including training literature and website development, Objectives 1, 2, 3, 4, 5, 6, 7, 8, 9, 13 - £8,000
4. Materials, Objectives 1, 2, 3, 4, 5, 6 - £4,000.
5. Travel and Subsistence, Objectives 1, 2, 3, 4, 5, 6, 8, 9, 13 - £4,000.
6. Hospitality, Objectives 1, 2, 3, 4, 5, 6, £2,500.
7. Additional Student Helpers, Objectives 1, 2, 3, 4, 5, 6, 9 - £3,000.
8. Non-pay materials – Student Support (study skills) - £4,000.
9. Web-consultant fees – Student Support (study skills) - £2,000
10. Non-pay materials – Student Support (financial advice) -£4,000.
11. Web-consultant fees - Student Support (financial advice) - £2,000.

Royal Holloway, University of London		ANNEX C				
Estimated Bursaries and Awards for Variable Fee students		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
		2006/07	2007/08	2008/09	2009/10	2010/11
Assumed GDP inflator			2.50%	2.50%	2.50%	2.50%
Bursary inflator			0%	0%	0%	0%
College scholarship inflator			0%	0%	0%	0%
Assumed inflation for outreach activities - primarily salary related			3.50%	3.50%	3.50%	3.50%
Estimated qualifying UK UG students (after fully implemented) *1		1,350	2,850	4,350	4,500	4,500
Assumed number receiving full or partial maintenance grant *2	42%	567	1,197	1,827	1,890	1,890
*1 assume 10% year 1 deferred entry *2 estimate using 2003-04 fee assessment data						
Variable fee		3,000	3,075	3,152	3,231	3,312
Roll forward fee		1,200	1,230	1,261	1,293	1,325
Additional fee per full-time student		1,800	1,845	1,891	1,938	1,987
Additional fee income		2,430,000	5,258,250	8,225,850	8,721,000	8,941,500
Undergraduate College Bursary £500 bursary - all maintenance grant students						
Rate		500	500	500	500	500
Number eligible for awards		567	1,197	1,827	1,890	1,890
Value of awards		283,500	598,500	913,500	945,000	945,000
Additional for discretionary/ hardship @10%	10%	28,350	59,850	91,350	94,500	94,500
Total bursary and discretionary support		311,850	658,350	1,004,850	1,039,500	1,039,500
Undergraduate College Scholarship						
Assumed >=320 points on offered entry qualifications (based on 2003-04 data)	30%	405	855	1,305	1,305	1,305

Est >=320 points & receiving maintenance support	12.6%	170	359	548	567	567
Additional allowance @25% - targeting, drift etc	10%	17	36	55	57	57
Estimated number of students eligible for Undergraduate College Scholarship		187	395	603	624	624
£500 College scholarship						
Rate		500	500	500	500	500
Number eligible for awards		187	395	603	624	624
less: Thomas Holloway undergraduate scholarships		(20)	(40)	(60)	(60)	(60)
Total number of awards		167	355	543	564	564
Value of awards		83,500	177,500	271,500	282,000	282,000
Thomas Holloway Scholarship - £3,500 competitive						
Number of awards		20	40	60	60	60
Rate		3,500	3,500	3,500	3,500	3,500
Value of award		70,000	140,000	210,000	210,000	210,000
Bedford College Scholarship - £1000 competitive all incomes						
Number of awards		60	120	180	180	180
Rate		1,000	1,000	1,000	1,000	1,000
Value of award		60,000	120,000	180,000	180,000	180,000
less endowment income offset to Bedford College		(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Value of award (less endowment income offset to Bedford College Scholarship)		40,000	100,000	160,000	160,000	160,000
Total Undergraduate scholarships		193,500	417,500	641,500	652,000	652,000
Deferred Master's Scholarship						
For students who received maintenance support in final UG year (and assuming held by full-time students)						
Number of awards (based on existing alumni PG award which is not income contingent)		0	0	0	127	127

Rate at level of basic postgraduate fee	3,160	3,240	3,320	3,400	3,490
Value of awards	0	0	0	431,800	443,230
Outreach activities (as listed in Annex B)	230,530	238,599	246,950	255,593	264,539
Contingency	25,000	50,000	75,000	100,000	102,500
Total	760,880	1,364,449	1,968,300	2,478,893	2,501,769
as % of additional fee income	31.3 %	25.9 %	23.9 %	28.4 %	28 %
Total including 42% of Bedford College awards	737,680	1,306,449	1,875,500	2,386,093	2,408,969
as % of additional fee income	30.4 %	24.8 %	22.8 %	27.4 %	26.9 %

Royal Holloway, University of London

ANNEX D

Institutional Milestones, Targets and Objectives

Milestones, Targets and Objectives	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Bursaries and Scholarships					
UG College Bursary	567	630	630	630	630
UG College Scholarship	167	188	188	188	188
Thomas Holloway Scholarship	20	20	20	20	20
Bedford College Scholarship	60	60	60	60	60
Postgraduate Alumni 3+1 Scholarship	0	0	0	120	120
<i>Note: All figures relate to the number of awards made to new students each year.</i>					
Outreach	Please see Annex B	Outreach activities extended to an enlarged target schools and colleges group of at least 45 across the region.	Outreach activities extended to an enlarged target schools and colleges group of at least 50 across the region.	Target schools and colleges group reviewed and if necessary list modified to ensure continued appropriateness.	Strengthened relationships and collaborative work with target schools and colleges.

Provision of Information/ Communication	<ul style="list-style-type: none"> • Website development completed and funding pages published • College publications extensively reviewed and, if appropriate, revised Student Finance office will handle all calls relating to student finance. • Production of student finance booklet. • Training of all Members of staff within the Admissions Office. This will extend to training of Admissions Tutors. • Training of all members of staff within the Home Recruitment and WP Office. 	<p>Communication strategy revisited and if necessary revised</p>	<p>Communication strategy revisited and if necessary revised</p>	<p>Further dialogue with stakeholder groups to develop and enhance understanding about funding availability, eligibility criteria , and student support systems</p>
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Undergraduate Admissions					
% inc. of young F-T UG students from low participation areas	2%	4%	6%	8%	10%
% inc. of young F-T UG students from state schools or colleges	2%	3%	4%	5%	6%
% inc. of F-T UG students with non-standard qualifications	2%	4%	6%	8%	10%
% inc. of mature students (with no previous experience of HE)	2%	3%	4%	5%	6%
<i>Note: Figures relate to % increases in UG Admissions based on publicly available figures for Royal Holloway for 2004-2005.</i>					