OFFA Access Agreement 2012/13 - Annexes B & C

Institution name:

Institution code:

Institution UKPRN:

Workbook validation: OK

Please provide contact details for up to two people in case we have any questions about your monitoring return:

Name		
Post		
Telephone		
E-mail		

Validation checks

1. Please ensure that contact details are completed for at least one person.
Validation check: further information required

Notes:

As well as your access agreement, you will need to complete and return this Excel template which gives information relating to your fees, income and expenditure under your access agreement, and your targets/milestones.

Please complete sections in yellow. White sections will autopopulate.

Do not apply inflation.

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Validation checks:
1. All fees are subject to the maximum allowed for the associated fee system.
Validation check passed.
2. All rows must be fully complete.
Validation check passed.

Notes:

Do not account for fee waivers in this table - you can record these in table 3

Number	Please select the system type	Please select the course type	If this fee is for a franchised course please name the franchise partner	UKPRN of franchise partner	Where you have different fee limits for different courses, please provide more information eg subject/faculty groupings	What is the fee you are charging? (for continuing students use 2011-12 levels)	Does OFFA regulate this fee?	What is the fee income above the basic fee per student?	Predicted number of students in each academic year				
									AY 2011-12	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16
1													
2													
3													
4													
5													
6													
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30													

OFFA Access Agreement 2012/13 - Annexes E

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Table 2 - Predicted number of students and fee income (These tables calculate automatically using the data you have provided in table 1)

Notes:

Greyed out cells are N/A. These cells are locked and no data needs to be entered here.

2a - Total number of students N	AY 2011-12	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16
Old system students	0	0	0	0	0
New system students		0	0	0	0
- of which, above the basic fee		0	0	0	0
Total students	0	0	0	0	0

2b - Total fee income £	AY 2011-12	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16
Old system students	0	0	0	0	0
New system students		0	0	0	0
Total students	0	0	0	0	0

2c - Fee income above the basic fee £	AY 2011-12	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16
Old system students	0	0	0	0	0
New system students		0	0	0	0
Total students	0	0	0	0	0

2d - Fee levels £	AY 2011-12	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16
Average fee	0	0	0	0	0
Average fee adjusted for fee waivers		0	0	0	0
Maximum fee	0	0	0	0	0

Commentary on fee levels and predicted student numbers - (if required - 500 characters maximum. If you wish to provide more information please provide this as supporting information)

Table 3 - Predicted expenditure

3a - National Scholarship Programme (NSP) expenditure £	AY 2011-12	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16
Government allocation					
Institutional match					
Total		0	0	0	0
- of which					
Fee waivers or discounts					
Free foundation years					
Discounted accommodation or other similar institutional service					
Financial scholarships/bursaries					
Funding not yet allocated					
Total		0	0	0	0

3b - Non-NSP expenditure					
Spend on fee waivers £	AY 2011-12	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16
New system students (full state support)					
New system students (other OFFA countable groups)					
Spend on bursaries and scholarships £					
Old system students (full state support)					
Old system students (other OFFA countable groups)					
New system students (full state support)					
New system students (other OFFA countable groups)					
Spend on outreach and retention £					
Outreach					
Retention					

3c - Institutional spend - fee income above the basic fee (total students) £	AY 2011-12	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16
NSP institutional spend		0	0	0	0
Fee waivers (non-NSP)		0	0	0	0
Bursaries and scholarships (non-NSP)	0	0	0	0	0
Outreach	0	0	0	0	0
Retention		0	0	0	0
Total spend	0	0	0	0	0

Commentary on predicted expenditure - (if required - 500 characters maximum. If you wish to provide more information please provide this as supporting information)

We will judge your access agreement on the commitments, expenditure and targets from 2012-13. In order to do this we will look at your predictions in steady state. We recognise that spend in transititonal years (i.e. years with continuing old-system students) may be above or below our guidelines on what you should spend on access measures depending on your existing commitments. Please see paragraph 39 of 'How to produce an access agreement for 2012-13' (OFFA 2011/01).

3d - Institutional spend - fee income above the basic fee (total students) %	NB - Not comparable to later years AY 2011-12	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16
NSP institutional spend		0.0	0.0	0.0	0.0
Fee waivers (non-NSP)		0.0	0.0	0.0	0.0
Bursaries and scholarships (non-NSP)	0.0	0.0	0.0	0.0	0.0
Outreach	0.0	0.0	0.0	0.0	0.0
Retention		0.0	0.0	0.0	0.0
Total spend	0.0	0.0	0.0	0.0	0.0

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Table 4 - Estimate of part time fees (optional)

We would be interested to know more about your likely fee levels for part-time students. Any information you provide about part-time fee levels will not be binding; however, we would find this information useful for planning purposes. We will ask you to formally set your part-time fee levels only once the details of the fee regulations are clear.

Course type	Maximum fee charged per FTE	Number of students FTE

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Table 5 - Milestones and targets

Table 5a - Statistical milestones and targets relating to your applicants, entrants or student body (e.g. HESA, UCAS or internal targets)

Please select milestone/target type from the drop down menu	Description (500 characters maximum)	Baseline year	Baseline data	Yearly milestones/targets (numeric where possible, however you may use text)					Commentary on your milestones/targets (or textual description where numerical description is not appropriate)
				2012-13	2013-14	2014-15	2015-16	2016-17	

Alongside applicant and entrant targets, we encourage you to provide targets around your outreach work (including collaborative outreach work where appropriate) or other initiatives to illustrate your progress towards increasing access. These should be measurable outcomes‑based targets and should focus on the number of pupils reached by a particular activity/programme, or number of schools worked with, and what the outcomes were, rather than simply recording the nature/number of activities.

Table 7b - Other milestones and targets

Please select milestone/target type from the drop down menu	Description (500 characters maximum)	Baseline year	Baseline data	Yearly milestones/targets (numeric where possible, however you may use text)					Commentary on your milestones/targets (or textual description where numerical description is not appropriate)
				2012-13	2013-14	2014-15	2015-16	2016-17	

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Annex C

Checklist	Yes / No / N/A
1. The fee levels you are proposing to charge?	
2. Information about targeted financial support (where applicable)?	
2a. If you answered yes to question 2, does the agreement include information on the type and level of targeted support that will be offered, as well as target groups and eligibility?	
3. Information about the outreach that will be provided?	
3a. If you answered yes to question 3, does the agreement provide a description and estimated number or reach of the outreach activities, as well as the target groups?	
4. Information about the retention measures that will be implemented (where applicable)?	
5. An explicit indication about whether the expenditure included in your agreement is countable? (Expenditure is only countable if it is i) previous access agreement expenditure that you are continuing to make, or ii) expenditure on new access and retention measures – see paragraphs 37 ‑ 38 for more information.)	
6. Have you included details of evidence, where available, which explains why you have chosen to directly fund particular types of activity?	
7. Targets and milestones, and baseline data to support the milestones?	
8. An undertaking to monitor compliance with the agreement and progress towards milestones?	
9. An explanation of how and when the institution will provide information about the financial support available and the aggregate cost of tuition to prospective students?	
10. In the Table 1 of the Excel template, have you included all students in each year, not just entrants?	