

## OFFA Access Agreement 2013/14 - Annexes B & C

Institution name: Poppleton University

Institution UKPRN: 88888888

**Workbook validation: OK**

Please provide contact details for up to two people in case we have any questions about your access agreement.

	Contact 1	Contact 2
Name		
Telephone		
E-mail		

### Validation checks

1. Please ensure that contact details are completed for two people.

**Validation check passed.**

### Notes:

As well as submitting your access agreement to us, 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.

We will publish the information you provide in Table 6 (Milestones and targets) on our website along with your access agreement.

Please complete sections in yellow. White sections will autopopulate.

Do not apply inflation.



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**Table 2 - Part-time courses : Fee limits**

- Validation checks:
- 4. All fees are subject to the maximum allowed for the associated fee system.  
[Validation check passed.](#)
  - 5. 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 4.

For the purposes of this table, we only need to know fees at course level. You do not need to disaggregate between different intensities of study.

Number	Please select the course type	If this fee is for a franchised course please select the name and UKPRN of the franchise partner from the drop down list, alternatively please type the UKPRN of the provider if known.	Where you have different fee limits for different courses, please provide more information eg subject/faculty groupings	Full time equivalent course fee	Maximum fee charged in any academic year	Does OFFA regulate this fee?
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Table 3 - Predicted number of students and fee income

### Notes:

For part-time students you should only include those that are fee-regulated, that is to say, those studying at an intensity of at least 25 percent of a full-time course, starting on or after 1 September 2012. As with full-time, you should exclude those studying on a course that leads to a qualification that is equivalent or lower than the one already held.

3a - Estimated number of total students	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17
Old system students	0	0	0	0	0
- of which above the basic fee	0	0	0	0	0
New system students - full-time	0	0	0	0	0
- of which above the basic fee	0	0	0	0	0
part-time	0	0	0	0	0
- of which above the basic fee	0	0	0	0	0
Total students	0	0	0	0	0

3b - Estimated fee income above the basic fee £	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17
Old system students	0	0	0	0	0
New system students - full-time	0	0	0	0	0
part-time	0	0	0	0	0
Total	0	0	0	0	0

3c - Fee levels £ (full-time new system students only)	AY 2012-13	AY 2013-14	AY 2014-15	AY 2015-16	AY 2016-17
Average fee	0	0	0	0	0
Average fee adjusted for fee waivers	0	0	0	0	0
Maximum fee	0	0	0	0	0

3d - Average fee, net of fee-waivers, for full-time 2013-14 entrants for duration of study (all students including franchised provision)	
- if you have chosen an average fee of £8,251 and above, please indicate the number of full-time entrants you expect to franchise in 2013-14 to other institutions, at a net fee of less than £7,500	

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

**Table 4 - Predicted expenditure**

<b>4a Institutional expenditure (including total NSP expenditure)</b>					
<b>Spend on fee waivers (£) - including free or discounted foundation years</b>	<b>AY 2012-13</b>	<b>AY 2013-14</b>	<b>AY 2014-15</b>	<b>AY 2015-16</b>	<b>AY 2016-17</b>
Full-time - New system students (full state support)	0	0	0	0	0
New system students (other OFFA countable groups)	0	0	0	0	0
Part-time - New system students (full state support)	0	0	0	0	0
New system students (other OFFA countable groups)	0	0	0	0	0
<b>Spend on bursaries and scholarships (£) - including accommodation discounts and other institutional services</b>					
Full-time - Old system students (full state support)	0	0	0	0	0
Old system students (other OFFA countable groups)	0	0	0	0	0
New system students (full state support)	0	0	0	0	0
New system students (other OFFA countable groups)	0	0	0	0	0
Part-time - New system students (full state support)	0	0	0	0	0
New system students (other OFFA countable groups)	0	0	0	0	0
<b>Spend on student choice £</b>					
Full-time students	0	0	0	0	0
Part-time students	0	0	0	0	0
<b>Spend on outreach and retention £</b>					
Outreach	0	0	0	0	0
Retention	0	0	0	0	0
<b>Total</b>	0	0	0	0	0
- of which government NSP allocation	0	0	0	0	0
<b>Total excluding government NSP allocation</b>	0	0	0	0	0

<b>4b - Institutional access agreement spend £</b>	<b>AY 2012-13</b>	<b>AY 2013-14</b>	<b>AY 2014-15</b>	<b>AY 2015-16</b>	<b>AY 2016-17</b>
Financial support	0	0	0	0	0
Outreach	0	0	0	0	0
Retention	0	0	0	0	0
<b>Total spend</b>	0	0	0	0	0

We will judge your access agreement on the commitments, expenditure and targets you have set out. In order to do this we will look at your predictions in steady state. For most institutions we will look at the 2016-17 academic year. Please let us know if you feel you are disadvantaged by this approach. We recognise that spend in transitional 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 56 of 'How to produce an access agreement for 2013-14' (OFFA 2012/03).

<b>4c - Institutional spend - as a proportion of fee income above the basic fee (total students) %</b>	<b>AY 2012-13</b>	<b>AY 2013-14</b>	<b>AY 2014-15</b>	<b>AY 2015-16</b>	<b>AY 2016-17</b>
Financial support	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	0.0
<b>Total spend</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Commentary on predicted expenditure, including any assumptions you have made where you are providing students a choice of financial support - (if required - 500 characters maximum. If you wish to provide more information please provide this as supporting information)**

## OFFA Access Agreement 2013/14 - Annexes B & C

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**Table 5 - National Scholarship Programme (NSP) 2013-14 entrants**

**Validation checks:**

6. Estimated FTE of entrants receiving awards must be equal to or greater than the minimum set out in Table 5a.  
**Validation check passed.**
7. If you have selected "Other" in any of the drop down options in Table 5c, you must enter details in the following cell.  
**Validation check passed.**
8. The total amount of expenditure in Table 5d in Year 1 must be equal to or greater than the government allocation in Table 5a.  
**Validation check passed.**
9. All NSP tables must be completed.  
**Validation check passed.**

**Notes:**

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

Table 5a - NSP estimated allocations	
Provisional 2013-14 HEFCE allocation (£s):	
Minimum number of full-time equivalent scholarships (£3,000) expected to be delivered:	0
Minimum required match funding (£s):	

Tables 5b - 5d relate to 2013-14 entrants only. Do not include 2012-13 entrants where they receive awards in second and subsequent years.

Table 5b - Estimated number of 2013-14 entrants receiving awards	Estimated number of students (headcount)	Estimated FTE of students

Table 5c - Delivery of your NSP awards	
How are you delivering the NSP over the duration of the course?	
- if "Other" please give details here	
How are you allocating your match funding?	
- if "Other" please give details here	
How are you using criteria to select NSP recipients?	
- if "Other" please give details here	

Table 5d - Estimated breakdown of NSP expenditure	NSP allocation delivered in year 1 (£)	NSP allocation delivered in subsequent years (£)
Fee waivers or discounts	0	0
Discounted accommodation or other similar institutional service	0	0
Financial scholarships / bursaries	0	0
Free or discounted foundation years	0	0
Student choice	0	0
Total	0	0







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## Annex C

Validation checks:

11. The checklist must be completed.

Validation check passed.

All access agreements must include the information set out in the following checklist. Please complete the checklist as confirmation that all the necessary elements have been included, and upload it to the extranet alongside your access agreement.

Does your access agreement include:

Checklist	Yes / No / N/A
1. Part-time learners in 2012-13, as well as 2013-14?	
2. The fee levels you are proposing to charge?	
3. Information about targeted financial support (where applicable)?	
3a. If you answered yes to question 3, does the agreement include information on the type and level of targeted support that will be offered, as well as target groups and eligibility?	
4. Information about the outreach that will be provided?	
4a. If you answered yes to question 4, does the agreement provide a description and estimated number or reach of the outreach activities, as well as the target groups?	
4b. If you answered yes to question 4, does the agreement provide a statement on the collaborative outreach activity that will be provided?	
5. Information about the student retention and success measures that will be implemented (where applicable)?	
6. An explicit indication about whether the expenditure included in your agreement is countable? (See paragraphs 55 - 60 for information on what expenditure is countable.)	
7. A statement on the extent to which you have consulted with students, including student unions, when designing your access agreement.	
8. Details of evidence which explain why you have chosen to directly fund particular types of activity?	
9. A demonstration that you have taken equality issues into account in designing your access plans for 2013-14, including any evidence you have on the possible equality implications of any proposed changes you wish to make, and details of the steps you will take to remove or minimise any adverse effects?	
10. Targets and milestones, and baseline data to support these?	
11. An undertaking to monitor compliance with the agreement and progress towards milestones?	
12. An explanation of how and when you will provide information about the financial support available at your institution and the aggregate cost of tuition to prospective students?	
13. In Table 1 of the Excel template, have you included all students in each year, not just entrants?	
14. Have you included ITT students in Table 1 of the Excel template?	