

Higher Education Short Courses

**Higher Education Student Finance in England 2022/23
Academic Year (AY) – V1.0**

Summary

The following document sets out the policy guidance for Higher Education Short Course Tuition Fee Loans.

Regulation References

References to “the Regulations” in this document mean the Higher Education Short Course Loans Regulations 2022 (as amended).

The repayment terms for HESC TFL are contained in the Education (Student Loans) (Repayment) Regulations 2009 (as amended). The repayment terms for HESC TFL are described in the [SFE Repayments guidance chapter](#).

Any queries on the contents of this guidance should be addressed to the SLC using the following contacts: SSIN_queries@slc.co.uk

Disclaimer

This guidance is designed to assist with the interpretation of the Regulations and it does not cover every aspect of HE Short Course support, nor does it constitute legal advice or a definitive statement of the law. Whilst every endeavour has been made to ensure the information contained in this guidance is correct at the time of its publication, no liability is accepted with regard to the contents and the Regulations remain the legal basis of HE Short Course support arrangements. In the event of anomalies between this guidance and the Regulations, the Regulations prevail. Please note the Regulations are subject to amendment.

Abbreviations

Abbreviation	Full	Abbreviation	Full
DWP	Department for Works and Pensions	LLE	Lifelong Loan Entitlement
ELQ	Equivalent Level Qualification	NINO	National Insurance Number
EU	European Union	OfS	Office for Students
FE	Further Education	PG	Postgraduate
HE	Higher Education	SFE	Student Finance England
HEP	Higher Education Provider	SLC	Student Loans Company
HESC TFL	Higher Education Short Course Tuition Fee Loan	SoS	Secretary of State
HMPO	Her Majesty's Passport Office	STEM	Science, Technology, Engineering, Mathematics
HO	Home Office	UG	Undergraduate
ICR	Income Contingent Repayment		

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1 Background

As a key part of the Lifetime Skills Guarantee announced by the Prime Minister on 29 September 2020, the UK Government committed to the delivery and implementation of a Lifelong Loan Entitlement (LLE) from 2025. The LLE will enable radical change in culture amongst learners, providers and employers, moving towards flexible, more modular based study and lifelong learning, facilitating people to gain new skills and qualifications, and retrain at different points in their lives. The LLE will require legislative, delivery and sector changes.

In advance of the introduction of LLE DfE have commissioned an HE Short Courses trial and the OfS have conducted a challenge fund competition for selected HEPs to develop standalone HE Short Courses at levels 4-6, in a range of subjects that are of strategic value to the economy and society.

SLC have delivered a TFL product specifically designed for students undertaking the designated shorter, more flexible HE Short Courses.

The HE Short Courses trial runs from 1 September 2022 until 31 August 2025 inclusive (the “trial period”) and aims evaluate and test key assumptions of provision for more flexible learning to reduce the risks of a much larger-scale change that implementing the LLE will require.

To be entitled to a HESC TFL, a student must be an eligible student undertaking a designated HE Short Course in England, during the trial period.

2 Personal eligibility

The personal eligibility criteria for HESC TFL are set out in Part 2 and Schedule 1 of the Regulations.

HESC TFL funding will be available to students who satisfy the personal eligibility criteria and who are studying on a designated HE Short Course.

2.1 Discretion in the application of eligibility rules

HESC TFL support is only available to students that satisfy the eligibility criteria in connection with a designated HE Short Course(s) as set out in the Regulations.

SLC is therefore unable to apply discretion in the administration of the HESC TFL policy, with the exception of the limited discretion provisioned by the Regulations outlined in this document, and delegated to SLC to administer by the SoS via Notice of Appointment.

For example, SLC has discretion to extend the application deadline with consideration to a student’s individual circumstance.

SLC also retain discretion in the setting of information and evidence requirements to ensure that they are satisfied that policy criteria are being met on assessment of a student's application for a HESC TFL.

2.2 Age

There is no upper or lower age limit for students applying for HESC TFL. However, students who are under the age of 18 at the time of entering into loan agreement(s) for HESC TFL are expected to ratify those loan agreements once they reach the age of 18. This means the student will confirm they entered into previous agreement(s) with the lender and that they agree to the terms of any such previous agreement(s). Generally students will ratify their HESC TFL on signature of the loan contract in any subsequent applications for student loans made when they are over the age of 18 – see [section 2.6.1](#).

2.3 Concurrent study on other FE or HE courses

There are no regulatory restrictions on individuals who receive funding for a designated HE course concurrently while undertaking and receiving funding for a designated HE Short Course. However it is not the intent of DfE that HE Short Courses should be undertaken by existing HE students.

DfE have confirmed to providers that they should not onboard current HE UG/PG students at their institution to HE Short Courses as this impacts the intended purpose of the trial in testing the demand for this type of provision.

There are no restrictions on students studying and receiving funding for a HE Short Course and a FE course concurrently.

2.4 Distance learning

Students who are undertaking a designated HE Short Course by distance learning can qualify for HESC TFL if they are undertaking their study while living in England.

2.5 Armed forces personnel

Students who are ordinarily domiciled in England and who are:

- Armed Forces personnel, or an eligible family member who lives with them, and
- undertaking a HE Short Course by distance learning whilst serving outside England (overseas or elsewhere in the UK);

are not subject to the requirement to be undertaking their study while living in England to be eligible for HESC TFL.

For the purposes of this guidance, 'UK Armed Forces' includes active service members of the British Royal Navy, Army, Royal Air Force and Army Reserves only.

2.6 Eligibility exclusions

Students are not eligible for HESC TFL if they:

- have not ratified any agreement for a student loan made when they were under 18;
- are in breach of any obligation to repay any student loan;
- have been determined to be unfitted to receive student support;
- are a prisoner, unless the student is an eligible prisoner;
- are a late entrant onto their HE Short Course; and/or
- do not intend to complete a full HE Short Course.

2.6.1 Students who have not ratified a previous student loan

A student is not eligible for HESC TFL if they have not ratified any agreement for a student loan taken previously when they were under the age of 18 (regulation 3(2)(a)(i)).

Note that by signing a HESC TFL student loan declaration, the student will be acknowledging and agreeing that they are ratifying the loan agreement(s) for any and all student loans that they entered into before reaching the age of 18.

2.6.2 Students who breach any obligation to repay any previous student loan (arrears)

Students will not be eligible for HESC TFL if they have outstanding arrears on any student loan balance (regulation 3(2)(b)).

'Arrears' are considered to include any breach in an existing student loan borrower's obligation to repay their student loan(s) in the following circumstances:

- any repayments of student loan due for a period of overseas residence;
- any repayments of ICR student loan due via the Direct Debit scheme (i.e. where the borrower has been switched on their request to Direct Debit repayments due to being considered to be less than 2 years from paying their loan balance in full); and/or
- any 'mortgage style' loan (generally payable to students who started their course prior to 1998).

Once SLC are satisfied that a student has resolved their arrears balance, and is therefore determined to no longer be in breach of their repayment obligations, SLC should reassess their eligibility for HESC TFL.

Note that the following will not make a student ineligible for HESC TFL support:

- the student owes a loan overpayment and/or a grant overpayment amount; or
- the student has a loan balance which is in repayment, has a status of 'found' or 'unmatched' and has failed to respond to SLC's request for information to determine repayment eligibility.

Where a student has been awarded HESC TFL funding but subsequently breaches their obligation to repay any previous student loan(s), they will remain eligible for support in respect of their current HE Short Course however will not be able to access HESC TFL funding

for any subsequent HE Short Courses until SLC are satisfied the student has resolved their arrears balance – see [section 4.3.6](#) for details.

2.6.3 Students determined unfitted to receive student support

A student is not eligible for HESC TFL if it has been determined by SLC that the student has shown themselves by their conduct to be unfitted to receive student support (regulation 3(2)(c)).

The power to deem a student as unfitted for student support may be used at any stage in the process of assessing a student’s eligibility, but once a student has been notified that they are eligible this power may not be used. However, SFE may terminate eligibility for similar reasons under regulation 5(4).

For more details on determining unfittedness refer to the [SFE Assessing Eligibility guidance chapter](#).

2.6.4 Students who are prisoners

Students who are prisoners are not eligible to apply for HESC TFL unless they meet the definition of an “eligible prisoner” (regulation 3(7)). An eligible prisoner as set out in regulation 2(1) means a prisoner who:

- is serving a sentence of imprisonment in the UK (and is not on remand);
- has been authorised by the prison Governor or Director or other appropriate authority to study the current course;
- has the right to remain in the UK after completion of their sentence; and
- whose earliest release date is within 6 years of the first day of the HE Short Course they are applying for support for.

2.6.5 Students who are late entrants on a HE Short Course

Students starting a HE Short Course after the first day of the course (“late entrants”) are not eligible to apply for a HESC TFL.

2.6.6 Students studying partial HE Short Courses

Students must be studying a complete HE Short Course of 30 or 40 credits to be eligible for HESC TFL support. Students who enrol on a HE Short Course with the intention of studying less than the required number of course credits for that HE Short Course are not eligible to apply for HESC TFL.

2.7 Students who become eligible after an event

A student who becomes an eligible student after the first day of the HE Short Course by virtue of a relevant “event” (as defined in the Regulations); may qualify for full HESC TFL as long as said event occurred during the HE Short Course in respect of which the student is applying for HESC TFL. This will not apply retrospectively and the occurrence of a relevant “event” will not

impact a student's eligibility for HESC TFL in respect of any HE Short Course concluded prior to the "event".

The relevant events are set out under regulation 7 and are:

- the student or the student's spouse, civil partner, parent or step-parent is recognised as a refugee;
- the student or the student's spouse, civil partner, parent or step-parent becomes a person granted stateless leave or a person granted humanitarian protection;
- the student becomes a person granted section 67 leave;
- the student becomes a person granted Calais leave;
- the student becomes a person granted indefinite leave to remain as a victim of domestic violence or domestic abuse;
- the student becomes a person granted indefinite leave to remain as a bereaved partner;
- the student becomes a person granted leave under one of the Afghan Schemes;
- the student acquires the right of permanent residence in the UK;
- the student becomes a worker, employed or self-employed person (or where applicable a family member thereof) as described in paragraph 13(1)(a) of Schedule 1;
- the student becomes the child of a Swiss national;
- the student becomes one of the following:
 - a person with protected rights who is the family member of a person who was an EU national with protected rights on the first day of the relevant HE Short Course;
 - the family member of a person who was a UK national on the first day of the relevant HE Short Course;
 - the family member of a person with settled status in the UK on the first day of the relevant HE Short Course; or
 - the family member of a UK national where the family member has resident status in Gibraltar.
- the student becomes a person granted leave under one of the Ukraine schemes.

2.8 Time limit for applying for HESC TFL

Regulation 9(1) stipulates that a student must submit their application for HESC TFL to SLC no later than the last day of the HE Short Course that the application is in respect of.

However, SLC has the discretion to extend this deadline where they consider it is appropriate to do so, with consideration to an individual student's situation (regulation 9(2)).

2.9 Contact details

Students are requested to provide the details of two contacts; a minimum of one contact is mandatory and will be required prior to loan approval. The mandatory contact may reside at the same address as the student.

Note that where a student provides details of two contacts then the contacts must reside at a different address from each other.

3 Residency

Regulatory residency requirements for HE Short Courses as set out in Schedule 1 closely align to those that apply to HE UG student support with the exception that the relevant date for all categories has been standardised to the first day of the HE Short Course.

Students applying under existing EU exit related “fee only” residence categories are required to be undertaking the course in England but do not need to be ordinarily resident in England on the first day of their HE Short Course to satisfy residency requirements.

Please see the [SFE Assessing Eligibility guidance chapter](#) for further detailed advice on the regulatory residency categories.

4 Period of eligibility

4.1 Period of eligibility

A student’s status as an eligible student is retained until the course end date of the relevant HE Short Course unless the student’s eligibility is terminated early (regulation 5(3)) – see [section 4.3](#) for details on early termination of eligibility.

The period during which the student retains their eligible student status is the period of eligibility.

Example:

John begins a HE Short Course on 12 September 2022. The course end date is 3 February 2023. John’s period of eligibility for HESC TFL begins on 12 September 2022 and lasts until 3 February 2023 inclusive.

4.2 Period of deemed eligibility

Students who have previously been established as an eligible student under the Regulations may be deemed to be eligible for support as a returning student (regulation 3(2)(a)(ii)) for any subsequent designated HE Short Courses they undertake.

A student will be considered as a returning student (regulation 3(4)) if:

- they were awarded HESC TFL for a HE Short Course starting prior to the current HE Short Course they are applying for support in respect of;

- the current HE Short Course they are applying for support in respect of has a course start date within 12 calendar months of the course start date of their previous HE Short Course; and
- there have been no relevant changes to their personal circumstances since they were established as an eligible student under the Regulations – see [section 4.3](#) for detail.

In such cases where the student is considered as a returning student they will benefit from an expedited application process as SLC will not have to fully re-establish their personal eligibility for HESC TFL support for their new course.

Example:

- 1) Ali begins a HE Short Course on 19 September 2022. The course end date is 11 November 2022. Ali’s period of deemed eligibility runs until 18 September 2023 (12 months from the start date of his course).

Subsequently, Ali applies for HESC TFL for a second HE Short Course beginning on 9 January 2023. As Ali is within the existing period of deemed eligibility, and there have been no relevant changes to his personal circumstances, SLC do not have to re-establish his personal eligibility for HESC TFL support.

The end date of Ali’s period of deemed eligibility extends to cover 12 calendar months from the start date of his second HE Short Course. Therefore, the date on which Ali’s period of deemed eligibility ends is 8 January 2024.

Course	Course Start Date	Course End Date	Period of Deemed Eligibility Ends
1	19 September 2022	11 November 2022	18 September 2023
2	9 January 2023	7 April 2023	8 January 2024

- 2) Rebecca begins a HE Short Course on 1 September 2022. The course end date is 30 November 2022. Rebecca’s period of deemed eligibility runs until 31 August 2023 (12 months from the start date of her course).

Subsequently, Rebecca applies for HESC TFL for a second HE Short Course beginning on 1 April 2023. As Rebecca is within the existing period of deemed eligibility, and there have been no relevant changes to her personal circumstances, SLC do not have to re-establish her personal eligibility for HESC TFL support.

The end date of Rebecca’s period of deemed eligibility extends to cover 12 calendar months from the start date of her second HE Short Course. Therefore, the date on which Rebecca’s period of deemed eligibility ends is 31 March 2024.

Rebecca applies for support for a third HE Short Course that begins on 10 January 2024. As she is still within the her period of deemed eligibility, and there have been no relevant changes to her personal circumstances, SLC do not have to fully re-establish her personal eligibility for support. Her period of deemed eligibility extends

for a further 12 calendar months from the start date of the third course. Therefore, the revised date on which Rebecca's period of deemed eligibility ends is 9 January 2025.

Course	Course Start Date	Course End Date	Period of Deemed Eligibility Ends
1	1 September 2022	30 November 2022	31 August 2023
2	1 April 2023	31 May 2023	31 March 2024
3	10 January 2024	28 February 2024	9 January 2025

In cases where a student applies for further HESC TFL support after the existing period of deemed eligibility has ended, SLC will be required to re-establish the student's personal eligibility for support from the first day of the new HE Short Course.

Example

- 1) David begins a HE Short Course on 5 September 2022. The course end date is 2 December 2022. David's period of deemed eligibility for HESC TFL ends on 4 September 2023.

Subsequently David applies for HESC TFL for a new HE Short Course beginning on 12 September 2023. As the David is no longer within the existing period of deemed eligibility SLC are required to fully re-establish his eligibility for student support.

4.3 Early termination of eligibility

There are certain changes to the student's circumstances that may determine they may be no longer eligible to receive HESC TFL support.

In cases where SLC has been notified of or have established such a change in the student's circumstances, action should be taken to terminate or re-establish the student's eligibility for HESC TFL support as required.

4.3.1 Student has ceased to be ordinarily resident in England

Where a student has been assessed as eligible for HESC TFL support on the basis of being ordinarily resident in England but subsequently becomes ordinarily resident outside of England (either in another UK nation or overseas) while undertaking one or more HE Short Courses, their period of eligibility will continue until completion of their current course(s).

Note that HESC TFL support already paid in respect of the current HE Short Course(s) will be left in place and any payments in respect of course(s) already started can still be made on receipt of a valid confirmation of attendance even after the student ceases to be ordinarily resident in England.

However, the student will not be deemed eligible for HESC TFL as a returning student from the date on which they ceased to be ordinarily resident in England (regulation 3(5)(a)). In such

circumstances SLC will take appropriate action to fully re-establish the student's personal eligibility on receipt of any application for HESC TFL support for any subsequent HE Short Courses.

4.3.2 Immigration status expires

Where a student holds one of the following immigration statuses, or as applicable is a relevant family member of a person with:

- Refugee status;
- Humanitarian Protection;
- Stateless leave;
- Section 67 leave;
- Calais leave;
- Limited leave to enter or remain; or
- Protected rights

and this status expires with no outstanding appeal being pursued with the HO during an established period of eligibility the student ceases to be eligible for further HESC TFL support. This applies unless the student is awarded further leave to enter or remain in the UK from the date on which their extant status expired.

Note that HESC TFL support already paid in respect of the current HE Short Course(s) will be left in place and any payments in respect of HE Short Course(s) already started can still be made on receipt of a valid confirmation of attendance even after the student ceases to be eligible as a result of the expiration of their leave status.

However, the student will not be deemed eligible as a returning student for HESC TFL to undertake any further subsequent HE Short Courses (regulations 5(3)(c) – 5(3)(h)). In such circumstances SLC will take appropriate action to fully re-establish the student's personal eligibility on receipt of an application for HESC TFL support for any subsequent HE Short Courses.

4.3.3 Student deemed "unfit"

Where a student has been determined to be an eligible student under the Regulations, but SLC subsequently determines that they are "unfit" to receive student support, their period of eligibility will be terminated early (regulation 5(4)).

This may have an impact on payments of HESC TFL in respect of any HE Short Course(s) started prior to the student being deemed "unfit", depending on the particulars of the case.

Otherwise, the student will also cease to be deemed eligible for HESC TFL for any further HE Short Courses from the date they are deemed "unfit".

4.3.4 Usage of full HESC TFL entitlement

Where a student has received all four HESC TFL entitlements, their eligibility will terminate as of the course end date of the final HE Short Course.

4.3.5 End of HE Short Course trial period

Where a student's period of deemed eligibility for HESC TFL would run beyond the end date of the HE Short Course trial period then it will terminate on the 31 August 2025 – the end date of the trial.

4.3.6 Arrears accrued during a period of eligibility

Students who have received HESC TFL support and who subsequently accrue arrears on an outstanding student loan balance will not have their existing period of deemed eligibility terminated due to the arrears. However, students will not be able to receive HESC TFL support for subsequent HE Short Courses until SLC are satisfied that the student has resolved their arrears balance. In such cases, SLC will not have to reassess the student's eligibility for support once the student has resolved their arrears balance (unless the existing period of deemed eligibility has lapsed or ended for another reason).

5 Courses

5.1 HE Short Course providers

Following the conclusion of a DfE commissioned [Challenge competition](#) the OfS has published a list of [22 current providers](#) who have been awarded funding to develop HE Short Courses. The HE Short Courses developed by the successful providers will be designated to be eligible for funding by the HESC TFL for the duration of the trial period.

5.2 Designated HE Short Courses

HE Short Courses are derived from a module, or several modules, of prescribed level 4 to 6 HE courses designated under the Education (Student Support) Regulations 2011 (as amended). HE Short Courses are targeted at Government priority subject areas such as healthcare, STEM, digital innovation and education and will be specifically designated for HESC TFL support by the SoS.

For courses to be designated by the SoS they must meet the criteria set out under Regulation 4(1). HE Short Courses must:

- begin on or after 1 September 2022 and before 1 August 2025;
- end before 1 September 2025;
- be no longer than 12 months in duration;
- be either 30 or 40 credits;
- be delivered by a provider situated in England; and
- be substantially delivered in England

There are no restrictions on mode of study therefore both FT and PT HE Short Courses, either in attendance or distance learning, can be designated and qualify for HESC TFL support.

There is no regulated minimum duration for HE Short Courses however due to the credit values of HE Short Courses, in practice courses are unlikely to be shorter than six weeks.

Regulation 4(2) states that the SoS must publish, in an appropriate manner, a list of the courses designated for HESC TFL support. The list of designated HE Short Courses has been published on the Government website and can be viewed here: <https://www.gov.uk/government/publications/higher-education-short-courses>

6 Entitlement

6.1 Standard entitlement

Students are entitled to up to a maximum of four HESC TFLs (regulation 12(2)) irrespective of credit value.

Within this entitlement students can:

- study and receive HESC TFLs separately one after another, up to the end of the HE Short Course trial period and the maximum of four HESC TFLs; or
- study and receive HESC TFLs for all or some of their courses concurrently, including undertaking all four TFL-funded HE Short Courses at the same time.

Students may undertake HE Short Courses that are not funded by SLC; these courses will not impact on the student's four loan entitlement under the trial.

6.2 Calculation of HESC TFL entitlement

HESC TFL is a non-income assessed product however the maximum HESC TFL entitlement is capped per HE Short Course and is dependent on the number of course credits (regulation 13(2)):

- The maximum HESC TFL available for a 30 credit HE Short Course is £2,310.
- The maximum HESC TFL available for a 40 credit HE Short Course is £3,080.

Under regulation 13(1) a student's HESC TFL entitlement will be calculated with reference to and capped at the lesser of:

- the maximum TFL amount available, or
- the fee charged by the HEP.

Note that students may apply for less HESC TFL than the total cost of their HE Short Course but will not be able to carry over "unused" HESC TFL to another HE Short Course in the future.

They may however request an increase to their HESC TFL during the HE Short Course, up to the maximum HESC TFL available, in line with the application deadlines.

6.3 Previous study

There are no previous study or ELQ restrictions on HESC TFL entitlement. Therefore neither previously funded nor self-supported HE study (UG or PG) or FE study will be taken into account in assessing a student's HESC TFL entitlement.

Students do not need to "progress" through study levels when undertaking subsequent HE Short Courses to remain entitled to HESC TFL, for example, a Level 6 HE Short Course could be completed before a Level 4 HE Short Course.

Periods of study on designated HE Short Course(s) won't be considered as previous study for the purposes of assessing standard HE support in circumstances where the student progresses to undertake HE study. This is because undertaking a HE Short Course itself does not lead to the award of a qualification as listed in Schedule 2 of the Education (Student Support) Regulations 2011 (as amended).

However, should a student be awarded a qualification that is recognised in the schedule, following a pattern of HE Short Course study and/or prior attainment, then their future HE support may be affected in line with previous study and ELQ provisions as set out in the [SFE Assessing Eligibility guidance chapter](#).

6.4 Repeat study

Students may repeat a HE Short Course and receive HESC TFL support however doing so will use one of their remaining HESC TFL entitlements. There is no restriction on the number of times a student can receive HESC TFL support for repeating a HE Short Course up to the maximum entitlement of four HESC TFLs.

Where a student elects to repeat a HE Short Course and has exhausted their entitlement of four loans, the student will not qualify for additional HESC TFL support.

Example:

- 1) Simon undertakes a Level 4 Mathematics HE Short Course. He applies for HESC TFL support of £2,310 to cover the cost of his tuition fees. Due to circumstances, Simon needs to repeat the full HE Short Course and restarts the course in the next intake. He applies for additional HESC TFL support of £2,310 to cover the cost of fees for repeating the course.

Simon has used two of four HESC TFL entitlements.

6.5 Compelling personal reasons

Additional funding for compelling personal reasons will not be offered under the HE Short Course trial. Students may receive funding to repeat a designated HE Short Course only if they have remaining HESC TFL entitlement to do so.

7 Administration of HESC TFLs

7.1 Payment proportions

HESC TFLs will be paid by SLC, on the student's behalf, to the relevant HEP (regulation 16(1)). Payment will be made as a single instalment equal to the amount of TFL requested by the student at that time (and subject to the maximum HESC TFL available).

7.2 Confirmation of attendance

Payment of a HESC TFL can only be made once the HEP has confirmed that the student has enrolled and has been in attendance (or undertaking the HE Short Course if distance learning) for at least two weeks.

Payment of a HESC TFL will be released following receipt of a request for payment included with the confirmation of attendance from the HEP (regulation 16(2)).

7.3 Student liability

Students may be liable to their HEP for the cost of the full fee charged after attending for two weeks from the first day of the HE Short Course (the "liability point").

This is irrespective of whether the student has applied for HESC TFL by that date or not. Note that the student can apply for a HESC TFL at any time during the course (up to the application deadline) to cover the cost of tuition fees.

Students will only be liable for the HESC TFL from the date payment has been made to the HEP.

7.4 Information requirements

Regulation 15(1) provides that SLC may request at any time from the student information that may be required to recover HESC TFL.

SLC will verify an student's British passport details with Her Majesty's Passport Office (HMPO) where possible. Where this is not possible, SLC will request alternative evidence of identity such as a student's valid national ID card, passport or birth certificate (regulation 15(2)).

7.5 National Insurance number (NINO)

Students are required to provide their valid UK NINO as a condition of HESC TFL payment (regulation 14). However, students who have not been issued a NINO by the DWP may be exempted from the requirement to provide a NINO with their application.

7.6 Change of HE Short Course

7.6.1 Change of HE Short Course (pre-liability)

Students who (i) change course prior to starting a HE Short Course; or (ii) have started their HE Short Course and change course prior to being in attendance for two weeks from the first day of their original course, also known as the “pre-liability period”, can change the course for which they have applied for HESC TFL.

In circumstances where a student changes their course in the pre-liability period they will not be liable for tuition fees for the course they are no longer attending/did not attend. Therefore no HESC TFL will be payable to the HEP providing the initial course.

Where a change of course results in a change of course start date then the student will have their period of eligibility (and period of deemed eligibility if the student is a returning student) assessed in relation to the first day of the new course.

Examples:

- 1) Change of HEP and course:** Amir begins a HE Short Course on 3 October 2022. Within a week of starting on the course Amir informs the HEP that he wishes to change course and HEP.

As Amir was in attendance on the original course for less than two weeks, he is not liable for tuition fees in respect of the original course and no HESC TFL is paid to the HEP.

Amir begins the alternative HE Short Course on 24 October 2022 and attends past the liability date on the new course. Amir is liable for full tuition fees for the second course and HESC TFL is paid to the HEP on receipt of attendance confirmation.

Amir has only used one of the four HESC TFL entitlements.

- 2) Change of course at same HEP:** Sophia begins a Level 4 Mathematics HE Short Course on 5 September 2022. After a week on the course Sophia agrees with her HEP to move to an alternative Level 6 Mathematics HE Short Course that begins on 12 September 2022.

As Sophia was in attendance on the original course for less than two weeks, she is not liable for fees, therefore no HESC TFL is paid to the HEP. Sophia attends past the

liability point on her new course and is liable for full tuition fees for that course. HESC TFL is paid on receipt of attendance confirmation.

Sophia has only used one of the four HESC TFL entitlements.

7.6.2 Change of HE Short Course (post-liability)

Students who choose to change course, and who have been in attendance on their HE Short Course for at least two weeks from the first day of their course will be liable for full tuition fees for that course.

Therefore HESC TFL will be payable in respect of the initial course and any changes of course will require a new application for additional HESC TFL in respect of the new course.

Example:

- 1) Faiza begins a HE Short Course on 1 September 2022. The tuition fees for the course total £2,310. After studying on the course for 4 weeks Faiza decides that she wishes to change to a different HE Short Course. As Faiza has been in attendance on the original course for more than two weeks she is liable for full fees therefore £2,310 HESC TFL is paid to the first HEP on receipt of attendance confirmation.

Faiza must apply for additional HESC TFL to cover the cost of tuition fees for her new course. Therefore, Faiza has used two of four HESC TFL entitlements.

7.7 Ceasing to undertake a HE Short Course

7.7.1 Ceasing to undertake a HE Short Course (pre-liability)

A student who does not undertake the HE Short Course, or ceases to undertake a HE Short Course prior to the liability point, will not be considered as having been undertaking the HE Short Course therefore will not be liable for any tuition fees (or HESC TFL) for that course.

In such cases HEPs are not be expected to provide attendance confirmation therefore no HESC TFL should have been paid to the HEP.

There is no requirement for a student or HEP to notify SLC when the student ceases to undertake their course.

7.7.2 Ceasing to undertake a HE Short Course (post-liability)

Where a student ceases to undertake a HE Short Course after the liability point they will remain liable for full tuition fees for the course regardless of whether the student returns to complete study or not.

SLC will leave payment of full HESC TFL in place (or pay TFL to the HEP on receipt of request for payment and a valid attendance confirmation).

Students who cease to undertake a HE Short Course will continue to be deemed to be an eligible student for the remainder of the 12 calendar months from the first day of the course they have left, subject to any change of circumstance that may determine the student is no longer eligible to receive HESC TFL support – see [section 4.2](#) for details on period of deemed eligibility.

If a student ceases to undertake a HE Short Course, this will not impact HESC TFL for any other HE Short Courses being studied concurrently.

There is no requirement for a student or HEP to notify SLC when the student ceases to undertake their course – either temporarily or permanently.

Examples:

1) Temporary cessation of a HE Short Course resuming on same intake of the course:

Craig begins a 30 credit HE Short Course on 19 September 2022 with an end date of 9 December 2022.

He applies for a HESC TFL of £2,310 which is paid to the HEP on receipt of attendance confirmation. Craig attends the course for the first 3 weeks then, with the agreement of their HEP, temporarily ceases study for 4 weeks before resuming on the same course.

Craig remains liable for the full HESC TFL which will enter repayment status on 6 April 2024 (the start of the tax year after Craig's course end date).

There is no requirement for SLC to take any action on Craig's account therefore the HEP is not required to notify SLC that Craig has temporarily ceased his studies.

2) Temporary cessation of study resuming on new intake later in same tax year:

Margaret begins a 30 credit HE Short Course on 12 September 2022 with an end date of 2 December 2022.

She applies for a HESC TFL of £2,310 which is paid to the HEP on receipt of attendance confirmation. Margaret attends the course for the first 4 weeks then, with the agreement of her HEP, decides to cease her study with the intention of re-starting the same course on the next available intake in January 2023.

As Margaret has been undertaking the course for more than two weeks, she remains liable for the full HESC TFL which will enter repayment status on 6 April 2023 (the start of the tax year after Margaret's course end date).

There is no requirement for SLC take any action on Margaret's account therefore the HEP is not required to notify SLC that Margaret has temporarily ceased her studies.

When Margaret restarts the course in January 2023, she may apply for a second HESC TFL to cover the cost of her tuition fees, if the HEP has decided to charge fees. This will mean that Margaret has used two of four HESC TFL entitlements.

- 3) Permanent cessation of study:** Joanna begins a 40 credit HE Short Course on 10 January 2024 with an end date of 6 May 2024. She applies for a HESC TFL of £3,080 which is paid to the HEP on receipt of attendance confirmation. Joanna attends the course for the first 8 weeks then decides to cease her study.

As Joanna has been undertaking the course for more than two weeks she remains liable for the full HESC TFL which will enter repayment status on 6 April 2025 (the start of the tax year after Joanna's course end date).

There is no requirement for SLC take any action on Joanna's account therefore the HEP is not required to notify SLC that Joanna has ceased her studies.

Note: Despite ceasing study on one HE Short Course Joanna continues to be deemed to be an eligible student until 9 January 2025 (12 calendar months after the start date of the course). Therefore, if Joanna decides to return to study on an alternative HE Short Course within that period SLC will not be required to re-establish her eligibility for student support if she were to apply for HESC TFL.

7.8 Change of course tuition fee

Where HEPs determine a need to change or correct the tuition fee amount charged to the student the HEP must notify SLC of a change in fees.

Examples:

1) Change to course fee by the HEP – course data correction

James begins a 40 credit HE Short Course with tuition fees set at £2,080. He applies for HESC TFL requesting support to cover the full cost of his tuition fees. On receipt of attendance confirmation SLC pay the full amount of £2,080 to the HEP. Subsequently the HEP determines that the tuition fee set for the course is incorrect and changes the tuition fees to the correct amount of £3,080. As James requested the maximum available loan, SLC reassess James' entitlement and pay an additional £1,000 to the HEP. This change will also apply to any other students on the same HE Short Course as James.

2) Change to course fee by the HEP – individual student

Peter begins on a 30 credit HE Short Course with tuition fees of £2,310. On receipt of attendance confirmation SLC pay the full HESC TFL amount to the HEP. Subsequently the HEP reduces the tuition fees charged to Peter to £2,000. The HEP informs SLC of the reduction in Peter's fee liability from £2,310 to £2,000 and returns the additional HESC TFL amount to SLC reducing Peter's HESC TFL liability accordingly.

3) Change to course fee by the HEP following post-liability cessation of study

Jennifer begins a 40 credit HE Short Course with tuition fees of £3,080. On receipt of attendance confirmation SLC pay the full HESC TFL amount to the HEP. Subsequently Jennifer ceases attendance on the HE Short Course but remains liable for full tuition fees therefore SLC leave HESC TFL in place. The HEP determines that they will only charge half of the full tuition fee amount for the reduced time that Jennifer attended the course. The HEP informs SLC of a reduction in the Jennifer's fee liability from £3,080 to £1,540 and returns the additional TFL amount to SLC reducing Jennifer's HESC TFL liability accordingly.

7.9 Change of HESC TFL amount requested

Students may request changes to their HESC TFL amount.

7.9.1 Prior to payment of HESC TFL

Students may reduce or increase the amount of HESC TFL they have requested. This is subject to the applicable maximum HESC TFL amount and fees charged by the HEP.

7.9.2 Post payment of HESC TFL

Students may increase the amount of HESC TFL they have requested (subject to the maximum HESC TFL available). However students cannot request a HESC TFL amount lower than the amount that has already been paid to the HEP. Students have until the last day of their HE Short Course to submit a request for an increase to TFL.

8 Overpayments**8.1 HESC TFL overpayments**

Where an overpayment of HESC TFL is identified SLC will seek to recover the overpaid loan amount. Regulation 18(1) provides that an overpayment of HESC TFL is recoverable from:

- the HEP, or
- the student in respect of whom the payment of the HESC TFL was made

In circumstances where it is determined that an overpayment of HESC TFL is to be recovered directly from the student, the overpayment may be recovered:

- by subtracting the overpayment from future HESC TFL entitlement for a subsequent HESC,
- by requiring the student to repay the overpayment directly, or
- by taking such other appropriate action for the recovery of an overpayment as is available.

This includes discretion to recover an overpayment from the student through the normal ICR process.

Note that overpayment of HESC TFL is not recoverable from other student support products and vice versa.

9 Repayment

HESC TFLs will be repaid on an income contingent basis on 'Plan 2' terms and conditions (as set out in the Education (Student Loans) (Repayment) Regulations 2009 (as amended)).

For more details on repayment of Plan 2 loans refer to the [SFE Repayments guidance chapter](#).

10 Annexes

10.1 Annex A: Update log

Version	Updates
V0.1	Initial draft
V0.2	Updates following initial internal policy team review
V0.3	Additional updated following further policy team review
V0.4	<p>Updated following DfE and SLC legal review</p> <ul style="list-style-type: none"> • Updated Section 2.2 - Added detail on ratification • Added section 2.4 – Distance Learning • Added section 2.5 – Armed Forces Personnel • Updated Section 5 – Redrafted courses section • Updated Section 6.3 – Updated previous study detail to set out consideration of future implications for previous study/ELQ rules under HESF in cases where undertaking HESC(s) leads to award of qualification • General cosmetic textual amendments throughout document
V0.5	Updated section 5.2 to add detail on minimum duration of HE Short Courses
V1.0	Signed off