



Student Course Registration

POLICIES AND PROCEDURES MANUAL

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1 Manual Overview

1.1 Policy Purpose:

- The policy reflects RCL's commitment to ensuring genuine student engagement and the responsible management of public funds.
- This document outlines the internal policy of Regent College London (RCL) regarding the confirmation of student registration with the Student Loans Company (SLC).
- Regent College London (RCL) policy is to achieve timely and accurate processing of student registration confirmations pertaining to student course registrations, to follow all applicable laws, regulations of SLC and to maintain records for compliance purposes.
- As a Higher Education Provider, Regent College London must comply with Student Loan Company (SLC) guidance on Student Registration Confirmation.
- Supports compliance with the Office for Students (OfS) condition B3 and D, particularly in safeguarding student outcomes and financial sustainability

1.2 Scope:

The content of this manual covers the following areas:

- Student registration confirmation task and responsibilities of the Student Finance team within the Finance department.

1.3 Responsibility:

- It is the responsibility of the GCFO (Group Chief Financial Officer) delegated by the Board of Directors and Group CEO to implement the outlined policies and procedures through this manual.
- GCFO is assisted by the Student Finance Team to manage, process and provide confirmation of student course registration to the SLC for all course registrations for new students per intake and annually for continuing students.

1.4 Distribution:

- This policy is communicated to all RCL staff and made available to access on the RCL staff intranet.

1.5 Review and Update:

- Finance department will review policy annually, or sooner if changes to SLC guidance or institutional needs arise.
- No contents of this manual shall be copied or otherwise reproduced except with prior written approval from the Group CEO or BOD.

1.6 Abbreviations:

The following abbreviations are used in the manual.

Abbreviation	Definition
BOD	Board of Directors
Group CEO	Group Chief Executive Officer (CEO)
GCFO	Group Chief Financial Officer
SFM	Student Finance Manager
SLC	Student Loan Company
HEP	Higher Education Provider
SFE	Student Finance England
RCL	Regent College London
SIS	Student Information System

1.7 Authority Matrix – confirmation of student course registration:

- The following department or position is accountable for confirming student course registration to the SLC, on behalf of the college. No other department has the authority to undertake this task at present.

Department	Responsibility
Finance Department	Group Chief Financial Officer and Student Finance Team

1.8 Audit:

- Systemic risks exist across a higher education body's academic operation that may also include student course registrations which may be subject to ongoing reviews and monitoring by external regulatory providers (SLC, OFS etc.) including external audits by National Audit Office (NAO).
- Internal and External auditors can provide an objective and independent appraisal on both the effective operation and adequacy of systems involving course registration.
- Internal audit will verify compliance with data integrity controls, Unit E audit trails, referring to the automated records that track changes made to student data and exception management.
- Reviews can also be undertaken at the request of the BOD and the College Departments must comply on reasonable grounds with Audit requests.
- Both Internal and External Audit may:
 - Require and receive such explanations as are necessary concerning any matter under examination involving course student registrations.
 - Require RCL to prove that there is adequate management and governance arrangements in place, including ensuring accurate student data to effectively confirm course registration, controls to prevent potential fraud and misuse of student finance.
 - Have reasonable access to all records, documents and correspondence on course registration confirmation by the College.

2 Student Registration Course Confirmation procedure

2.1 SLC Guidance on Registration Confirmation

- According to the SLC's official guidance, Higher Education Providers (HEPs) are permitted to confirm student registration **up to 30 days before the expected course start date**, provided the provider reasonably believes that the student will engage with their course. E.g. April 25 intake started 28th April and SLC portal was opened 1 month prior.
- This early confirmation enables the release of **maintenance loans to the student's bank account** and is based on the institution's confidence in the student's intended participation.

2.2 RCL Internal Policy – Course Registration

Despite the flexibility allowed under SLC guidance, Regent College London **enforces a stricter internal policy**:

- RCL confirms registration if the student is actively enrolled on Unit E and loan is approved correctly. This is not dependant on attendance.

- Registration confirmations are processed within 5 working days of the official course start date, ensuring timely yet accurate submission to the SLC. Provided the loan details are correct.

This ensures that registration confirmation reflects **actual course engagement**, rather than mere intention. The internal policy is documented below **in more detail and is summarised below**.

- Student Finance downloads a work registration list of students from SIS (SLC portal) and exports onto WordPad file for import onto Unit E (college student management system).
- Work registration list is available 30 days prior to course start date.
- RCL confirms registration for active student on list via Unit E (student loan section). These Confirmations are marked 'Y' on the student loan record and then is uploaded in bulk on SIS to update the course registration status of the student.
- Creation of student record and attendance confirmation is independently performed by other teams within the Registry department [**internal control**].
- Most course registration confirmation are done in bulk and the rest is manually processed requiring a change of circumstances or negative confirmation (**discussed in section 2.2.1**).
- Manual registrations can also occur where there is a mismatch of course student information between SLC (work registration list) and Unit E. Information is corrected in order for the college to confirm registration via a change of circumstances. E.g. A student on worklist appears as FT but is PT on college student record.
- The course registration is performed for all students from the first day of the course provided they meet the criteria.
- The registration provides assurance to the SLC to confirm that the student is active and doing the correct course.

2.2.1 RCL Internal Policy – Course Registration - Non-Confirmation

- A course registration is not confirmed if the student leaves the course, defers, postpones course, transfers to another HEI, is suspended or not active.
- Once the college has confirmed all registrations, Student finance goes through the remaining students (non-confirmed) on the list and performs negative confirmation by manually reporting as 'N' against the student course registration status on the worklist via the SLC portal.
- This achieves non-confirmation of student registration and prevents release of public funds.
- Student Finance England will recoup the maintenance funds from the student if they cancel their course after being active on the course during the **cooling off period (within 2 weeks of start date)** and after confirming their registration.

2.2.2 RCL Internal Policy – Release of maintenance funds

- The registration confirmation is required for Student Finance England (SFE) to release the maintenance payment into the student's bank account.
- Generally, at least 3 to 5 working days after registration is confirmed.
- Maintenance payment is made to student bank account at the start of every term.

2.3 Policy Justification and Oversight

- The approach aligns with OFS Condition D, by ensuring robust financial controls and strong governance is maintained over public funding.
- The college has discussed this internal process with RCL's designated SLC Relationship Manager, who has welcomed and endorsed this approach.
- The SLC acknowledged that it is a proactive measure to protect public funds, reducing the risk of confirming students who do not attend or who may withdraw early.
- This internal process will allow both students and staff to better understand the procedures concerning course where clarity and transparency is required, to minimise both confusion and student queries received by the Student Finance team regarding maintenance grants. This is imperative when the college is experiencing growth in student numbers and to strengthen internal controls over fraud prevention and to minimise risk of loss of public funding.
- This Internal process for course registrations is independently undertaken by the Student Finance Team to promote objectivity in decision making when deciding or not to confirm registration for a student.

2.4 Benefits of This Policy

- **Promotes accountability and compliance** with SLC prescribed requirements on student course registration confirmation.
- **Reduces the likelihood of overpayments** and ineligible disbursements.
- **Aligns with RCL's core values** of integrity, transparency, and responsible financial governance.
- **Safeguard against risk of fraud** by confirming student place and active participation is legitimate prior to registering them, prevent fake student applications and providing assurance to Student Finance England (SFE) to release public monies.
- **Policy acts as guidance and improves transparency** for staff to follow and understand course registration, ensure registrations are timely and accurate as well as helps RCL keep intact our

reputation in effectively managing public funds during times where high education bodies are constantly under threat of funding cuts.

3 Appendices

3.1 Table Version Control Update:

Version	Date	Summary of Changes/ Revision Description	Author
1.0	August 2025	New Document	PP