



States of Guernsey
Education Services

STUDENT FINANCE

ACADEMIC PROGRESS REPORTS

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1. INTRODUCTION

This booklet aims to provide information to students, parents and institutions about the Academic Progress Report (APR) at the end of each academic year to chart the progress of every student in receipt of a higher education award from States of Guernsey Education Services Student Finance.

This booklet is in addition to the Guide to Higher Education Awards for Dependent Students and the Guide to Independent Student Bursaries. Students should continue to refer to these guides for details on all information regarding their awards.

2. WHAT IS AN ACADEMIC PROGRESS REPORT (APR)?

APRs are forms (please see example at the end of this booklet) which we issue at the end of each academic year to your institution to ask them to confirm that you have achieved the targets required to progress to the next year of your course, or, if graduating, your grade.

An APR will be issued for all students; those who are continuing into the next year of their course, and those who are due to complete in any given year. For continuing students, we will require the completed APR to be returned to us before we are able to process your application for the following year.

3. WHY DO WE NEED TO ISSUE AN APR?

Before we can award any funding, we have to ensure that the student is able to progress onto the next year of their course. The APR enables us to ensure that a student is able to progress and therefore eligible for support from us, or if they are in their final year, whether they have graduated and also their final grade.

Sometimes, for whatever reason, students, their families and the institutions, forget to tell us that their circumstances have changed during the year and the Academic Progress Report also allows us to confirm that a student has been at university, and that the funding we awarded was used for the purpose we awarded it.

There are many reasons why we need to issue APRs, including:

- keeping track of students and their progression
- helping us to identify if a student is having problems with their course
- to let us know if a student is required to repeat a year or had failed their course
- accountability and transparency in our funding
- to improve communication with institutions regarding student attendance and progress
- to improve communication with students re problems and progression

4. HOW DOES THIS WORK?

The APR asks your institution to confirm if you have successfully completed your year and if you are able to progress onto the next year of your course. (See example form at the end of this booklet.)

If your institution marks “pass” on your form, they are then asked to confirm either that you are able to progress to the next year of your course, or, if this was the final year of your course, your degree result.

If you are continuing onto the next year of your course, then we will process your application for grant as normal and an award letter will follow in due course, depending on when we receive your APR.

If your institution marks “fail” or “referred”, they are asked to give details about what this means for your progression e.g. resits, repeat period of study, etc.

If your institution states that you have been referred, we will contact you to advise this is the case, and your application will be put to one side until we receive confirmation that you have subsequently either passed or failed.

If your institution says that you can take resits, we will hold back your application until the results of those resits are known. If you have passed those resits, we will then process your application for grant. Please be aware that resit results are not normally known until the end of August through to the middle of September and this will result in a delay in any grant being awarded.

If you are required to repeat your year, please note we do not fund repeat years and you should refer to section 13 in the “Guide to Higher Education Awards for Dependent Students” or Section 10 in the “Guide to Independent Student Bursaries” for further information.

If your institution advises that you are not permitted to continue with your course, we will automatically withdraw your application from processing and you will not receive an award letter. We will, however, write to you to advise that your application has been withdrawn on this basis. Depending on your circumstances, you may wish to contact us to discuss this further.

5. WHEN DOES THIS HAPPEN?

The whole process runs alongside the normal processing of your application for a higher education award. The aim is that there should be little or no delay to the issuing of your award letter, although this does largely depend on how quickly the APRs are received back and whether you have passed, failed or been referred.

Below is a timetable that shows key dates/time in the APR scheme and how they match with key deadlines and dates in the normal processing of your application.

	APR	Normal Process
31 st May		Deadline for application for grant for forthcoming year.
End of June	APRs issued to each institution.	
31 st July	Deadline for return of APRs from institutions.	
Beginning of August	We will chase all institutions for outstanding APRs.	Award letters begin to be issued for those continuing students for whom an APR has been received which confirms they have passed.
Mid-August	We will contact those students for whom we have not received their APR, or for whom we have been made aware that they have failed or been referred. This is the point at which you will need to chase it.	(For new students) BTEC, IB, and A Level exam results should now have been received, 1 st Year award letters issued.
End of August		Award letters for all students should have all been issued by now.
Beginning of September		Fee schedules issued to all institutions.
Mid-September	For those who were referred, you should by now have received your results and arrange for your institution to provide us with your APR to confirm that you may progress to the next year of your course.	

6. WHO ARRANGES ALL OF THIS?

Ideally, we will do all of the work behind the scenes and you will not be required to do anything. However, if after sending out the forms to the institutions, we have not received them back, we will, as detailed above, chase those outstanding at the beginning of August.

If we still receive nothing back then we will contact you to ask you to chase it up. It may be that they will provide this information to you easier and more quickly than they are able to do to us.

We are unable to process your application for funding without confirmation that you have passed your year and so it is important that if we contact you to ask for your help, you do not ignore our request.

7. WHAT DOES THIS MEAN FOR ME? / WHAT HAPPENS NEXT?

Hopefully, your APR will say you have passed and can proceed onto your next year and you shouldn't notice a difference as your award will be processed as normal. If we haven't received your APR from your institution by mid-August this could mean a delay in us confirming your award, and we may ask you to chase it up.

If your APR advises you have been referred, this may be due to you having to take resits or re-submitting coursework, and you should be aware that we will be unable to progress your award until we have received confirmation of the outcome, at which point we will contact you again.

8. INFORMATION FOR INSTITUTIONS

Institutions should be aware that we are no longer able to issue a higher education award to a student without confirmation that they successfully completed their year and can progress on to the next year of their course. It is therefore imperative that the APR we issue to you is completed and returned to us at the address stated on the form by 31st July.

If we receive the completed APR by the deadline, this will allow us to process the student's grant in time for their return to university for their new academic year. It will also enable us to issue fee schedules promptly at the beginning of September so that you can raise your invoices to us for payment promptly too.

If a student has failed a year or has been referred, but is due to take resits, you should still complete the form to this effect, stating when results and potential progression will be known and return the form to us by the deadline of 31st July. This will allow us to diarise accordingly.

Institutions should be aware that this process is in addition to the random spotchecks we undertake during the year. We should still be informed immediately should the student withdraw, or make you aware of any difficulties they may be experiencing which may have an adverse effect on their progress.

9. FREQUENTLY ASKED QUESTIONS

When do I need to worry about the APRs?

We issue them to the institutions at the end of June. We expect to receive them back by the 31st July. If we haven't received them by mid-August, we will let you know so you can then chase up the institution yourself.

Do I need to give anything to my tutors?

No, we will send your APR directly to your institution.

What happens if you don't receive the APR?

We will ask the institution to return the APR by 31st July. If they aren't received by then, we will chase the institution shortly after. If we haven't received the APR by mid-August, we will contact you to let you know you need to chase it. Hopefully we should then receive this and be able to process your award as normal. However, if we still do not have the APR we will hold back your application until we receive confirmation that you have passed your year and are able to progress onto the next year of your course.

What if I have to do resits?

The institutions should inform us of this on the APRs, at which point we will write to you. As we cannot be certain at this point that you can progress onto the next year, we will hold back your application from processing until your progress has been confirmed. Once we are aware that you can continue onto the next year of your course, we will process your application as normal.

What if I fail my year?

If you or your institution advises us that you have not passed your year, we will automatically withdraw your application from processing and you will not receive an award letter. We will write to you to advise that your application has been withdrawn, but you may wish to contact us to discuss this further.

Do I still need to let you know if I've withdrawn?

Yes. You should let us know as soon as any of your circumstances change, such as, illness for a short period of time, accidents, withdrawals, temporary suspension of course, etc.

Why do you need to do this?

There are many reasons why we have to do this but primarily it is to make sure students are still eligible for a grant from us, they are progressing on their course as expected and to improve communications between us, the institution and the student.

Will you let me know if you have received it or if there are any problems with it?

We will only contact you if there is an issue i.e. we have not received your APR, you have not progressed onto the next year of your course, or we have been advised you have been referred.

Can I provide anything else if the university has not responded?

Ideally we would like all APRs to be returned, but if you have confirmation in writing from the institution that you have passed and can progress onto the next year, it may be possible that we can accept this in place of the APR.

I'm a final year, does it matter if you don't receive an APR for me?

We do still require your APR as we need to confirm that you have successfully completed your degree in case you want to study further in the future.

Will I still get my grant?

Hopefully. If we receive your APR by the deadline and you have passed your year, then your award letter should be issued as normal. If there are any issues with your APR, your award will not be processed until we have received it and/or it confirms that you have successfully completed your year and can progress to the next year of your course. In these cases, your grant may be delayed.

Why do I have to chase my university?

While we try to get a response from the institutions sometimes the institutions respond better and/or faster to their students. You may also have a better point of contact than that which we hold on file, and institutions may feel they only can disclose progression information to the student themselves.

What happens if I'm referred/won't know my results until September?

We'll hold your application back from processing until we're advised that you can or cannot progress.

10. FURTHER INFORMATION AND CONTACTS

If we have been unable to obtain your completed APR, you will need to contact your institution. We think the best place to start your enquiries is with either your tutor or Student Services team.

If you have any questions and cannot find the information within this booklet, please contact us on 01481 706560 or studentfinance@gov.gg.

Address Block

30 June 2018

**ACADEMIC PROGRESS REPORT FORM
FOR THE 2017/18 ACADEMIC YEAR**

IMPORTANT: ONLY COMPLETE THIS FORM ONCE THE STUDENT HAS COMPLETED THE ACADEMIC YEAR AND THEIR RESULTS ARE KNOWN. PLEASE RETURN NO LATER THAN 31ST JULY.

Student Name: _____ Date of Birth: _____
Institute Name: _____
Course Title: _____ Qualification: _____
Year of Course: _____ Length of Course: _____

Normal date of completion of course: _____

Has the student satisfactorily completed the academic year: **PASS/FAIL/REFERRED¹**
(Circle the most appropriate)

If the student has completed the course, please state the grade e.g. First, 2:1: _____

Can the student progress to the next academic year: **YES/NO/NOT APPLICABLE**

If referred or failed, what will this mean to the progression of the student e.g. resits, repeat period of study:

.....

Any additional information pertinent to the progression of the student:

.....

To be signed by the Course Supervisor, Head of Department, etc.

Signed: Date:

Print Name: Position:

Email: Telephone Number:

Please return the completed form to the address above or email studentfinance@gov.gg by 31st July.

¹ If Referred, the form should still be returned to us with details of why, what the next steps are and when we can expect to know if the student is able to continue in the additional information section.