

Annual fee information 2023-24: Cover sheet

Provider name: Solihull College and University Centre

Provider UKPRN: 10005946

This spreadsheet is a template for the Office for Students annual fee information return for the academic year 2023-24. This sheet provides information on the return.

This template needs to be completed by any provider holding an access and participation plan (APP) that started in 2020-21, 2021-22 or 2022-23, unless they have applied, or intend to apply, for a new plan to start in 2023-24. If you are seeking to upload a new APP, the relevant fee information will be collected in a separate return as part of the application process.

The fee information submitted in this template will be used to ensure that regulated course fees do not exceed the fee limit conditions set by the OfS, in accordance with the Higher Education and Research Act 2017.

The deadline for this return is 17 November 2022.

Note on pre-filled information

Tables 3c and 4c have been pre-filled with course fees submitted in previous data collections. Please check the pre-filled information thoroughly and amend where necessary to ensure that the fees are accurate and comprehensive for the 2023-24 academic year.

Where providers have submitted amendments to their 2022-23 fees as part of an application to vary their APP, this will only be reflected in the pre-fill data where providers have had their APP variation approved by 09 September 2022. Providers should make equivalent amendments to their fees that they have included in their application to vary their APP where they were yet to be approved by this date.

If no changes are needed to the pre-filled information, the sign off sheet must be completed and the template uploaded as confirmation.

Note on validation and credibility checks

Some sheets include tables of validation and credibility checks at the top of the sheet. The table contents are calculated based on the data you enter and do not need to be completed. The 'Check status' column shows whether the check has passed or failed.

Note on greyed out cells

Some cells are calculated based on the data you enter and do not need to be completed; these are highlighted in grey and are described in the notes at the top of the sheet.

Note on the Go To command

The Go To command (Control + G) can be used to navigate between tables in this spreadsheet, which will be prefixed "Table" followed by the table number and name. However, please note that the Go To dialog box will include other items that are for internal purposes only and should be ignored.

Guidance for completing your submission

[Annual fee information collection guidance 2023-24](#)

Enquiries

Please contact AFI@officeforstudents.org.uk with any queries.

Annual fee information 2023-24: Validation summary

This sheet contains one table that determines which subsequent sheets are valid according to the validation checks on that sheet.

The 'Sheet' column contains hyperlinks to the relevant sheets. The 'Check status' column is populated automatically and does not need to be completed.

The 'Comments for attention' column allows for the provision of any comments relevant to each sheet that would help OfS understand any changes you have made.

Table 1: Validation summary

Sheet	Check status	Comments for attention (500 characters maximum)
Contact details	Complete	
Full-time fees	Complete	
Part-time fees	Complete	
Sign off	Complete	
Workbook validation	PASSED	(No comments allowed)

Annual fee information 2023-24: Contact details

Use this sheet to submit contact details for this data return. This sheet contains tables 2a and 2b arranged vertically on the page.

Privacy notice

The OfS requests that the individual named below as having a lead role in the completion of the annual fee information return read this section explaining why we need contact details, and how these contact details will be used.

We may contact these individuals to discuss the information provided. We will protect your contact details and not share them outside the OfS, unless you give consent to do so. We will retain the names and contact details for the aforementioned purposes until they are superseded.

For further information on how we process personal data, please view our OfS privacy notice (link below) or contact us.

[OfS privacy notice](#)

Table 2a: Contact details validation check

Validation check	Check status
1. Please ensure that the contact details table is completed below. The details should be for an individual with a lead role in the completion of the annual fee information return.	Check passed

Table 2b: Contact details

Contact details	Please complete
Name Job title Telephone Email	Mary Younan Dean of Higher Education & Research 0121-678-7154 Mary.Younan@Solihull.ac.uk

Annual fee information 2023-24: Full-time fees

Use this sheet to confirm fee information for full-time courses. This sheet contains tables 3a, 3b and 3c arranged vertically on the page.

Rows in table 3c may be left completely blank. The column 'Sub-contractual provider name' in table 3c is populated automatically and does not need to be completed. The contents of row 15 are for internal purposes only and have been hidden.

Table 3a: Full-time fees validation checks

Validation check	Check status
1. There must be at least one course fee, in either table 3c or 4c, that applies to the 2023-24 entrants ("New entrants only" or "All students" in column F).	Check passed
2. All mandatory cells within a row must be complete - rows must have columns A, C, F and G completed. Sub-contracted courses must have a sub-contractual UKPRN provided.	Check passed
3. Courses must not exceed the higher fee cap for the course type selected.	Check passed
4. Sub-contractual provider UKPRNs must be a string of 8 numbers. For sub-contractual providers with no UKPRN, N/A should be recorded instead.	Check passed
5. Sub-contractual UKPRNs should only be entered for courses indicated as sub-contracted in column C.	Check passed

Table 3b: Full-time fees credibility checks

Credibility check	Check status
1. You have made reference to apprenticeships. Apprenticeships should not be included in this table, please amend.	Check passed
2. You have selected 'other', please double check that this course does not belong to any of the alternative course types available.	Check passed

Table 3c: Full-time courses: fee limits and student numbers

Course type	Where you charge a range of fees for the same course type, please provide more information e.g. subject or faculty groupings.	Is this course sub-contracted?	Sub-contractual provider UKPRN	Sub-contractual provider name (do not change)	Which cohorts of students does this fee apply to?	Course fee (£)
First degree	Coventry validation	No		N/A	All students	£8,500
First degree	includes top up degrees and 3 year degrees	No		N/A	All students	£7,500
Foundation degree		No		N/A	All students	£7,500
HNC/HND		No		N/A	All students	£6,500

Annual fee information 2023-24: Part-time fees

Use this sheet to confirm fee information for part-time courses. This sheet contains tables 4a, 4b and 4c arranged vertically on the page.

Rows in table 4c may be left completely blank. The column 'Sub-contractual provider name' in table 4c is populated automatically and does not need to be completed. The contents of row 15 are for internal purposes only and have been hidden.

Table 4a: Part-time fees validation checks

Validation check	Check status
1. There must be at least one course fee, in either table 3c or 4c, that applies to the 2023-24 entrants ("New entrants only" or "All students" in column F).	Check passed
2. All mandatory cells within a row must be complete - rows must have columns A, C, F, G and H completed. Sub-contracted courses must have a sub-contractual UKPRN provided.	Check passed
3. Courses must not exceed the higher fee cap for the course type selected.	Check passed
4. Sub-contractual provider UKPRNs must be a string of 8 numbers. For sub-contractual providers with no UKPRN, N/A should be recorded instead.	Check passed
5. Sub-contractual UKPRNs should only be entered for courses indicated as sub-contracted in column C.	Check passed

Table 4b: Part-time fees credibility checks

Credibility check	Check status
1. You have made reference to apprenticeships. Apprenticeships should not be included in this table, please amend.	Check passed
2. You have selected 'other', please double check that this course does not belong to any of the alternative course types available.	Check passed

Table 4c: Part-time courses: fee limits

Course type	Where you charge a range of fees for the same course type, please provide more information e.g. subject or faculty groupings.	Is this course sub-contracted?	Sub-contractual provider UKPRN	Sub-contractual provider name (do not change)	Which cohorts of students does this fee apply to?	Full-time equivalent course fee (£)	Maximum fee charged in any academic year (£)
First degree		No		N/A	All students	£7,500	£3,750
Foundation degree		No		N/A	All students	£7,500	£3,750
HNC/HND	Part Time HND-HNC	No		N/A	All students	£6,500	£3,250
HNC/HND	Aircraft Maintenance	No		N/A	All students	£8,500	£4,000

Annual fee information 2023-24: Sign-off

Use this sheet to confirm the inflation statement and to sign off the return. This sheet contains tables 5a to 5f arranged vertically on the page. The contents of row 16 are for internal purposes only and have been hidden.

Table 5a: Sign-off validation checks

Validation check	Check status
1. You must select an inflation statement to indicate whether you intend to increase fees annually. Only insert commentary if you have selected 'Other inflation statement'.	Check passed
2. You must respond 'Yes' to each of the sign-off statements and complete the name and position of the accountable officer.	Check passed

Table 5b: Sign-off credibility checks

Credibility check	Check status
1. You have made changes to the inflation statement. Please consider whether these changes comply with regulatory requirements and whether these changes may warrant a variation of your access and participation plan.	Check passed
2. The accountable officer must be the same contact that your provider has nominated to the OfS in accordance with condition E1 of the regulatory framework. The accountable officer is normally the head of the provider.	Check passed

Inflation statement

Please check the following inflation statement. This information has been pre-filled using the inflation statement submitted as part of your provider's approved access and participation plan. If necessary, you may change your inflation statement in cells A13 and A15. Changes determined to be of material consequence by the OfS may warrant additional follow-up with your provider.

Other inflation statement (use commentary box)
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Inflation statement commentary box

Our 23-24 reported fees remain the same as the 22-23 fees. Subject to maximum fee limits we may increase fees from £7500 to £8500 over the lifecycle of the plan.

Sign off

The accountable officer must confirm that all the information provided has been internally validated and that the information has been signed off and approved as correct. Please read each of the three sign-off statements below in tables 5c to 5e and use the drop down in cells B21, B24 and B27 to confirm your agreement. The accountable officer should then sign off the return by completing their name and position in table 5f.

Table 5c: Sign-off statement 1 confirmation

Sign-off statement 1	Confirmation
I confirm that the information included in this fee information workbook is accurate, and that it is being submitted on behalf of the governing body of my provider.	Yes

Table 5d: Sign-off statement 2 confirmation

Sign-off statement 2	Confirmation
I confirm that the 2023-24 course fees submitted within this workbook will be implemented in accordance with the fee limit regulations.	Yes

Table 5e: Sign-off statement 3 confirmation

Sign-off statement 3	Confirmation
I have considered whether the information included in this fee information workbook constitutes a material change to the provider's fee strategy compared with fee levels for 2022-23. I am aware that I should contact the OfS to discuss a potential variation of my access and participation plan if any such material change occurs.	Yes

Table 5f: Accountable officer details

Name	Position
Rebecca Gater	Principal & Chief Executive Officer