



Learning Provider Portal Quick Guide

Attendance Confirmation

Please refer to section 15 of the User Guide for full and detailed instructions on Attendance Confirmation.

When to Confirm Attendance

Attendance confirmation is the process for a Learning Provider to confirm to the Student Loan Company that a learner is engaged on their learning aim.

It is this attendance confirmation that will trigger payment of the fee loan to the Provider and payment cannot be made without this attendance confirmation.

- **Initial Attendance Confirmation-** The Provider is required to confirm the initial attendance two weeks after the start of the learning aim. This is called the initial liability point.
- **Subsequent Quarterly Attendance-** The Provider is then required to confirm the learner's ongoing attendance quarterly, for the 1st of the month, for the duration of the learning aim. The quarterly attendance confirmation points will be fixed as 1st August, 1st November, 1st February and 1st May.

Attendance (and therefore loan liability) will be assumed for the 1st of the month on the months between these fixed points and payment will be made to the Provider.

Please Note- The payment date is always the 3rd Wednesday of the Month. In order to ensure payment for that month, a positive attendance confirmation must be received on or prior to that date.

If a positive attendance confirmation is made after the drawdown date, payment will not be made that month, but will be made the following month.

Attendance Confirmation/Payment Calendar

By using the three highlighted dates per month on the calendars below, it is clear to see when SLC will ask for attendance confirmation, when it should be confirmed by to receive a payment in that month, and when payments will be made that month.

NB- Drawdown dates have been populated for months that do not require a quarterly attendance return. This is because throughout the year learners with varying start dates will still require an initial attendance confirmation, 2 weeks after their start date, outside of the set quarters.

Explanations of the dates can be found in the accompanying key;

FQ	Fixed Quarter for Attendance Return	The months in the year where SLC need quarterly attendance confirmations Learners will automatically populate the attendance confirmation worklist
DD	Drawdown Date	The date each month that, if attendance is confirmed by, SLC can make a payment to providers for all learners who have a positive attendance confirmation. If the drawdown date is missed, payment will be made the following month.
PD	Payment Date	The date each month SLC will make a payment for all learners who have a positive attendance confirmation
AA	Assumed Attendance	Where the month shaded grey, attendance is assumed and no subsequent attendance confirmation is required. You may still confirm initial attendance confirmations in these months if you have learners reaching their initial liability point.

Academic Year 18/19 Payment and Drawdown Calendar

AY18/19 - August to July																					
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
F	August 2018						A	September 2018						A	October 2018						
Q		1	2	3	4	5						1	2	1	2	3	4	5	6	7	
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
F	November 2018						A	December 2018						A	January 2019						
Q			1	2	3	4						1	2		1	2	3	4	5	6	
	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
								31													
F	February 2019						A	March 2019						A	April 2019						
Q				1	2	3					1	2	3	1	2	3	4	5	6	7	
	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
	25	26	27	28				25	26	27	28	29	30	31	29	30					
F	May 2019						A	June 2019						A	July 2019						
Q		1	2	3	4	5						1	2	1	2	3	4	5	6	7	
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Academic Year 17/18 Payment and Drawdown Calendar

AY17/18 - August to July																					
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
F	August 2017						A	September 2017						A	October 2017						
Q	1	2	3	4	5	6					1	2	3							1	
	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
															30	31					
F	November 2017						A	December 2017						A	January 2018						
Q		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7	
	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
	27	28	29	30				25	26	27	28	29	30	31	29	30	31				
F	February 2018						A	March 2018						A	April 2018						
Q			1	2	3	4				1	2	3	4							1	
	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
	26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
															30						
F	May 2018						A	June 2018						A	July 2018						
Q	1	2	3	4	5	6					1	2	3							1	
	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
															30	31					