



A. Practice (name or brief description):

**Liaison with Student Loan Company (SLC) and Student Awards Agency for Scotland (SAAS) to ensure payment of financial support to students and tuition fees to the University.**

The SLC are responsible for payment of financial support to students and payment of tuition fees to the University for all eligible students assessed by Student Finance England/Wales/Northern Ireland. SAAS are responsible for payment of tuition fees to the University and for financial support payments to eligible Scottish domiciled and EU students.

Scholarships and Student Funding Services (SSFS) are responsible for:

- Providing information to SLC and SAAS on all undergraduate courses eligible for government funding to enable the assessment of applications for support;
- Uploading electronic files from the SLC (daily) and SAAS (weekly), matching data against the University's student record system and returning files electronically confirming students' attendance for payment of financial support;
- Confirming students' attendance via electronic attendance files at specified dates to ensure payment of tuition fees to the University;
- Liaising with SLC and SAAS on behalf of students' who are facing difficulties with their financial support payments.

B. Reason for screening (delete as applicable):

- **Undertaking a review of an existing policy/practice**

C. Person responsible for the policy area or practice:

**Name:** Robert Lawrie

**Job title:** Director of Scholarships and Student Funding

**School/service/unit:** Academic Registry

D. Screening Analysis

1. Does the policy or practice affect primary or high level functions of the University?  
**Yes**
2. Is the policy or practice relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' set out in the introduction above)?
3. Is the policy or practice one on which interested parties could reasonably expect the University to have carried out an EqIA?

E. Screening outcome

Equality Impact Assessment required: **Yes**

This assessment will be carried out by Robert Lawrie, in conjunction with SSFS staff. It will be monitored and reviewed annually.

#### F. Sign-off

Screening undertaken by (name(s) and job title(s)):

Rhona Anderson, Fees and Student Support Manager  
Karen Todd, Senior Student Support Officer

Accepted by: Robert Lawrie, Director of Scholarships and Student Funding

Date: 28 March 2013

#### G. Equality Impact Assessment

**1. Overview. Indicate the current status of the policy/practice or the stage of development/review.**

The practice is continually under review as part of our commitment to ensuring that students are not financially disadvantaged if they have applied in good time for financial support from SLC and SAAS.

**2. To which equality groups is the policy/practice relevant?**

The practice is relevant to all protected characteristics under the Equality Act. Equally, however, it does not deliberately discriminate against any of these equality groups.

**3. What evidence is available about the needs of relevant groups?**

We have a feedback process on our website which can be used by students and staff to highlight issues. We receive continual feedback via telephone and email correspondence and any issues raised are passed to a senior member of staff for response. This evidence is deemed as sufficient in assessing our practice.

**4. Might the application of this policy/practice lead to discrimination, harassment or victimisation? Might it result in less favourable treatment for particular groups or give rise to indirect discrimination?**

There is potential for an individual student to be adversely affected if the data being returned to the SLC/SAAS is not accurate because the student record has not been updated in a timely manner.

**5. Are reasonable adjustments built in where they may be needed? Yes**

**6. Does the policy/practice contribute to advancing equality of opportunity<sup>1</sup>? Will it help to:**

- remove or minimise disadvantage
- meet the needs of different groups

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<sup>1</sup> This question does not apply to the protected characteristic of marriage or civil partnership

- encourage increased participation of particular groups
- take account of disabled people's impairments?

7. **Is there an opportunity in applying this policy/practice to foster good relations between people in any protected group and those who are not<sup>2</sup>? Will it help to tackle prejudice and/or promote understanding?**

No

8. **Is there evidence (or an expectation) that people from different protected groups have different needs or experiences in relation to the policy/practice?**

No

9. **Is there evidence (or an expectation) of higher or lower uptake by any protected group(s)? If so, give details of the differences and the reasons for these (if known)?**

Inclusive practice for all groups

10. **Is any protected group excluded from participating in or accessing the service or functions? If so, why?**

No

11. **Does the policy/practice create any barriers for any other groups?**

No

12. **How are relevant equality groups or communities involved in the development, review and/or monitoring of the policy or practice?**

See 3 above

13. **Are there any other points to note regarding the potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations?**

No

#### **H. Equality Impact Assessment Outcome**

Outcome: Continue the policy or practice

To be reviewed annually

<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership.

## **I Action and Monitoring**

### **1. Specify the actions required to implement the findings of this EqIA.**

We will monitor on an annual basis using data and feedback.

### **2. State how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).**

An annual report will be presented to senior management on an annual basis.

### **3. When will the policy/practice next be reviewed?**

April 2014

## **J. Publication of EqIA**

### **Can this EqIA be published in full, now?**

Yes

## **J. Sign-off**

### **EqIA undertaken by (name(s) and job title(s)):**

Rhona Anderson, Fees and Student Support Manager  
Karen Todd, Senior Student Support Officer

**Accepted by:** Robert Lawrie, Director of Scholarships and Student Funding

**Date:** 28 March 2013