

**Timeline for Student Compensation – Campus Realignment (note all correspondence will be copied to faculties and the Student Union)**

Month	Programme Manager – Campus Realignment	Student Money Advice Team
<b>January</b>	Provides list of students possibly eligible for Compensation Fund	<ul style="list-style-type: none"> <li>Students emailed to inform that they will be considered for the Compensation Fund and advised to update their personal information on UniLife accounts by end of 29<sup>th</sup> January 2016</li> </ul>
<b>February</b>	To assess students eligibility based on their Quercus information as of 1 <sup>st</sup> of February 2016	<ul style="list-style-type: none"> <li>Email to students to inform them of their <b>predicted</b> award</li> <li>Students will be given a link to an online application to provide information if their circumstances are going to be different from what has been predicted- Deadline of March 31st</li> </ul>
<b>Feb - March</b>		<ul style="list-style-type: none"> <li>Investigate and prepare Discretionary Award applications and appeals for consideration</li> <li>Respond to students re Discretionary award or appeal outcomes</li> </ul>
<b>April</b>	To re-assess students eligibility based on information returned from online forms	<ul style="list-style-type: none"> <li>Email to inform students whose awards will change based on new information provided.</li> <li>Students sent information on how to submit bank details ready for payment in October.</li> </ul>
<b>April - July</b>		<ul style="list-style-type: none"> <li>Investigate and prepare Discretionary Award applications and appeals for consideration</li> <li>Respond to students re Discretionary award or appeal outcomes</li> </ul>
<b>August</b>		<ul style="list-style-type: none"> <li>Students emailed to remind those who haven't submitted their bank details to do so by 30<sup>th</sup> September 2016</li> <li>Investigate and prepare Discretionary Award applications and appeals for consideration</li> <li>Respond to students re Discretionary award or appeal outcomes</li> </ul>
<b>September</b>		<ul style="list-style-type: none"> <li>Students will be emailed to ensure they have updated their term time addresses for 16/17 academic year. Deadline 30<sup>th</sup> September.</li> <li>Investigate and prepare Discretionary Award applications and appeals for consideration</li> <li>Respond to students re Discretionary award or appeal outcomes.</li> </ul>
<b>October</b>	To undertake final enrolment checks and provide final award based on current situation	<ul style="list-style-type: none"> <li>Students will be notified of final award</li> <li>Students will be paid</li> <li>Investigate and prepare Discretionary Award applications and appeals for consideration</li> <li>Respond to students re Discretionary award or appeal outcomes</li> </ul>
<b>November</b>		<ul style="list-style-type: none"> <li>Discretionary awards and appeals close 18<sup>th</sup> November 2016</li> <li>Investigate and prepare Discretionary Award applications and appeals for consideration Respond to students and make payment of Discretionary award or appeal outcomes</li> <li>Make ad hoc payments (if needed)</li> </ul>