



HOW TO JOIN THE UCAS UNDERGRADUATE SCHEME

UCAS



WELCOME

We pride ourselves in putting our customers at the centre of everything we do.

We ensure higher education providers can manage their admissions with ease, and applicants have a smooth and informative journey to higher education.

Our vision is that UCAS is at the heart of connecting people to higher education, and we have over 50 years' experience of fulfilling this. As the education sector has grown, so too have our customers, and we have a growing number of stakeholders who benefit from our products and services.

This booklet outlines how to join the UCAS Undergraduate scheme.

Eligibility criteria

The UCAS Undergraduate scheme products and services are open to any higher education provider, if you can demonstrate that:

- > you deliver validated or accredited, quality assured teaching and learning for one or more full-time undergraduate level programmes, leading to an award at CertHE, DipHE, HNC, HND, foundation degree, or first degree standard
- > you have undergone a quality assurance review within the last two years, with a satisfactory outcome
- > you or your validating provider is listed on the Department for Education register of recognised or listed bodies (if applicable)
- > you are listed on the Home Office Tier 4 Sponsor Register if you recruit international students (if applicable)
- > you are financially stable and can provide three years worth of fully audited accounts

Holding company

If you are a constituent provider of a wider holding company, or the holding company, you will be required to provide evidence that:

- > the UK holding company is registered at Companies House
- > the 'group' can demonstrate they are part of a single legal entity

There are clear lines of ownership between the named constituent provider and the UK holding company. Financial eligibility will be judged on evidence provided about the holding company – please provide fully audited accounts from the last three years.

Academic eligibility criteria will be judged on evidence provided about the constituent providers.





Fees and finance

Joining fee

There is a one-off initial fee to join the UCAS Undergraduate scheme. The fee is assessed during your application process on a sliding scale, based on the predicted number of applicants who will be placed with you in the first year of working with us.

For you to plan ahead, our fees range from £7,000 to £25,000, plus VAT. If your application is accepted, you will be invoiced for the full amount prior to being given access to list your courses in our search tool.

There is a £1,000 non-refundable deposit payable on application. This is deducted from the balance of your joining fee invoice if your application is successful.

Capitation fee

An annual capitation fee is charged to you for each student you recruit through the UCAS system. This is currently £25.75 per student but can be reviewed by the UCAS Board from time to time. Please note for the 2020 cycle, the capitation fee will increase to £26.45 per student.

The minimum capitation fee is £3,000*. The capitation fee is invoiced twice a year – 60% in August and the remaining 40% in February.

*For the 2020 cycle.

APPLICATION PROCESS

1 SUBMIT APPLICATION FORM

- > Include evidence requested

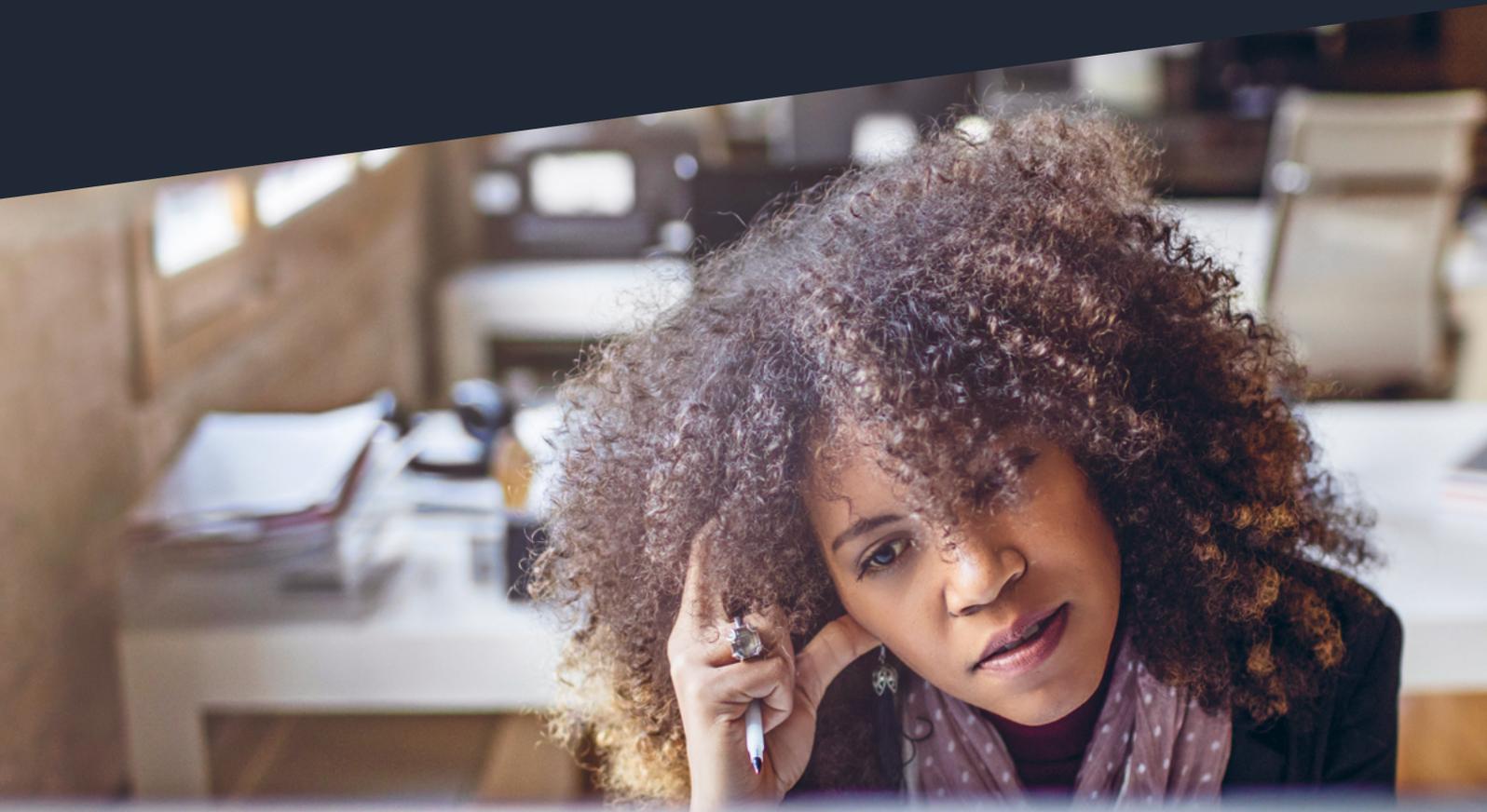
2 REVIEW OF APPLICATION AGAINST ELIGIBILITY CRITERIA

- > Financial assessment undertaken
- > Your dedicated relationship manager will arrange a visit to find out more about you and how UCAS can support you

3 RECOMMENDATION MADE TO UCAS EXECUTIVE

- > Application approved
- > Application rejected

4 DECISION COMMUNICATED!





Membership of UCAS

Once you have been a UCAS customer for two cycles, you may be invited to become a UCAS member if you meet the membership criteria. As a legal UCAS member, you have the right to attend and vote at future AGMs, enabling you to have your say on UCAS' strategic decisions.

There are no additional costs associated with becoming a UCAS member. However, as with members of other incorporated charities, you would have limited liability for the Company (up to a maximum of £1) towards the payment of UCAS' debts and liabilities in the event of it being wound up.

Should you become a UCAS member, there will be no changes to your access to UCAS services, or your opportunity to participate in UCAS advisory groups, standing groups, or regional forums. The cost of these services also remains unchanged.

Important information

All new customers receive a copy of the UCAS Undergraduate Admissions Guide and the terms of service. The Admissions Guide details the policies you will be expected to adhere to as a UCAS customer.

Adherence to UCAS' terms of service and policies is a condition of joining. It is essential to ensure the accuracy of application statistics and to maintain the integrity of the admissions service we provide.

Next steps

If you meet the eligibility criteria to join the UCAS Undergraduate scheme, please complete the online application form at www.ucas.com/our-service-providers-and-members, along with your supporting evidence.

If you have any questions, please contact provideronboarding@ucas.ac.uk.

We also operate a number of specialist schemes you may be able to take advantage of. Please visit ucas.com for more information.

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We have made all reasonable efforts to ensure the information in this publication was correct at time of publication. We will not, however, accept any liability for errors, omissions, or changes to information since publication. Wherever possible, any changes will be updated on the UCAS website (www.ucas.com).

The UCAS logo is displayed in white text on a dark teal background. The letters 'UCAS' are in a bold, sans-serif font. The letter 'A' is stylized with a red diagonal line through it.