



Confirmation and Clearing Advice 2010

- AS/A2 Pupils will receive their results on Thursday 19th August.
- SQA Highers results will be received on Wednesday 5th August.
- Although letters confirming places at universities are sent out a day in advance by UCAS non receipt of a confirmation letter on the 5th or 20th does **not** necessarily mean that applicants have been unsuccessful. Universities may not have made their decision in time, or the post may be delayed.
- Similarly pupils who do receive a confirmation letter on the 19th August **cannot** assume that they have achieved the examination results that meet their conditional offers. The institution may have accepted them with lower grades/UCAS points.

The following process will then commence:

Meeting your offer

- Applicants who have met the conditions of their first choice (F) will be placed there. UCAS will send them a **Confirmation Letter** confirming the place. The letter will advise the applicant if they need to take any further action.
- Applicants who are not confirmed at their first choice, but meet the conditions of their insurance choice (I) will be placed at the latter. UCAS will send them a **Confirmation Letter** confirming the place as above.

Exceeding your offer

- If an applicants grades exceed the conditions of their Firm Choice (CF) they will have an **Adjustment Period** during which they may try and find an alternative place. Applicants who qualify and wish to use *Adjustment* will need to register online using Track where the phrase “Register for Adjustment” will be clickable.

A Brief Summary of Adjustment

- It is optional.
- It runs from the 19th until the 31st August.
- Qualifying applicants have five calendar days (120 hours), from the later of the 19th August **or** the day they are registered as CF or UF however Adjustment does close on the 31st August.
- It is the responsibility of the applicant to contact a university to discuss an *Adjustment* place.
- To secure an *Adjustment* place an applicant must have received an alternative offer through UCAS before the five day period expires.
- **If an applicant does not receive an alternative place they will remain accepted at their original UF or CF institution.**
- Applicants cannot adjust their insurance choice.
- More information is available at www.ucas.com/resultsandnextsteps

Failing to meet your offer

- Applicants who have failed to meet the specific conditions of their original offer may have a different course proposed by their chosen institutions. This will be indicated on “UCAS Track” by the symbol UCC. Pupils are **not** obliged to accept this changed offer. UCAS will send them a *Confirmation Change Letter* (AS12C) outlining their options and they must then accept or decline the change. These options will also be shown on UCAS Track, giving the applicant the opportunity to respond without waiting for the arrival of the letter. **NB: Applicants have only five calendar days to reply to a changed course offer.**
- Applicants who are unsuccessful become eligible for “Clearing”.

Commitments at Confirmation

- Applicants are expected to honour their commitments at Confirmation. If they are placed at a university or college in the UCAS application system, they must take that place or withdraw completely from this year’s application cycle. The only exception to this regulation is when they have become eligible for the new *Adjustment Period* (see above) by exceeding the grades stipulated in their offer. In other circumstances they do not have the right to decline an offer and subsequently enter Clearing or deal with another UCAS institution.

Contacting the universities and colleges

‘At Confirmation’ (see above) staff in University admissions offices are very busy. Pupils should try to:

- (1) Use UCAS Track wherever possible. Make sure that you have your username and password available. If these have been lost call UCAS customer Services on **0871 4680468**.
- (2) If pupils know that they have met the conditions of their offer there is no need to ring.
- (3) If pupils have narrowly missed the conditions of their offer, **do ring** the university or college, but be patient.
- (4) If pupils have lodged an appeal against a result – **do ring** the university or college; do not wait for the outcome of the appeal.

Clearing

- From this year Clearing is undertaken electronically on UCAS Track. If an applicant is eligible for Clearing an “Add Clearing Choice” button will appear on their Track “choices” screen which they can use to apply for a course. **Applicants do not need to contact Glenalmond to request entry into Clearing.**
- Pupils who have CF (first choice) and CI (insurance) choices will not become eligible until both the CF and CI institutions have confirmed that they will not offer places. However, if pupils have heard informally that they have been unsuccessful before UCAS receives the official decision, they may ring institutions direct.
- Universities and colleges offering places through Clearing will not be able to formalize agreements with applicants until:
 - (1) They know the applicant’s Clearing Number – shown on Track.

(2) The applicant has entered the institution or course details on Track.

- UCAS will not send a letter to inform applicants that they are eligible for Clearing. Pupils should check the status of their applications on Track regularly to find out if they are in Clearing. **It is essential to keep e-mail and postal contact details up to date. If a school address has been used this should be updated when they go home.**

Clearing Vacancies and Newspaper Features

- The Clearing Course Vacancy Service will be available on www.ucas.com from Thursday 19th August until Thursday 30th September.
- Clearing Vacancies will also be listed in *The Independent* and *The Independent on Sunday* from Thursday 19th to Saturday 21st August and also on the 2nd and 9th of September.

General Tips about Clearing

- Applicants can only enter details of one choice having clicked on “Add Clearing Choice”. They should not do this unless they have been provisionally offered a place and want to accept it. Should a university decline their Clearing choice the “Add Clearing Choice” button will be reactivated, allowing the applicant to look for an alternative course and institution.
- Applicants should be in a position to verify their results should they be requested.
- Clearing is not primarily intended to be used for deferred entry.
- **Pupils should not be on holiday when results are published. The universities will want to hear directly from the applicant who should therefore be in a position to speak to them.**
- Applicants must inform UCAS of any change of address.
- **The UCAS helpline for pupils is 0871 4680468 – have your personal ID to hand.**
- **Housestaff are available for advice at results time, as is Sandy Norton on sandynorton@glenalmondcollege.co.uk or 01738 842076.**

When pupils have secured a place it is their responsibility to register with the respective student loan company (see list below) to ensure fees are paid etc.

- **Student loan** information is available at:
 - <http://www.saas.gov.uk> for Scottish residents.
 - <http://www.studentfinancenir.co.uk> for Northern Irish residents.
 - <http://www.direct.gov.uk/studentfinance> for English residents
 - <http://www.studentfinancewales.co.uk> for Welsh residents.
 - <http://www.gov.gg> for Guernsey residents
 - www.direct.gov.uk/studentfinance-eu for students resident in other E.U. countries.

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