Non-credit-bearing Course Record Collection (C05015)

HESA
HIGHER EDUCATION STATISTICS AGENCY

Please complete and sign the form. Return by 30 September 2006 to:

Janet Earl, Institutional Liaison Officer
Higher Education Statistics Agency
95 Promenade
Cheltenham
Glos.
GL50 1HZ
Fax: 01242 211122

Institutions in Wales

Institutions in Wales are required to complete Table 1; please indicate your intentions regarding table 2 by ticking one of the boxes below.

I confirm that the institution **has** NCB provision but is electing **not** to complete Table 2: NCB Contact Hours by Cost Centre

I confirm that the institution **does not have any** NCB provision to return in Table 2: NCB Contact Hours by Cost Centre

Institutions in England, Scotland and Northern Ireland

I confirm that the institution **does not have any** NCB provision (Nil Return)

I confirm that the institution **has** NCB provision but is electing **not** to make a return (Opting out)

***Signed**	
Name (please print)	
Position (please print)	
Institution Name	
Institution Id	
Date	

*To be signed by the Head of the institution or by another person with suitable authority.