

Salix RGF Closure & Repayment Guidance

Initiating Fund Closure

If you decide to close the fund early, you will have to inform Salix of your decision to terminate the fund in writing, providing a relevant explanation as to why. Please inform your dedicated Relationship Manager of your intentions to close the fund as early as possible.

To close the fund and determine the current cash in the account to be returned to OfS/Salix, you will need to provide an update on any committed projects and confirm when they will be complete. Projects that are not going ahead should be abandoned.

In March 2025, all funds must close. Salix Finance and the Office for Students (OfS) will engage with you to establish the below and ensure the closure is straightforward and the most appropriate repayment option is followed.

Fund Closure Process Steps

- Step 1 – Confirm the fund's closure in writing to Salix.
- Step 2 – Agree on the repayment method with Salix.
- Step 3 – Salix to confirm repayment method with OfS.
- Step 4 – OfS to confirm with the client.
- Step 5 – Fund Closure Letter and revised Annexure 3 issued.
- Step 6 – Funds deducted from chosen month of OfS grant payments.

Repayment Options

The repayments of Universities' RGF's, as it is in conjunction with the Office for Students (OfS), is deducted from your monthly grants received by OfS. This means that **no direct payments are made** from the University to OfS or to Salix.

Upon closure of your Conditional Grant Agreement, you will receive a Fund Closure Letter and Annexure 3 from your Salix RM. Upon receipt of your Annexure 3, you will have 1 month to make the first repayment of your loan.

The Annexure 3 will provide details of your repayment profile. For which there are two options:

Lump Sum

The PSB will repay the 'Main Salix Funding' in one go, with the total amount owed getting deducted from your next OfS grant. Subsequently, we at Salix will invoice OfS for our portion of the funding.

Protracted Repayments

The first repayment of your loan will be the deduction of your remaining cash in account from your next upcoming OfS grant.

Following this, the outstanding amount owed will be split into several years. We have been informed by OfS that the maximum repayment period they will accept is 3 years for universities. For each grant deduction (i.e. repayment) our finance team at Salix will then invoice OfS for our proportion of the repayment amount.

Once the repayment profile has been confirmed, OfS will reach out to the Fund Manager and their finance team to confirm. Repayments are made by deducting the balance from monthly grant payments made by OfS; clients must confirm they agree with this approach. Client confirmation must be completed by the 15th of the month prior to the agreed payment month. The collection of funds operates on a monthly schedule, for example:

Confirmation received by 15th July – repayment made in August.

Confirmation received by 15th August - repayment made in September.

A lump sum repayment is the fastest and simplest method of repayment. However, we understand this may not be possible for everyone. The Salix team will work with you to agree a suitable repayment profile, please contact your Relationship Manager to confirm your minimum & maximum repayment period.

Please ensure that your finance team is engaged in the repayment process and solicit their input on how they would like to proceed with repayments.

End of Year Statement

You will still be required to sign and return an End of Year Statement (EoYS) for the year you closed the fund.

Relevant Documents

The below documents can be found on the England Recycling Fund page on the Salix Finance Website:

An example Annexure 3 demonstrating repayment by lump sum.

An example Annexure 3 demonstrating a protracted repayment arrangement.