

Quick guide

Repetition CoC

When and why?

You must submit accurate and timely CoC notifications when a student is going to repeat a period of their study. All CoCs must be submitted via the Student Information Service (SIS) except for SAAS and PT Grant students (excluding new Welsh PT Loan and Grant students from AY 2014/15). You should submit changes for SAAS students directly to SAAS and you should request a CoC form for PT Grant students by emailing coc@slc.co.uk.

You should only use a **Repetition CoC** if a student fails to progress as normal from one course year to the next and is given the option to repeat a period of their study.

The service level for Repetition CoC processing is 20 working days, or 30 working days in peak periods.

Access

You must hold CoC Administrator access on SIS to create CoCs. If you need this to be added to your account you should contact the User Administrator at your university or college.

Create Repetition CoC

You can create a CoC from the **CoC Worklist**, the **Detailed Student Information** screen, the **Create CoC** screen or via bulk xml file upload in the **CoC Home** area of SIS. This quick guide will tell you how to use the **Create CoC** screen.

- select **CoC Home** from the left-side menu of the **SIS Home** page
- the **CoC Home** menu will be visible showing the CoC sub-areas that apply to your user access level
- select **Create CoC**

You must now select the type of CoC you want to create

- select **Repetition** from the **Change of Circumstance Category** dropdown menu
- select the academic year you want to apply this CoC to from the **Academic Year** dropdown menu
- select the **Next** button

You will now be prompted to enter the details of the student who you want to apply this CoC to. You can enter the **SSN** (Student Support Number) in the search box to find the student's details.

- select the **Next** button

You will see the **Change of Circumstance Details** screen where you can enter the specific details of the change. For a **Repetition CoC**:

- enter the **Revised Course End Date** – this is the month and year when the student will complete their full course
- enter the **Period of Course to Be Repeated**
- enter the date the **Student Is Repeating Study from** – this is when the student will begin the period of repeated study
- enter the date the **Student Is Repeating Study to** – this is when the student will end the period of repeated study
- enter the **Main reasons the student is repeating part of their study**
- enter any relevant further information in the **Further information** text box
- enter the **Tuition Fee Amount** – this should be the full 100% fee for the period of repetition
- enter the **Course Tuition Fee Liability** – this is the amount of the tuition fee the student is liable for. This field should match the **Tuition Fee Amount** field unless the student is paying a proportion of their fee themselves

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- enter the **Course Year** – this will be the year the student is repeating

When you have entered all the details for this CoC, select the **Next** button to continue.

The **Course Details** screen will now be displayed. This screen will be pre-populated with the details of the student's course.

- select the **Next** button

You must now select a contact for this CoC. This will be a registered person at your university or college who can be contacted about this CoC. Select the contact using the radio button, then select the **Next** button.

The **CoC Summary** screen will display a read only version of the details you have entered so you can review them.

When you have reviewed the information select the **Submit** button.