

Quick guide

Resumption CoC

When and why?

You must submit accurate and timely CoC notifications when a student has resumed their studies. 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 need to request a CoC form for PT Grant students by emailing coc@slc.co.uk.

You should only use a **Resumption CoC** when a student returns after a period of suspended study in the same academic year.

The service level for Resumption 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 Resumption

You can create a CoC from the **CoC Worklist**, the **Detailed Student Information** screen or from the **Create CoC** screen 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 **Resumption** 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 now see the **Change of Circumstance Details** screen where you can enter the specific details of the change. For a **Resumption CoC** you must enter:

- the **Year of Course the Student is Entering** – this is upon the student's return
- the **Date Student is Resuming Study** – a Resumption CoC cannot be future dated, so this date must be today or earlier
- the **Course End Date** – update this if the course end date is now extended beyond the original graduation date
- if the student has a placement in the year of resumption, enter the details of this in the text box
- the **Details of any conditions the student needs to fulfil before returning** – there are 3 options in this dropdown menu – **Examination**, **Medical Certificate** and **Other**
- the **Tuition Fee Amount** – this is the amount of tuition fee due at the relevant point in the academic year (25%/50%/75%/100%) or less

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- the **Course Tuition Fee Liability** – the amount of the tuition fee the student is liable for at the relevant point in the academic year. This field should match the **Tuition Fee Amount** field unless the student is paying a proportion of their fee themselves

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

The **Course Details** screen will now be displayed. For a Resumption CoC the course details for this student will pre-populate. 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 then 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.