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## Quick guide

# Post-liability transfer CoC for application corrections

### When and why?

It is your responsibility to submit accurate and timely Change of Circumstance notifications when a student's information does not appear as expected in the Student Information Service (SIS). All CoCs must be submitted via SIS except for SAAS and PT Grant students (excluding new Welsh PT Loan and Grant students from AY 2014/15). You need to submit changes for SAAS students directly to SAAS and for PT Grant students you should request a CoC form by emailing [coc@slc.co.uk](mailto:coc@slc.co.uk).

A post-liability CoC is where a change is made to a student's application after the point of liability. The point of liability is defined as the point at which a student becomes responsible for the repayment of a fee loan. These are typically situations where the student withdraws, suspends, resumes or transfers their course. For these CoCs we may require a confirmation of attendance to confirm the reassessment.

You can use a **Transfer CoC**:

- for application corrections to course and year information
- when a student transfers from one provider to another (external transfer)
- when a student transfers to a different course at your university or college (internal transfer)

You should use a post-liability Transfer CoC to correct an application after a student has been in attendance if they are showing on SIS with the incorrect course or year. You should ensure that a student's course information is correct before confirming attendance. This quick guide will tell you how you can complete a CoCs in situations when this was not done. to backdate the changes to the start of the academic year.

The service level for post-liability Transfer CoC processing is 20 working days, or 30 working days in peak periods. This type of CoC does not enter automated processing due to the impact of reassessments after payments have been made.

### 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.

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## Creating a post-liability Transfer CoC for application corrections

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 on 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 choose the type of CoC you want to create

- select **Transfer** 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 that 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

- You can add up to 20 students to this CoC by selecting the green + icon. Keep in mind that you will be submitting this CoC for all students you add to the list, so you should ensure the change details apply to them all
- Select the **Next** button

You will see the **Change of Circumstance Details** screen where you can enter the specific details of the change.

Change of Circumstance - Transfer

**Change of Circumstances and Academic Year** Help

Level Of Funding:  Change of Circumstance Category:

Academic Year:  Mode of Study:

**Change of Circumstance Details**

Inform about a student transferring to my HEP or transferring within my HEP

Transfer Effective Date (dd/mm/yyyy):  Expected Date of Completion of New Course (mm/yyyy):

Tuition Fee for New Course:

Further explanation if required:

**Other Course/Fee Changes**

Course Tuition Fee Liability:  Credits:

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This image above shows the Change of Circumstance window for a Transfer CoC.

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To make post-liability application corrections using a Transfer CoC you must:

- select the **Inform about a student transferring to my HEP or transferring within my HEP** radio button
- enter the **Transfer Effective Date** – even though this is post-liability, the CoC must apply to the full year if it is to correct the original application details, so the effective date must be before the first day of term
- enter the **Expected Date of Completion of New Course** – this is the date the student will complete the course
- enter the **Tuition Fee for New Course** – this is the amount of tuition fee you will charge the student. The best practice is to enter the remaining liability (50%/75%). This should only be 100% of the total fee if you have a variable fee rate across two courses and are unable to accept split fees.
- enter the **Course Tuition Fee Liability** – this field should match the **Tuition Fee for New Course** field
- for Part-Time Maintenance Loan (PTML) students only, enter a **Credits** value – this is the amount of credits that the student will be undertaking at your university or college in that academic year only

If you have a variable fee rate and have entered the 100% fee amount in the **Tuition Fee for New Course** section, you should not explain this by typing into the **Further Explanation If Required** box.

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

You will now see the **Course Details** screen where you can search to find the correct course. When you have chosen the correct course details 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.