

Quick guide

Part-time Fee Change CoC

When and why?

You must submit accurate and timely CoC notifications when a student's course details change. 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 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 **Part-Time Fee Change CoC** when a student's record appears in SIS and the fee amount, intensity, level or designation is incorrect.

The Service Level for Fee CoC processing is 20 working days, or 30 working days in peak periods. Fee CoCs can be processed via the automated service if they match the required criteria. The processing time for an automated CoC is 48 hours.

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 Part-Time Fee Change CoC

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 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 select the type of CoC you want to create

- select **Fee** 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

To submit a **Part-Time Fee Change** you must ensure all the students you select are on a part-time course.

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

Change of Circumstance - Fee

Change of Circumstances and Academic Year Help

Level Of Funding: Undergraduate ▾ Change of Circumstance Category: Fee ▾

Academic Year: 18-19 ▾ Mode of Study: PT ▾

Change of Circumstance Details

Correct Course Tuition Fee Amount: 6935 Correct Course Tuition Fee Liability: 6935

Fee Change Reason: Intensity has decreased below 25% ▾

Credits: 125

Further explanation if required

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The image above displays examples of what to enter in the fields for a Fee Change of Circumstance

For a part-time fee change you must:

- enter the **Correct Course Tuition Fee Amount** – enter the full amount applicable for the academic year you selected
- enter the **Correct Course Tuition Fee Liability** – this is the amount of the fee the student is liable for. This should match the **Tuition Fee Amount** unless the student is paying a proportion themselves
- select the **Fee Change Reason** from the dropdown box on screen – the options are **N/A**, **Intensity has decreased below 25%**, **Intensity of study between 25% and 50%**, **Intensity of study more than 50%** or **Course not designated**
- 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. We expect that fee changes may be linked to changes in study intensity, so we've included the option to amend credits in the Part-time Fee CoC.

You can now include additional notes with this CoC by typing into the **Further Explanation If Required** box.

Including notes with a Fee CoC means it will not be automatically processed and the CoC will be handled within the 20-30 working day SLA processing time. It is important that you only add notes when necessary.

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

You will now see the **Course Details** screen where you can search for the details of the student's course as they appear on their current record. This CoC is only to change the fee details. When you have selected the correct details select the **Next** button.

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.