

CoCs for Withdrawals and Suspensions Masterclass

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March, 2019

Agenda

- 1 Submission Rules

- 2 Student never enrolled or attended

- 3 Registration confirmed but no attendance

- 4 Attendance confirmed in error

- 5 Cooling Off Period

- 6 Suspensions leading directly to withdrawals



01 Submission Rules

Submission Rules

Withdrawal Definition

Agreed end of engagement

- HEP Policy to determine when
- Fee liability end point

Typical examples include

- Official leaving date, not last attendance
- No use of services or facilities
- Date Withdrawal form submitted



Submission Rules

Tuition Fee Charge

Total charge to the student

– Replace if changed

Change of Circumstance - Withdrawal

Change of Circumstances and Academic Year Help

Level Of Funding Change of Circumstance Category

Academic Year Mode of Study

Change of Circumstance Details

Date of Last Attendance(dd/mm/yyyy) Date Student Left Course(dd/mm/yyyy)

Tuition Fee Charged to Student

Reason for Withdrawal

Further explanation if required

Other Course/Fee Changes

Course Tuition Fee Liability

Course Year

Submission Rules

Tuition Fee Charge

Total charge to the student

- Replace if changed

Tuition Fee Liability

Total student is liable for with HEP

- Combined Total of Tuition Fee Loan plus any self funding
- Equal to the Tuition Fee Charged amount
- Ideas tab on Event App

Change of Circumstance - Withdrawal

Change of Circumstances and Academic Year Help

Level of Funding: Undergraduate
Change of Circumstance Category: Withdrawal
Academic Year: 18-19
Mode of Study: FT

Change of Circumstance Details

Date of Last Attendance(dd/mm/yyyy):
Date Student Left Course(dd/mm/yyyy):
Tuition Fee Charged to Student:
Reason for Withdrawal: Select
Further explanation if required:

Other Course/Fee Changes

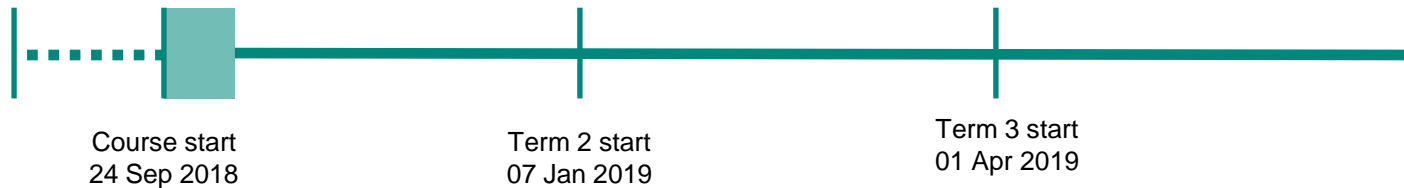
Course Tuition Fee Liability:
Course Year: 1

Previous Next



02 Student never enrolled or attended

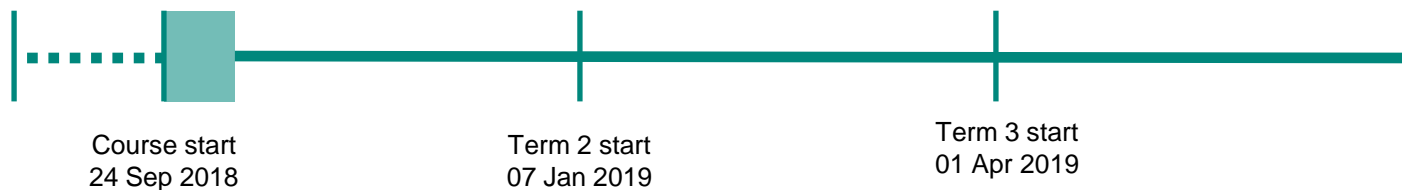
Student never enrolled or attended



Student studying elsewhere

- Pre-liability: student submits application correction transfer CoC
- Post-liability: new HEP submits timely manual registration or transfer in CoC

Student never enrolled or attended



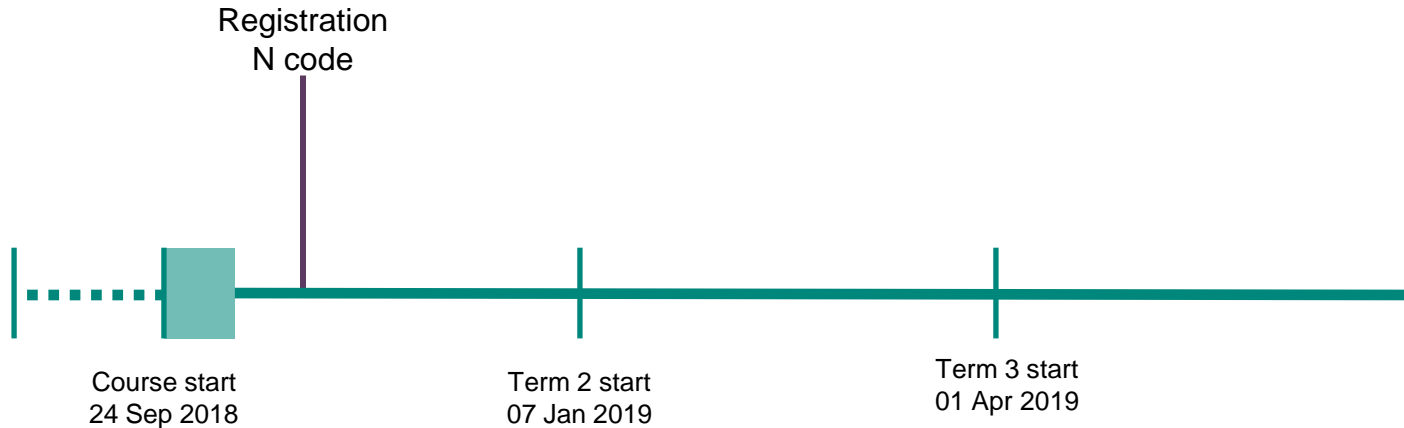
Student studying elsewhere

- Pre-liability: student submits application correction transfer CoC
- Post-liability: new HEP submits timely manual registration or transfer in CoC

Student no longer going to university

- Withdrawal scenario
- Blocks possible transfer ins to other providers

Student never enrolled or attended



Submission: Registration N code

- within 30 days from course start
- by 24 Oct 2018 in example
- unless known student going elsewhere
- Submits an automated withdrawal

Reassessment

- Application withdrawn then later cancelled

Key Messages: No Enrolment or Attended

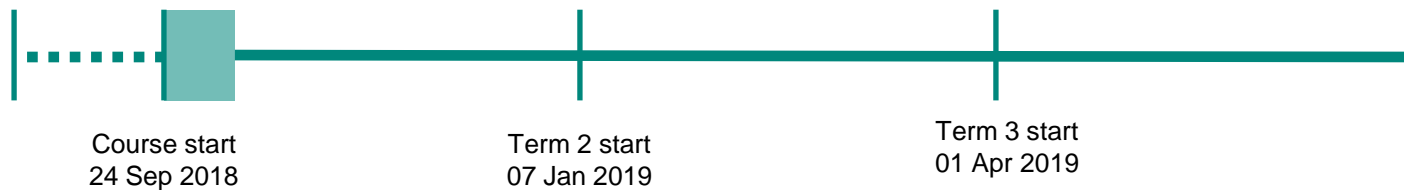
- 1** Notify SLC when known student is not going into Higher Education or by 30 days if unknown

- 2** Submission type is 'Not Registered' registration confirmation (N code)

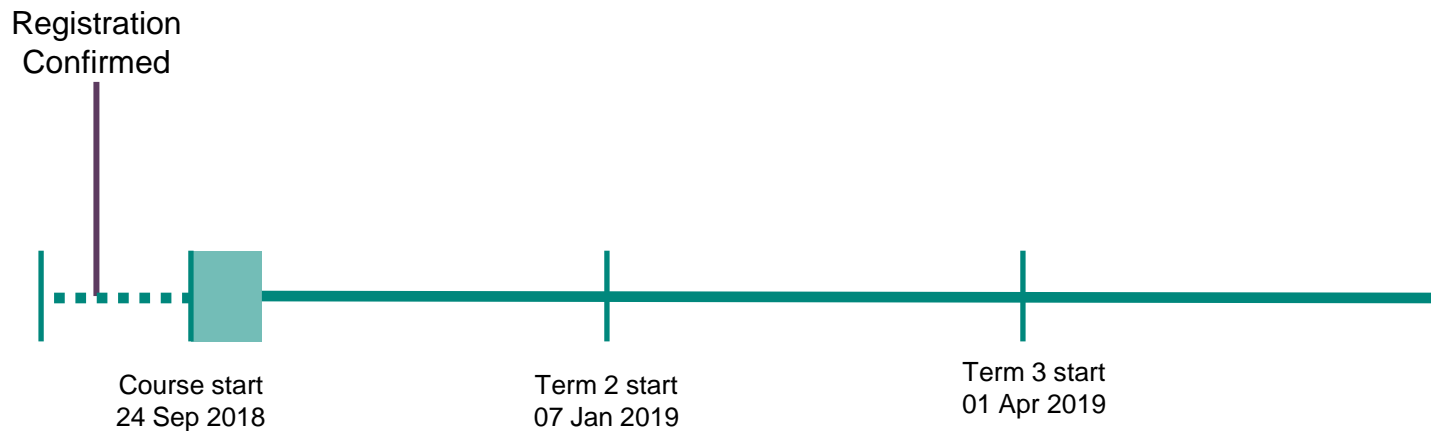
- 3** Student application is zero assessed

03 Student enrolled but never attended

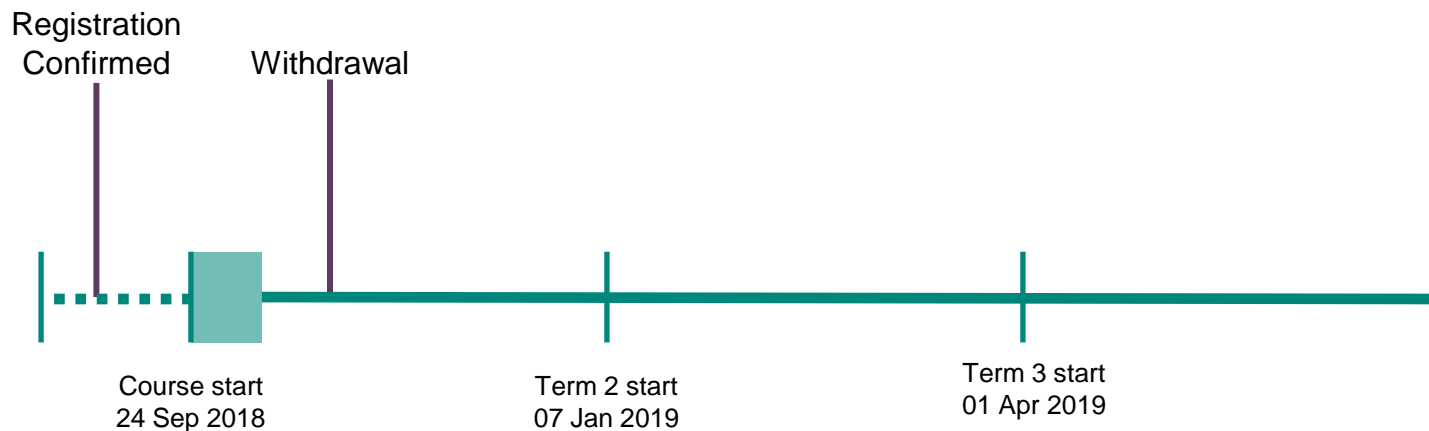
Student enrolled but never attended



Student enrolled but never attended



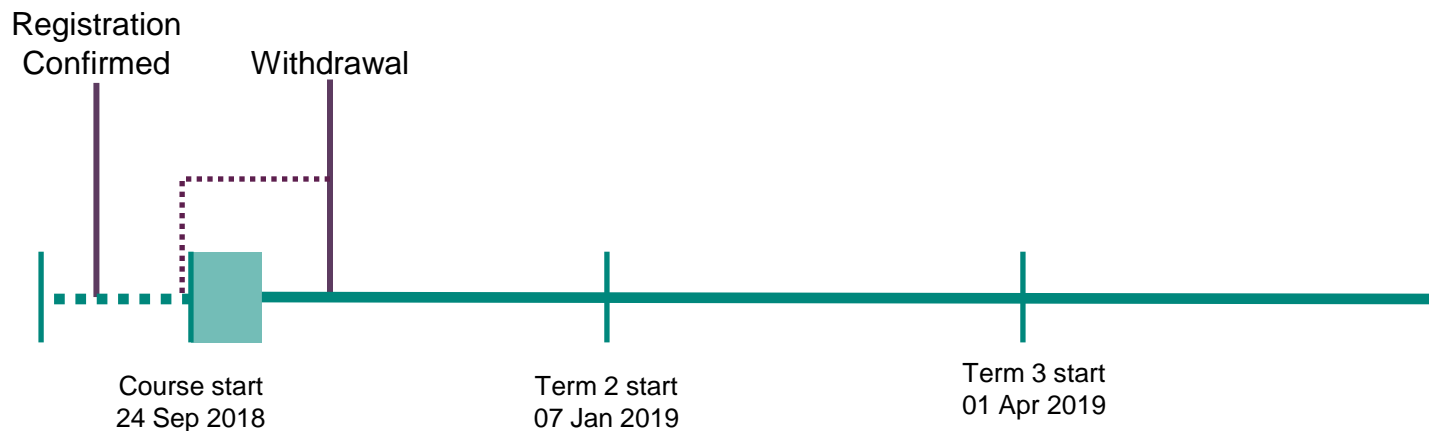
Student enrolled but never attended



Submission: Withdrawal CoC

- within 30 days from course start
- by 24 Oct 2018 in example
- unless known student going elsewhere
- Note stating student never attended

Student enrolled but never attended



Submission: Withdrawal CoC

- within 30 days from course start
- by 24 Oct 2018 in example
- unless known student going elsewhere
- Note stating student never attended

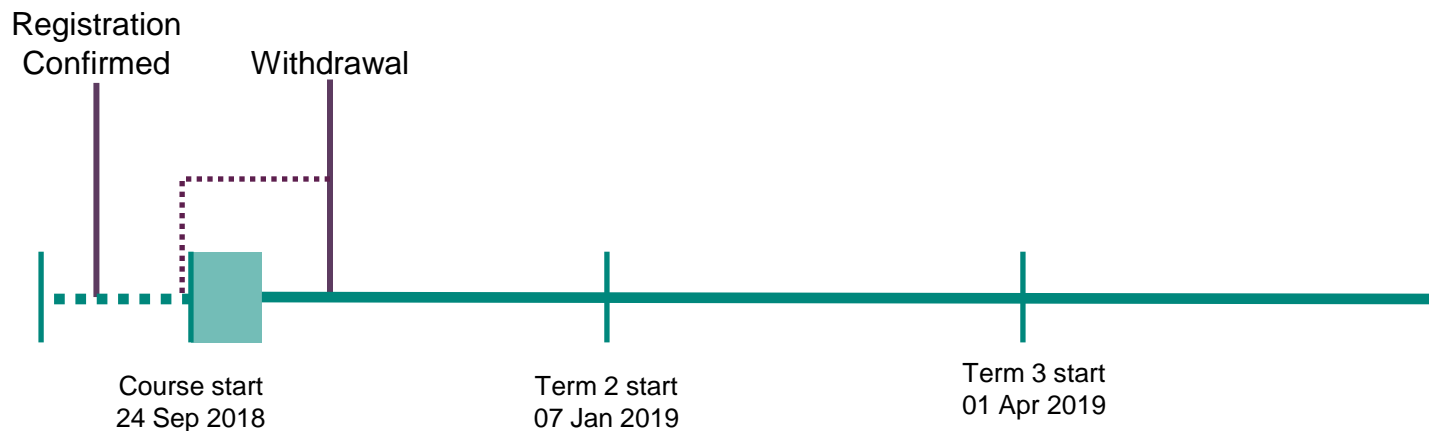
Effective date: day before course start

- 23 Sep 2018

Tuition Fee Charge: 0

Tuition Fee Liability: 0

Student enrolled but never attended



Submission: Withdrawal CoC

- within 30 days from course start
- by 24 Oct 2018 in example
- unless known student going elsewhere
- Note stating student never attended

Effective date: day before course start

- 23 Sep 2018

Tuition Fee Charge: 0

Tuition Fee Liability: 0

Reassessment

- Application withdrawn then later cancelled

Key Messages: Enrolled - no attendance

- 1** Notify SLC when known student is not going into Higher Education or by 30 days if unknown

- 2** Submission type is Withdrawal CoC

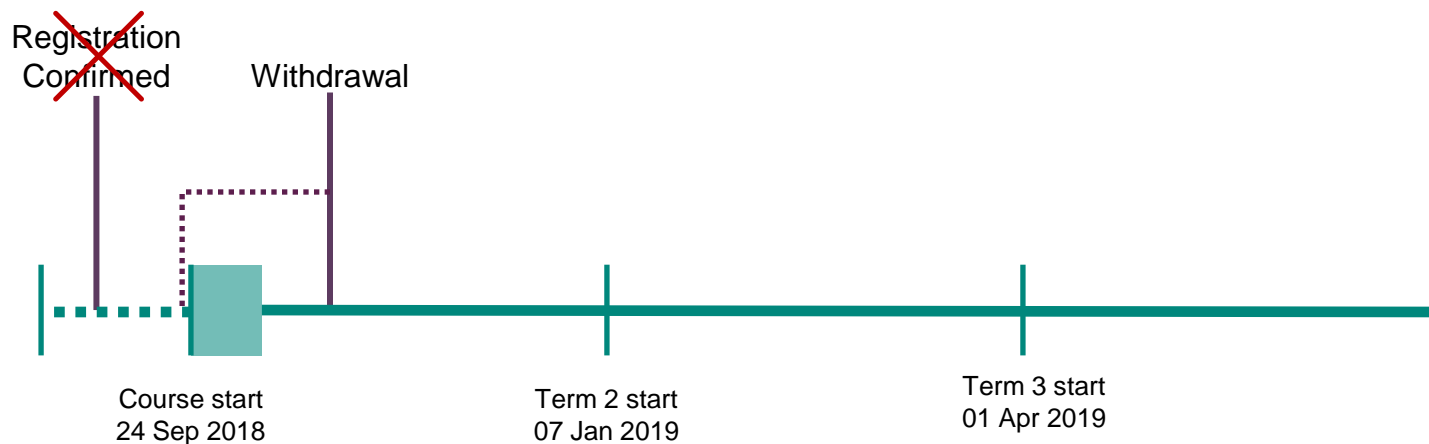
- 3** Effective date is day before course start date

- 4** Add note to state student never attended

- 5** Zero fees

04 Registration error Student never enrolled or attended

Student enrolled but never attended



Submission: Withdrawal CoC

- within 30 days from course start
- by 24 Oct 2018 in example
- unless known student going elsewhere
- Note stating student never attended

Effective date: day before course start

- 23 Sep 2018

Tuition Fee Charge: 0

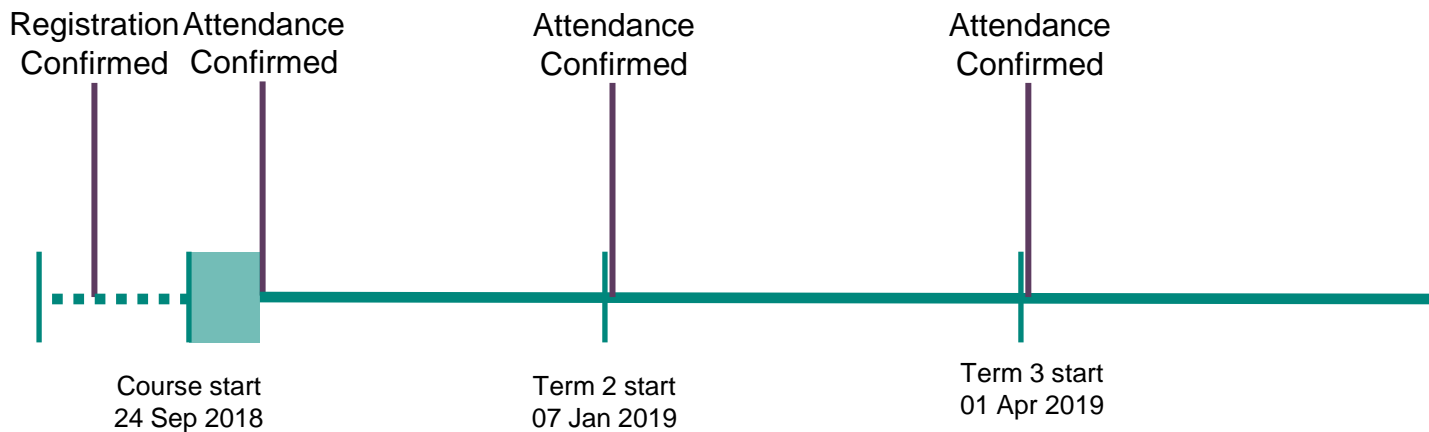
Tuition Fee Liability: 0

Reassessment

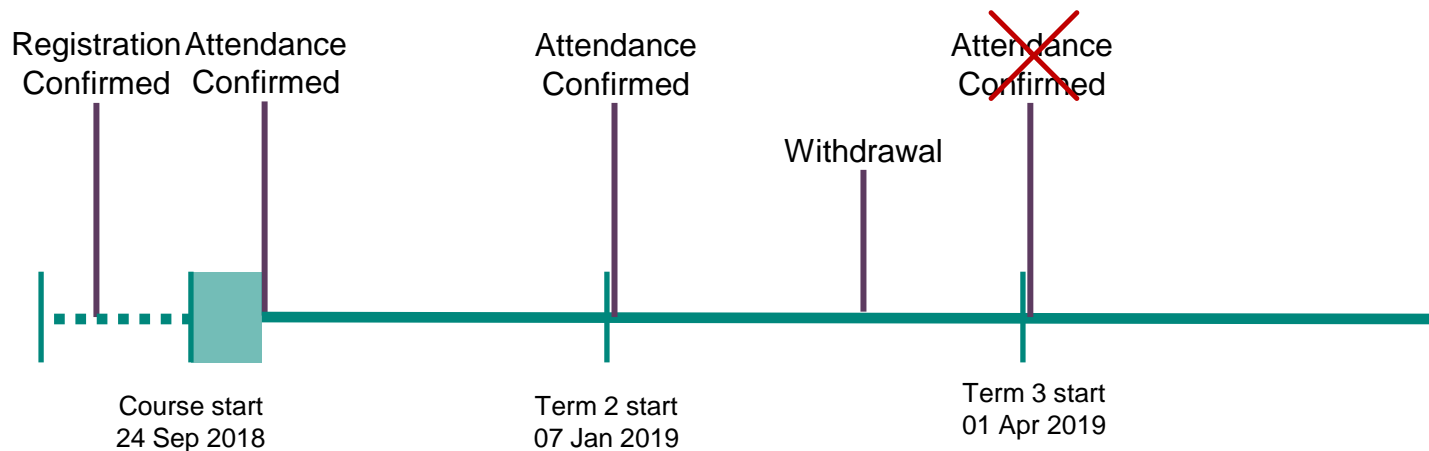
- Application withdrawn then later cancelled

**Attendance confirmed in
error Student withdrawn**

Attendance confirmed in error - Student withdrawn



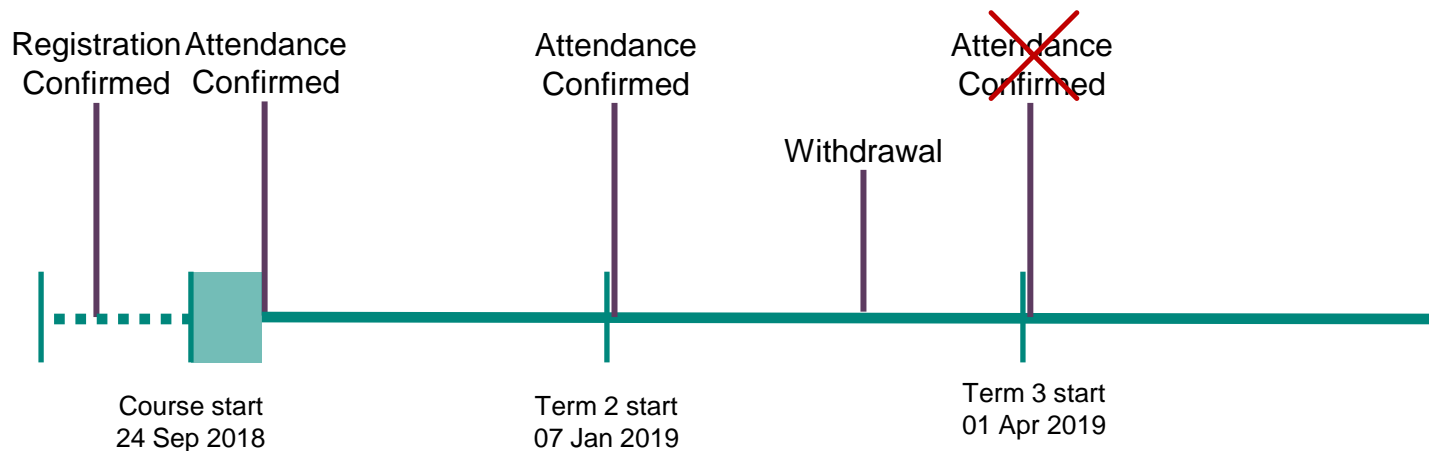
Attendance confirmed in error - Student withdrawn



Submission: Withdrawal CoC

- as soon as it is known the student has withdrawn
- within 60 days of effective date

Attendance confirmed in error - Student withdrawn



Submission: Withdrawal CoC

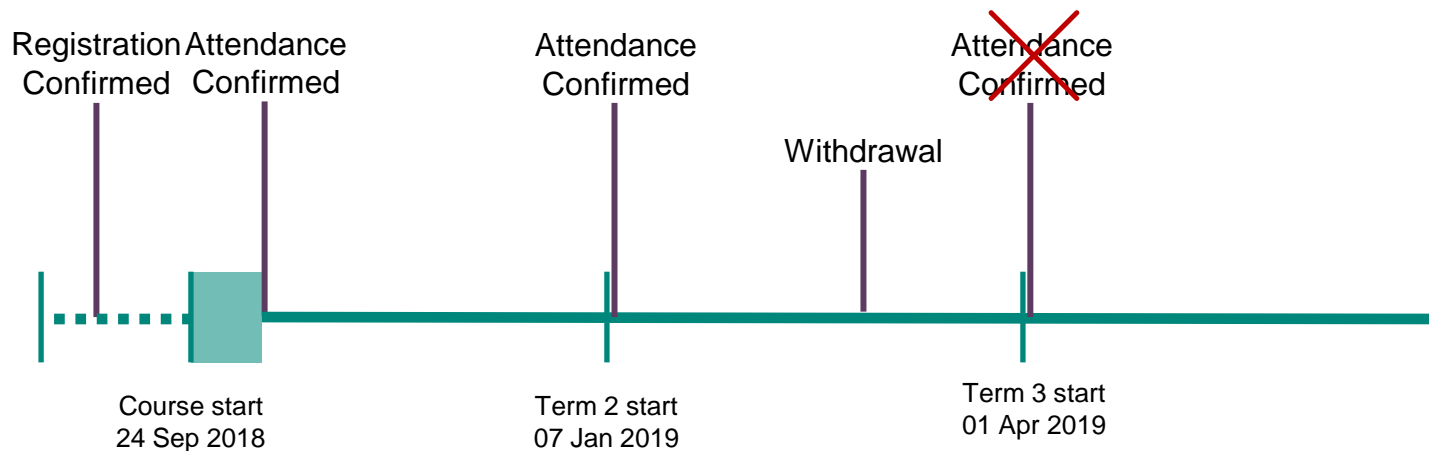
- as soon as it is known the student has withdrawn
- within 60 days of effective date

Effective date: true withdrawal date

Tuition Fee Charge: £4,625

Tuition Fee Liability: £4,625

Attendance confirmed in error - Student withdrawn



Submission: Withdrawal CoC

- as soon as it is known the student has withdrawn
- within 60 days of effective date

Effective date: true withdrawal date

Tuition Fee Charge: £4,625

Tuition Fee Liability: £4,625

Reassessment:

- Term one and two fees awarded
- Term three fees clawback
- Student overpayment for 3rd maintenance instalment

Key Messages: Attendance Error

- 1** Notify SLC as soon as it is known the student has withdrawn

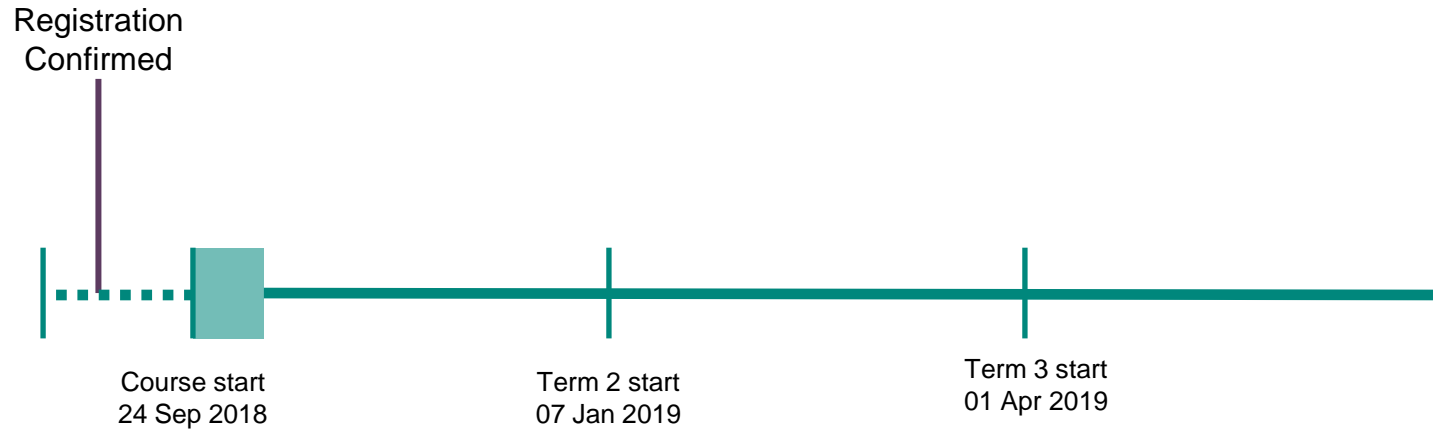
- 2** Submission type is Withdrawal CoC

- 3** Effective date is actual date as defined by own HEP policy

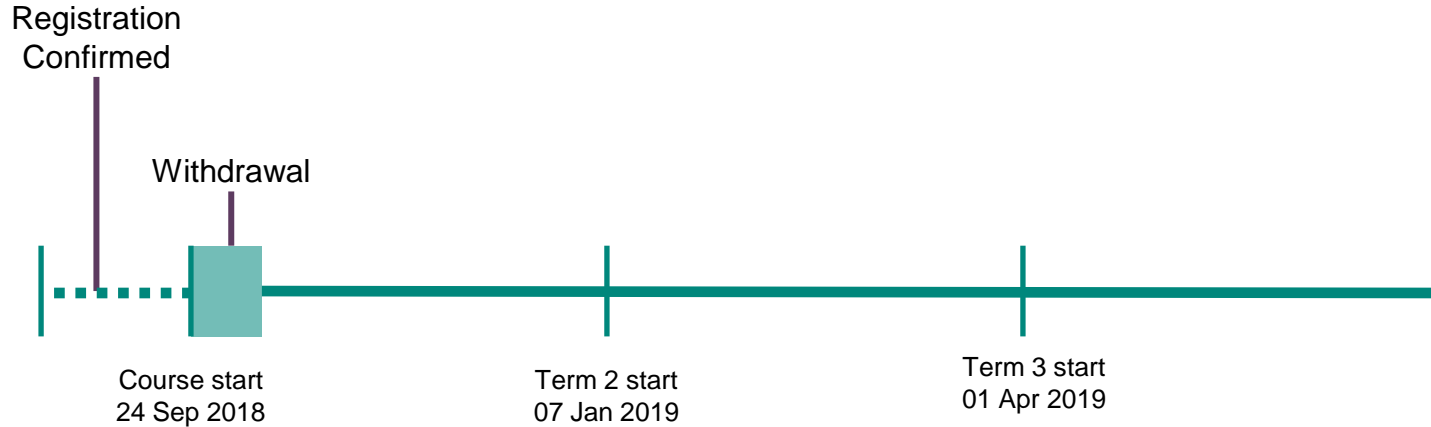
- 4** Tuition Fee Charge & Liability amounts should be based on attendance

05 Withdrawals during cooling off

Withdrawals during Cooling Off



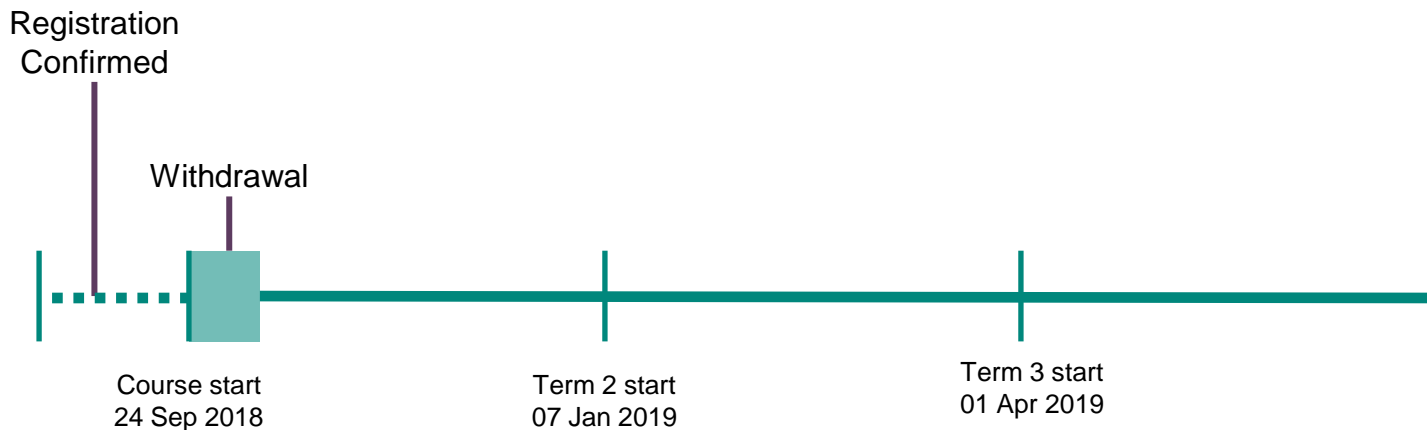
Withdrawals during Cooling Off



Submission: Withdrawal CoC

- as soon as it is known the student is cancelling
- within 60 days of effective date

Withdrawals during Cooling Off



Submission: Withdrawal CoC

- as soon as it is known the student is cancelling
- within 60 days of effective date

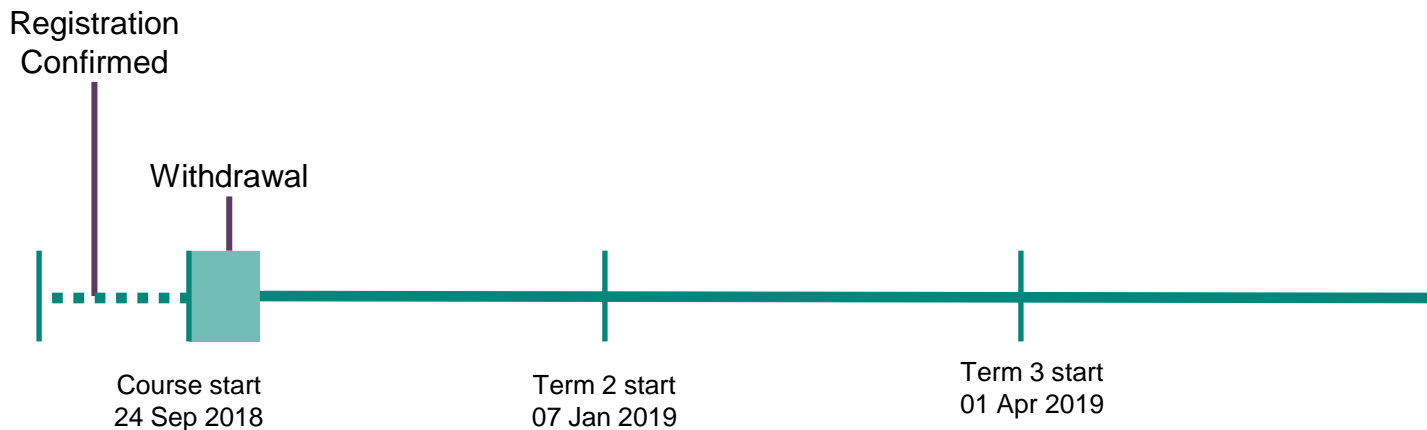
Effective date: actual date

- during cooling off period ie 02 Sep 2018

Tuition Fee Charge: £0

Tuition Fee Liability: £0

Withdrawals during Cooling Off



Submission: Withdrawal CoC

- as soon as it is known the student is cancelling
- within 60 days of effective date

Effective date: actual date

- during cooling off period ie 02 Sep 2018

Tuition Fee Charge: £0

Tuition Fee Liability: £0

Reassessment:

- Fees zeroed
- Prorated term 1 maintenance
- Counts as previous study

Key Messages: **During Cooling Off**

- 1** Do not confirm attendance until student is liable for fees

- 2** Submission type is Withdrawal CoC

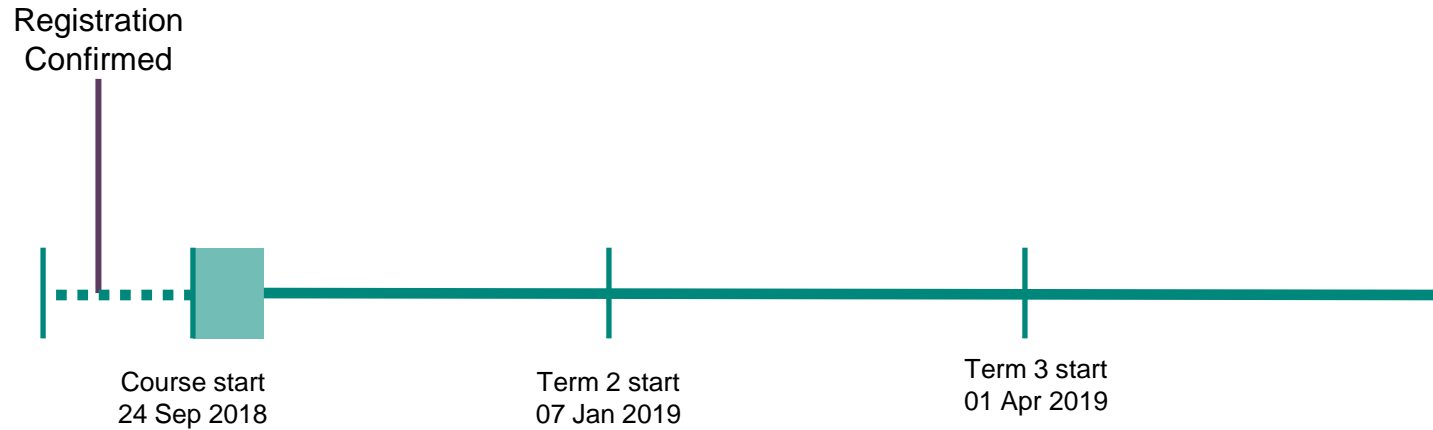
- 3** Effective date is actual date as defined by own HEP policy

- 4** Zero fees

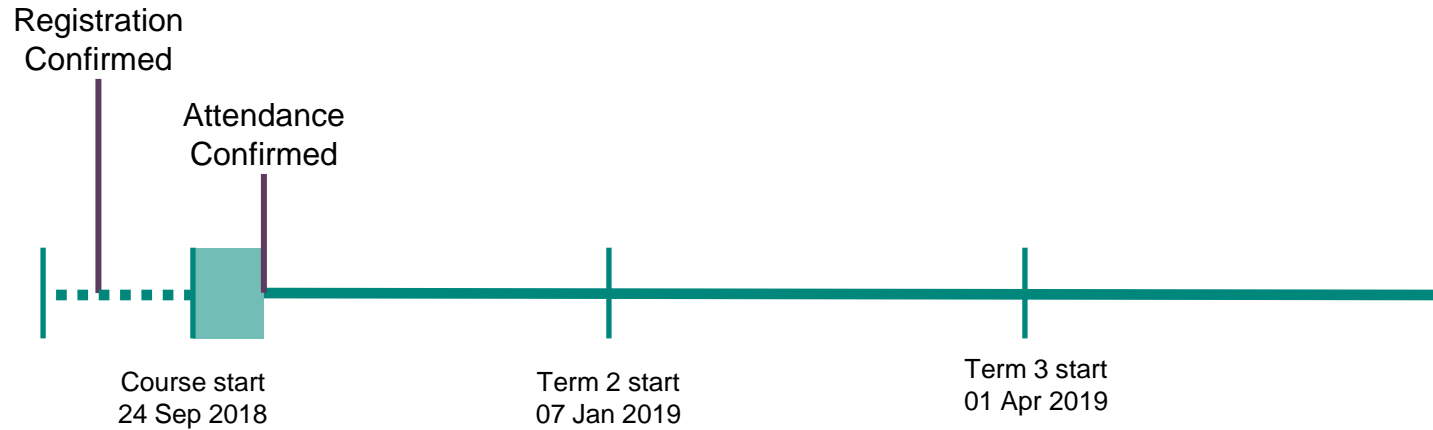
- 5** Period counts as previous study in future entitlement calculations

Withdrawals after cooling off

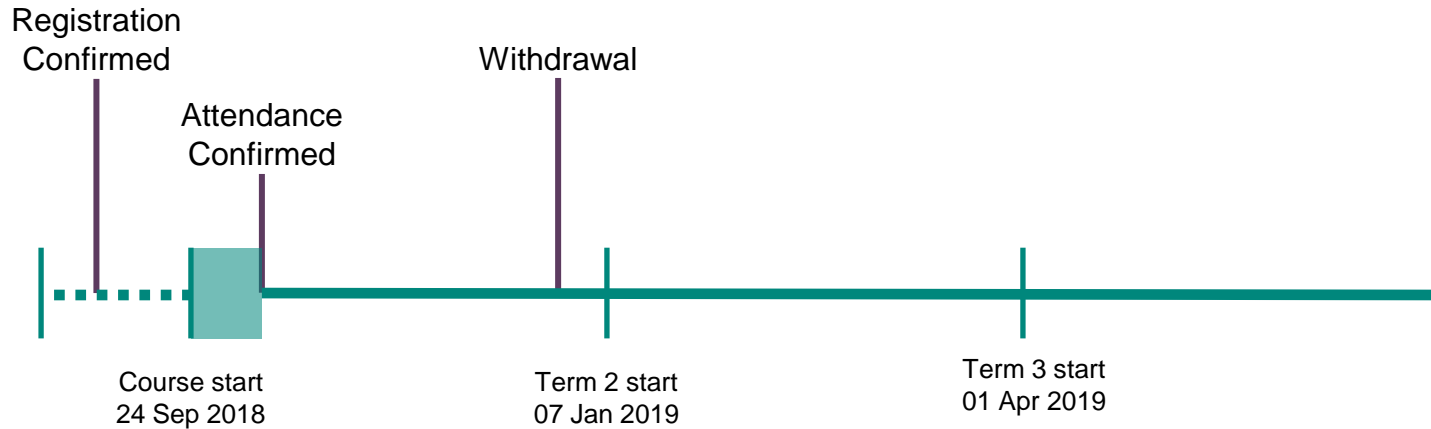
Withdrawals after Cooling Off



Withdrawals after Cooling Off



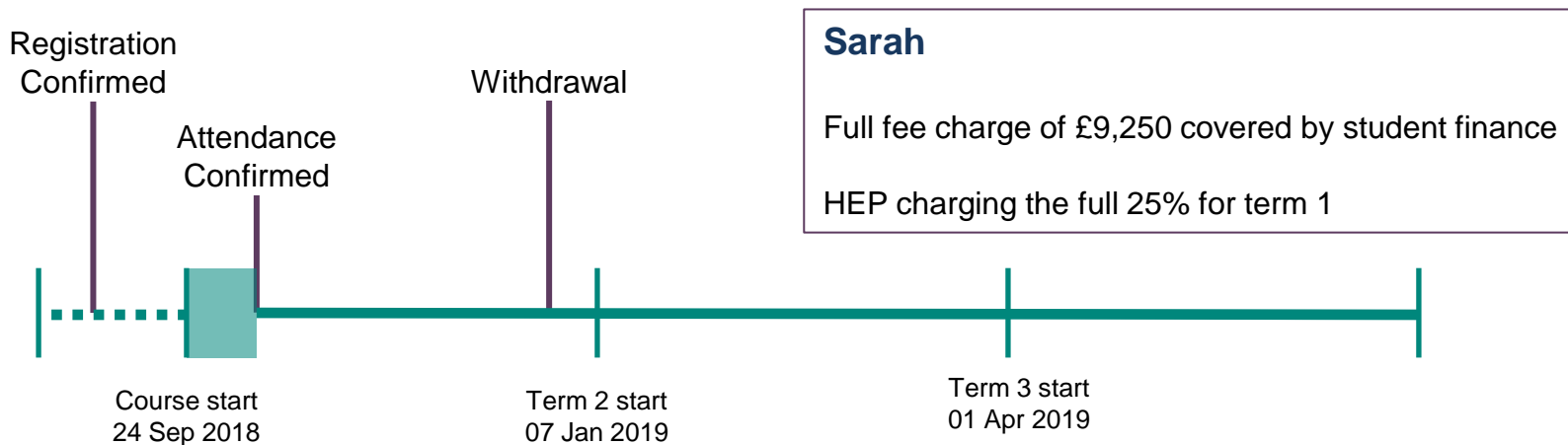
Withdrawals after Cooling Off



Submission: Withdrawal CoC

- as soon as it is known the student is withdrawing
- within 60 days of effective date

Withdrawals after Cooling Off



Submission: Withdrawal CoC

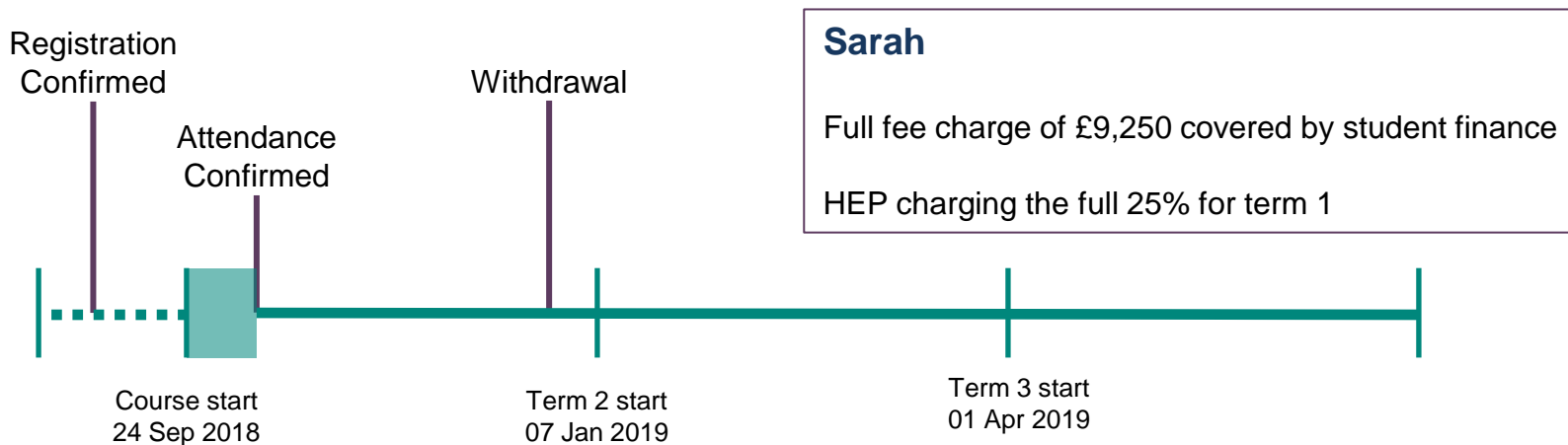
- as soon as it is known the student is withdrawing
- within 60 days of effective date

Effective date: actual date

Tuition Fee Charge: £2,312.50

Tuition Fee Liability: : £2,312.50

Withdrawals after Cooling Off



Submission: Withdrawal CoC

- as soon as it is known the student is withdrawing
- within 60 days of effective date

Effective date: actual date

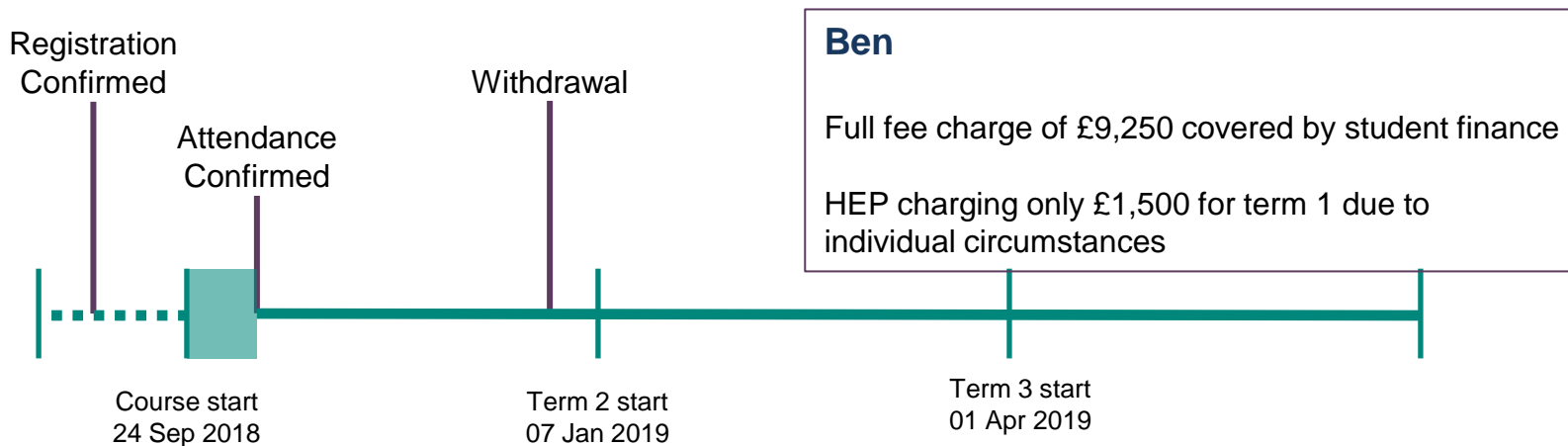
Tuition Fee Charge: £2,312.50

Tuition Fee Liability: : £2,312.50

Reassessment:

- Term one fees awarded
- Prorated term 1 maintenance

Withdrawals after Cooling Off



Submission: Withdrawal CoC

- as soon as it is known the student is withdrawing
- within 60 days of effective date

Effective date: actual date

Tuition Fee Charge: £1,500

Tuition Fee Liability: : £1,500

Reassessment:

- Term one fees awarded
- Prorated maintenance

Key Messages: After Cooling Off

- 1** Submission type is Withdrawal CoC

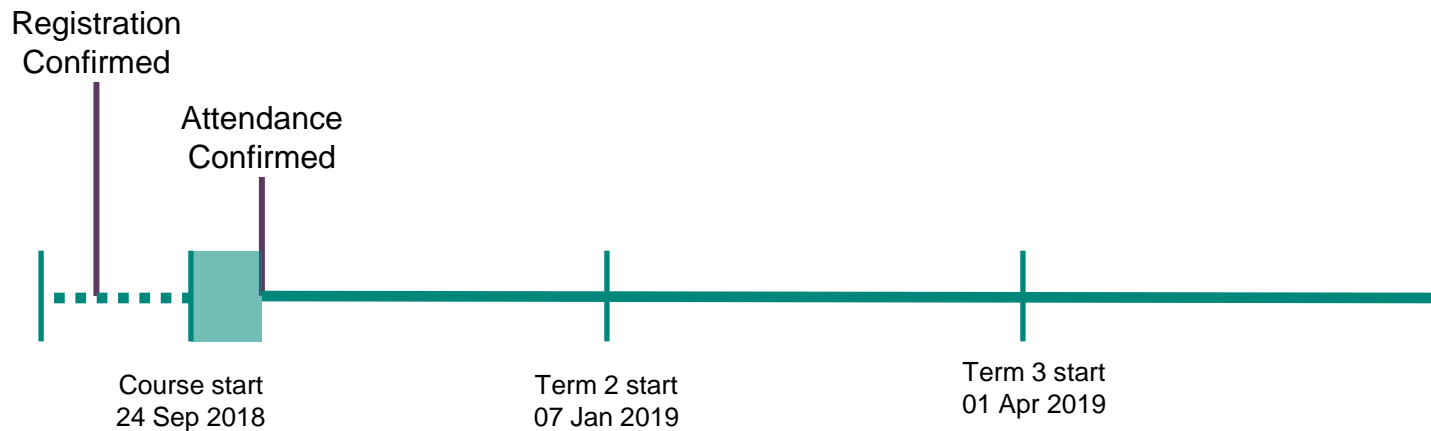
- 2** Effective date is actual date as defined by own HEP policy

- 3** Tuition Fee Charge & Liability amounts should be based on attendance

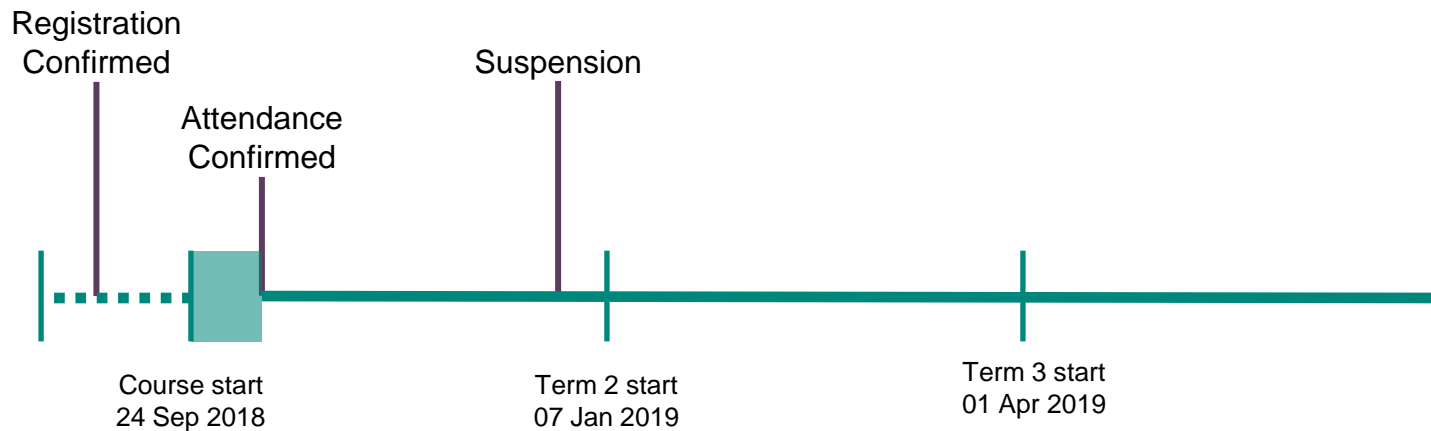


06 Suspensions leading directly to withdrawals

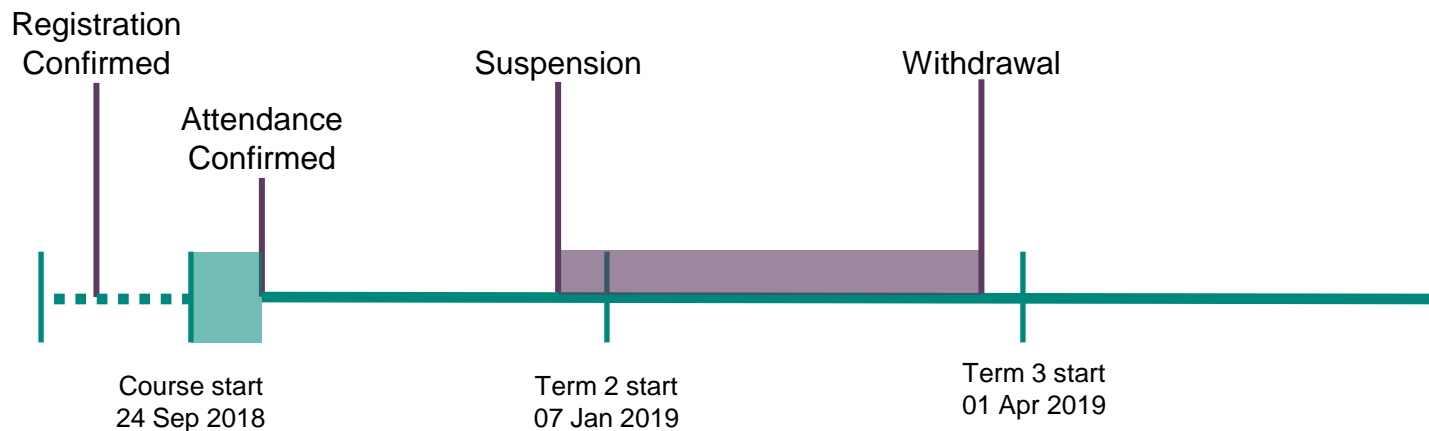
Suspensions leading directly to withdrawals



Suspensions leading directly to withdrawals



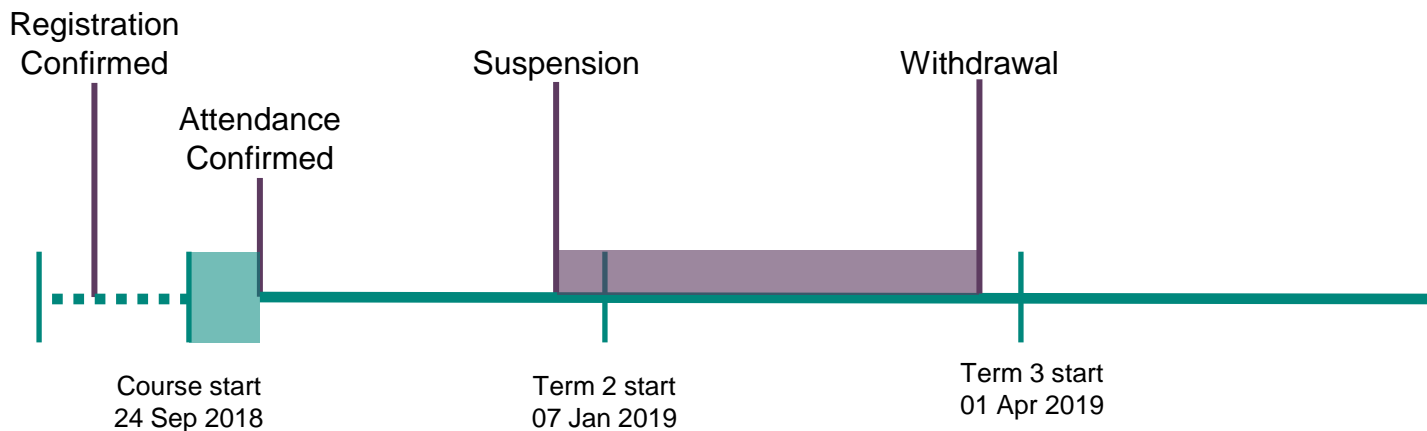
Suspensions leading directly to withdrawals



Submission: Withdrawal CoC

- as soon as it is known the student is withdrawing
- within 60 days of effective date

Suspensions leading directly to withdrawals



Submission: Withdrawal CoC

- as soon as it is known the student is withdrawing
- within 60 days of effective date

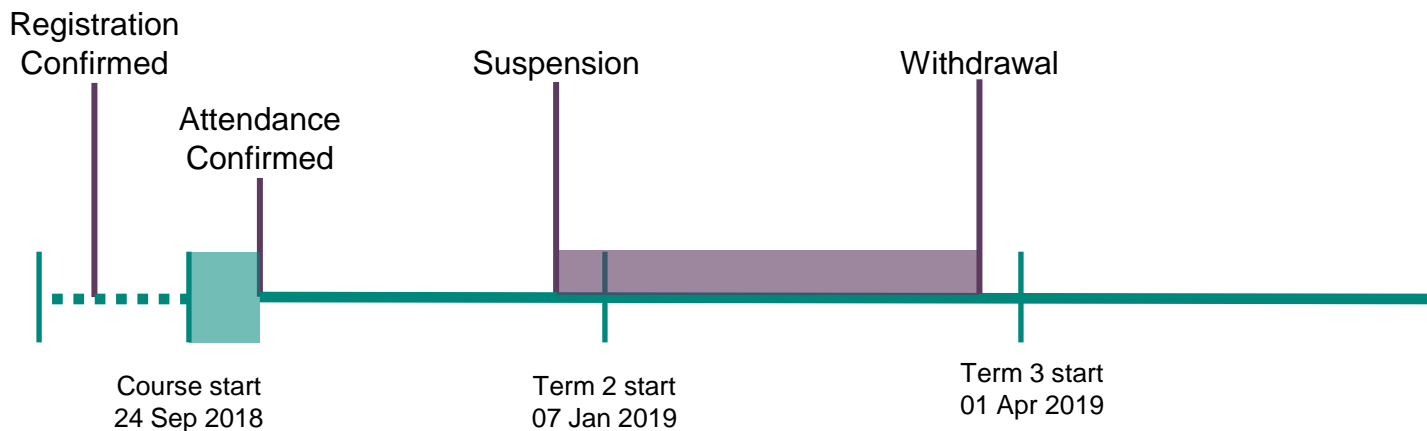
Effective date: actual date

- do not backdate to the start of suspension

Tuition Fee Charge: £2,312.50

Tuition Fee Liability: £2,312.50

Suspensions leading directly to withdrawals



Submission: Withdrawal CoC

- as soon as it is known the student is withdrawing
- within 60 days of effective date

Effective date: actual date

- do not backdate to the start of suspension

Tuition Fee Charge: £2,312.50

Tuition Fee Liability: £2,312.50

Reassessment:

- Term one fees awarded
- Prorated term 1 maintenance
- Nothing paid out for liability 2

Key Messages: Suspension to Withdrawal

1 Submission type is Withdrawal CoC

2 Do not back date to start of suspension

Summary

- 1 Determining point of withdrawal is HEP policy

- 2 Withdrawal effective date should be before the course start date & note added where no attendance

- 3 Enter fee charge for the periods attended

Partner Services



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www.heiinfo.slc.co.uk