



Quick Guide – Suspension CoC - PG Master's SFE & SFW

Purpose

This quick guide will show you how to create a Suspension CoC (Change of Circumstance) for students in receipt of Postgraduate (PG) Master's Loans in the Student Information Service (SIS).

When and Why?

It is the responsibility of the HEP to submit accurate and timely Change of Circumstance notifications when a student has suspended their studies.

A Suspension CoC should only be used when a student takes an agreed leave of absence, with a view to returning in the future.

Access

To create CoCs you must hold the CoC Administrator user role within SIS. If you require this access to be added to your account you can contact the User Administrator within your HEP.

Create Suspension

You can create a CoC from either the Detailed Student Information screen or from the Create CoC screen within the CoC Home area of SIS. For the purpose of this quick guide you will use the Create CoC screen.

- To access this area select **CoC Home** from the menu on the left on the SIS Home page
- The CoC Home menu will appear and will show all of the CoC sub areas which apply to your user access
- Select **Create CoC**

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

- Select **Postgraduate** from the Level of Funding drop down menu
- Select **Suspension** from the Change of Circumstance Category drop down menu
- Select the **Academic Year** you want to apply this CoC to from the Academic Year drop down menu
- Click 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 use the **SSN** (student support number) or the **CRN** (Customer Reference Number) to find the student's details by entering it into the box provided and clicking the **find icon** beside the box. As this CoC is a Suspension, SIS will validate the student you are entering has an application for your Provider before you can proceed.

- Click the **Next** button

The Change of Circumstance Details screen will display to enter the specific details of the change. A new section has been included in this area to display the Student and Current Course Details which will ensure there is visibility of the information currently held for this student.

Change of Circumstances and Academic Year Help

Level of Funding	<input type="text" value="Postgraduate"/>	Change of Circumstance Category	<input type="text" value="Suspension"/>
Academic Year	<input type="text" value="16-17"/>	Mode of Study	<input type="text" value="FT"/>

Student and Current Course Details

Student Details	Course Details
SFDU16136102W (91012608963) ROBERTS, SCOTT 15/06/1991	ACCOUNTING-ENG (PG-RM) SLC Course Code: 885947 UCAS Course Code:

Change of Circumstance Details

Suspension Effective Date (dd/mm/yyyy)	<input type="text"/>	Reason for suspension	<input type="text" value="Select"/>
Agreed date of return, if known (dd/mm/yyyy)	<input type="text"/>		
Further explanation if required			
<input type="text"/>			

To submit the Suspension CoC you must enter:

- The **Suspension Effective Date** - this is used by SLC to process the student's funding entitlement
Note: When the suspension is due to ill health, the CoC should be submitted after 60 days with an effective date of the date of submission.
- The **Reason for Suspension** should be selected from the drop down menu; the options available are **Academic, Disciplinary, Health** or **Other**
- The **Agreed Date of Return** – is not mandatory, this is captured for information purposes only and is not used for assessment purposes. When the student returns you must submit a Resumption CoC.

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

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

You must now **select a contact for this CoC**. This will be a registered contact within your HEP who can be contacted regarding this CoC. When you have selected the contact using the radio button provided, click the **Next** button.

The CoC Summary screen will then display a read only version of all of the details you have entered to review before submission.

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