

Withdrawal CoC and Course Fee Factsheet

Advanced Learner Loan liability is directly linked to duration of attendance, therefore unless you have decided to charge no fees at all, the **Course Fee should not be reduced when a Withdrawal occurs**. The LP Portal/Operations Portal will use the CoC (Change of Circumstances) Effective Date of the Withdrawal to calculate how much loan is due to the LP.

Withdrawal CoCs will occur when a learner has to leave the learning aim they are currently undertaking either due to transferring to another aim outside of what policy will allow, changing learning provider or leaving learning all together. Please ensure you record the Effective Date of the change as the last date of attendance.

If you do wish to reduce the Course Fee to less than the calculated liability, please contact your Account Manager.

For further information on processing this and other types of Change of Circumstances, please refer to Section 13 of the User Guide,

<http://www.lpservices.slc.co.uk/support-materials-and-resources/user-guides-and-elearning.aspx>

or the Quick Guides

<http://www.lpservices.slc.co.uk/support-materials-and-resources/quick-guides.aspx>