

## Quick Guide – Apply Once - PG Master’s SFE & SFW

### The Concept

The SFE and SFW Postgraduate Master’s Loans are the first student support products that use the new concept of ‘Apply Once’. Essentially, this means that students only apply once for the loan, regardless of the number of years of study.

### How does it work in practice?

The student can apply for the PG Master’s Loan in year 1 of their course which will be processed in line with The Education (Postgraduate Master’s Degree Loans) Regulations 2016. The student then completes the academic year and progresses into year 2; as illustrated below, the student does not send a new application for year 2 or any subsequent years of the course.



Examples below of the different scenarios possible based on the workstage of the application at the start of year 2.

Scenario	Effect on Year 2
Year 1 Approved	Year 2 application automatically created & appears in SIS – student will appear on Registration worklist 30 days prior to year 2 course start date
Year 1 Approved Awaiting Signature	Year 1 application will be automatically cancelled if it remains at Approved Awaiting Signature for 45 days – this will be reinstated when the online declaration is received Year 2 application will not be created until the Year 1 Online Declaration has been received
Year 1 Suspended	Year 2 automatically created & appears in SIS as suspended
Year 1 Withdrawn	Year 2 will not be created therefore there will not appear in SIS

### Suspensions

When the student has suspended and remains suspended into the following academic year, SLC systems will automatically pick this up when creating the following year application in SIS.

### How does this affect providers?

This will be the first time that a student will automatically appear in SIS at a suspended workstage. No action will be required until the student returns to study or withdraws, at which point a Resumption or Withdrawal CoC (Change of Circumstance) is required to be submitted against the year the effective date of change falls within.

Year 2 applications will appear in SIS in late June 2017 when the service for returners opens for the first time.