

## Quick Guide – Cross Year CoCs - PG Master’s SFE & SFW

### What are Cross Year CoCs?

These are CoCs (Change of Circumstances) affecting more than one academic year – for example:

A student has completed year 1 and registration confirmation may/or may not have been received for year 2. It then becomes known that the student should have actually been transferred to a different course before the end of year 1.

As the Postgraduate Master’s Loan (SFE & SFW) is an ‘Apply Once’ product, the change needs to take effect on all applications held after the effective date.

There are several different scenarios where a retrospective change can be applied as explained in the table below.

### How does it work in practice?

Where a retrospective change is required, the normal process of submitting a CoC should be followed; however, the key difference is that only one CoC is required to be submitted due to the ‘Apply Once’ concept of the Postgraduate Master’s Loan product as mentioned above.

The CoC should therefore only be submitted for the academic year that the change is effective from - SLC systems will then apply the CoC as appropriate to the following year’s application.

Examples below of different scenarios.

Scenario	Action
<b>Cross Year Suspension</b> - Student has approved applications for years 1 & 2 but should have been suspended in year 1 and is still suspended in year 2	Suspension CoC should be raised for year 1 – years 1 & 2 will both be suspended automatically
<b>Cross Year Resumption</b> - Student has suspended applications for years 1 & 2 but should have been resumed in year 1	Resumption CoC should be raised for year 1 – years 1 & 2 will both be resumed automatically
<b>Cross Year Transfer</b> - Student has approved applications for years 1 & 2 on course A but should have been transferred to course B in year 1	Transfer CoC should be raised for year 1 – years 1 & 2 will both be transferred automatically
<b>Cross Year Withdrawal</b> - Student has approved applications for years 1 & 2 but should have been withdrawn in year 1	Withdrawal CoC should be raised for year 1 – years 1 & 2 will both be withdrawn automatically

### How does this affect the provider?

The provider will only need to submit one CoC against the year the effective date of change falls within. This prevents the need for raising a second CoC against the following academic year when the circumstances have not changed, saving on administrative time and effort.