

Quick Guide – Postgraduate Apply Once

The Concept

The Postgraduate Master’s and Doctoral Loans are student support products that use the 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 funding in year one of their course which will be processed in line with the relevant regulations. The student then completes the academic year and progresses into year two; as illustrated below; the student does not send a new application for year two 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 two, where the course is longer than one year duration.

Scenario	Impact on Year 2
Year one Approved	Year two application automatically created and appears in SIS – student will appear on Registration worklist 30 days prior to year two course start date
Year one Approved Awaiting Signature (pre-2018)	Year one 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 two application will not be created until the Year one Online Declaration has been received
Year one Suspended	Year two automatically created and appears in SIS as suspended
Year one Withdrawn	Year two will not be created therefore there will not appear in SIS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; however, this will only happen when there is another year left of the normal course duration.

This will mean that if the student is on a one-year course or in the final year of their course when they suspend, a subsequent year will not be created.

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 normally required to be submitted against the year the effective date of change falls within, with one exception below.

In order to resume students in the circumstances where they return to study following suspension after the end of the final or only academic year of their course, a Resumption CoC should be submitted against that final academic year, but with the true effective date of return.

Examples:

Student started a one-year course in 16/17

Student suspends in 16/17

Student is ready to return to study on 01/11/2017 which falls in 17/18

There is no 17/18 application in SIS – Resumption CoC should be submitted against the 16/17 application with effective date 01/11/2017

Student started a two-year course in 16/17

Student suspends in 17/18 during year two

Student is ready to return to study on 01/11/2018 which falls in 18/19

There is no 18/19 application in SIS – Resumption CoC should be submitted against the 17/18 application with effective date 01/11/2018

Year two applications will appear in SIS in late June 2017 when the service for returners opens for the first time. Following this initial functionality start date, the following year applications will be created in SIS within 24 hours of the course information for that year is fully submitted.