

Guidance for Colleges and Other Training Organisations: Learning and Funding Information Letter

April 2017

Background

Before applying for an Advanced Learner Loan, learners must speak to you, as a college or training organisation in receipt of a loans facility from the Education and Skills Funding Agency (ESFA), to establish the availability of a place on an appropriate course.

The learning and funding information letter is an essential stage in the prospective learner's journey. The learner will use it as they consider investing in further education at levels 3 to 6 with a loan. You must issue the letter as part of your discussion with learners when they are considering their education and training and funding options. You must also make learners aware of the loans information available on the <https://nationalcareersservice.direct.gov.uk/> website and on [GOV.UK](https://www.gov.uk).

Supporting the learner

You must make **all** learners, including those learners who are considering funding their course through a loan, aware of your policy on fees and charging. You must do this **before** they decide on their payment method.

You must either attach a copy of your fee policy to the learning and funding information or include a link to your fee policy on your website within the letter.

The availability of loans for learners aged 19 to 23 at Level 3 does not replace the legal entitlement to full funding for a first full Level 3 for learners aged 19 to 23. You should check a learner's entitlement before you provide information on Advanced Learner Loans.

The learning and funding information letter gives learners the information necessary to help them consider their options for financing their course. It is important that learners are fully informed and do not feel pressured to apply for a loan.

It also gives the essential information they need to complete an application, should they decide to apply for a loan. It will help to produce accurate applications, ensuring a swift application and assessment process.

Benefits for colleges and other training organisations

The learning and funding information letter can also:

- support your management of learners' places, particularly when considering the capacity within the agreed loans facility
- place some distance between you and the learner's funding choice giving the learner time to consider their options

Learning and Funding Information Letter: How to Create

To enable learners to consider their options and equip them with the necessary information to make an application for a loan, if they decide to proceed, you must **retain the format** and order as set out in this guidance and the **template letter**.

A copy of the letter is available at Annex A you can also download the **template** from [GOV.UK](https://www.gov.uk). You can populate the template and send it to your learners. Alternatively, you may want to revise the letter to include specific information with regard to the course offer, alternative payment options and so on. However, you must not change any of the text or the order of the information in the tables as this is designed to be consistent with the data fields as they appear on the loans application form.

Learning and Funding Information Letter: Information to Include

Tables 1 and 2 provide you with the specific definition and requirements of the information you will need to populate the letter.

Table 1: College or other training organisation information.

| Data item | Application Description | Information |
|--------------------------------------|---|---|
| Provider Name | College or other training organisation name | The name of the lead college or other training organisation that is in direct receipt of a Loans facility from the ESFA. The Student Loans Company (SLC) will decline the Loan if you give a subcontractor name. |
| UK Provider Reference Number (UKPRN) | UKPRN | The UKPRN of the lead college or other training organisation that is in direct receipt of a loans facility. |

Table 2: Qualifications information.

| Data item | Application Description | Information |
|------------------------|-------------------------|---|
| Learning Aim Title | Course name | The specific title as published by the ESFA on the Learning Aims section of the Hub . This should match the data you will provide on the learner's individualised learner record (ILR). |
| Learning Aim Reference | Course code | The learning aim reference as published by the ESFA on the Learning Aims section of the Hub . This should match the data you will provide on the learner's ILR. |

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| Learning Start Date | Start date | <p>Required for assessment and profiling of payments and repayments.</p> <p>This information should match the data you will provide on the learner's ILR.</p> |
| Learning Planned End Date | End date | <p>Required for assessment and profiling of payments and repayments.</p> <p>This information should match the data you will provide on the learner's ILR.</p> |
| College or Training Organisation Fee | Fee amount | <p>Fee amount the college or other training organisation is charging the learner following any reductions (taking into account recognition and/or accreditation of prior learning).</p> |
| VAT (if applicable) | This is not required for application but individuals will need to understand this. | To be completed by 'for profit' organisations. |
| Total Fee | Total college or other training organisation fee plus VAT. | College or other training organisation fee + VAT. |

| | | |
|---------------------|-------------------------|--|
| Maximum Loan Amount | Maximum Loan Available. | This allows the learner to identify whether a Loan can fund the full cost. |
|---------------------|-------------------------|--|

You should direct learners to the Advanced Learner Loans page on the <https://nationalcareersservice.direct.gov.uk/> website and [the Advanced Learners page on gov.uk](#).

Further Questions

For further information or any comments, suggestions or questions, please email advancedlearnerloans@sfa.bis.gov.uk.

Annex A

Learner's name

Enter learner's address

Enter college's or other training organisation's address

Enter date

Dear <enter learner's name>

Learning and Funding Information Letter

We are pleased to offer you a place on the following course:

<enter course name> at: <enter course location/provider>

This letter provides information about your choice of course and the related cost of your studies. Please keep this safe as it contains key information you may need to refer to again.

This letter explains some of the options available to help pay for your chosen course and where to access further information and advice. It also gives you essential information should you decide to progress an application for an Advanced Learner Loan through the Student Loans Company to pay for your fees.

Options for paying for your studies

The total cost of your course is <enter fee £0000.00>.

You can find information about our fees policy attached, or please view our fees policy on our website – add link to your website (**please delete where appropriate**).

You can pay us directly for the course or your employer may be willing to contribute. Alternatively, you may wish to consider an **Advanced Learner Loan**. These government-backed loans are available to help learners aged 19 and over pay their fees for eligible courses at Levels 3 to 6.

If you are aged 19 to 23 you may be entitled to full funding if you have not already achieved a full Level 3 qualification. Please speak to us **<insert telephone and email details>** or telephone the National Careers Service on **0800 100 900** if you wish to discuss this further. The National Careers Service advisers can help identify where you might access this funding and for which courses.

To consider your financial options further, you may wish to refer to the **Money Advice Service** <https://www.moneyadviceservice.org.uk/en> which can provide free and impartial money advice.

Applying for an Advanced Learner Loan

If you decide to fund all or part of your studies with a loan, please note the following:

1. You can apply for an Advanced Learner Loan online at GOV.UK
<https://www.gov.uk/advanced-learner-loan>
2. **You must make sure you provide complete and correct information when you take out the loan and you must tell SLC about any changes to these details during the application process; while you're studying with us, and until you've repaid your loan in full.**
3. The maximum loan amount you can apply for is either the fee we charge, or the maximum set by the government, whichever is the lower. You can review the qualifications which are eligible to be funded with loans, and the maximum amount of loan available at
<https://www.gov.uk/government/publications/advanced-learner-loans-qualifications-catalogue>

4. The government maximum loan amount for this course is <enter maximum for this course £0000.00>. The course costs may be more than the maximum loan amount, in which case you will need to pay the difference directly to us.
5. The minimum loan amount you can apply for is £300.

The Student Loans Company (SLC) <http://www.slc.co.uk/> will process your application and will write to you confirming the outcome of your application.

6. The SLC will pay the loan directly to us or your chosen provider or training organisation.
7. You begin to repay the loan through the tax system when you complete the course and earn £21,000 or more each year.

For further information about Advanced Learner Loans, please refer to the **National Careers Service** website <https://nationalcareersservice.direct.gov.uk/>

If you apply for an Advanced Learner Loan to study a course with us, you will need to provide information about yourself, us, as your chosen training provider, and your course fees.

Table 1 gives you the information you will need to provide to the SLC as part of your loan application.

Table 1: Information about the college or training provider and your course fees.

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| <p>You must enter this information on your application.</p> <p>Name of college or training organisation</p> | <p><enter name of lead college or training organisation></p> |
|--|--|

| | |
|--|---|
| This is the college or other training organisation responsible for delivering your course. | |
| UK Provider Reference number (UKPRN) | <enter UKPRN of lead college or other training organisation> |
| Course trainer code (if applicable) | <enter Course Trainer code if applicable. If not applicable state 'not applicable'> |

| | |
|--|---|
| Course name | <enter course name> |
| Course code | <enter course code> |
| Start date | <start date in format DD/MM/YYYY> |
| End date | <end date in format DD/MM/YYYY> |
| Subtotal of college or training provider fee | <enter fee before VAT £0000.00> |
| VAT (if applicable) | <enter VAT amount £0000.00> |
| Total college or training organisation fee (Enter this amount on your application.) | <enter total college or training organisation fee £0000.00 > |
| Maximum Loan Amount This allows you to identify whether a loan can fund the full cost. | enter maximum loan amount £0000.00 > |

Let us know what you decide

Please contact us <insert telephone and email details> by <enter date> to confirm if you wish to accept this course offer, and how you intend to pay.

If you require any further information, please contact us using the contact details above.

Yours sincerely,

<enter name of signatory>

<enter position of signatory at lead College or Training Provider >