

Enter learner's name
Enter learner's address
Enter college's or 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 and 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 (ALL) through the Student Loans Company (SLC) to pay for your course 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 you can view our fees policy on our website – (add link to your website please delete where appropriate), please make sure you read this.

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

You may be entitled to full funding of your course if you have not already achieved a full level 3 qualification. This may mean that you do not require an ALL, if you think that this may be the case, please discuss your situation with us before applying for an ALL.

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](#) which can provide free and impartial money advice.

Applying for an ALL

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

1. You can apply for an ALL online at <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 the SLC about any changes to these details or your circumstances during the application process, while you are 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 amount 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.qualifications.education.gov.uk>.
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 [SLC](#) 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 more than the repayment threshold. Please visit <https://www.gov.uk/repaying-your-student-loan> for more information.

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

If you apply for an ALL 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

<p>You must enter this information on your application.</p> <p>Name of college or training provider</p> <p>This is the college or training provider responsible for delivering your course.</p>	<p><enter name of lead college or training provider></p>
<p>Delivery location</p>	<p><enter the postcode of location where the training takes place ></p>
<p>UK provider reference number (UKPRN)</p>	<p><enter UKPRN of lead college or training provider></p>

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 provider 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 of your learning.	<enter maximum loan amount £0000.00>

Let us know what you decide

Please contact us on/at <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 >