

Learning and Funding Information Letter

Dear:

Course:

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 (SLC) to pay for your course fees.

Options for paying for your studies

The total cost of your course is

You can find information about our fees policy attached, or you can view our fees policy on our website –

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 of your course if you have not already achieved a full Level 3 qualification. Please speak to us 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** - 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 course with a loan, please note the following:

1. You can apply for an Advanced Learner Loan online at GOV.UK
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 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 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
www.gov.uk/government/publications/advanced-learner-loans-qualifications-catalogue
4. The government maximum loan amount for this course is
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 **www.gov.uk/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 £25,725 or more each year.

For further information about Advanced Learner Loans, please refer to the
National Careers Service website - www.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.

Name of college or training organisation
You must enter this information on your application.

This is the college or training organisation that is responsible for delivering your course

UK Provider Reference number

Course Trainer code *(if applicable)*

Course name

Course code

Start date

End date

Sub-total of college or training organisation fee

VAT *(if applicable)*

Total college or training organisation fee
(Enter this amount on your application.)

Maximum Loan Amount

This allows the learner to identify whether a Loan can fund the full cost.

Let us know what you decide

To confirm your course offer and let us know how you intend to pay, please contact us
by

If you have any problems or concerns, you should contact us directly.

Yours sincerely