

Advanced Learner Loan

Application form notes

Remember you can apply online. It's quick and easy. Go to www.gov.uk/advancedlearnerloan

About Advanced Learner Loan

Complete this form if:

- you're studying an eligible course for a level 3,4,5 or 6 qualification at an approved college or training provider in England
- you're aged 19 or over on the first day of your course, if your course started on or after 1st August 2016

Find out more at:

www.gov.uk/advancedlearnerloan

Making the right choice

It's important you consider your own circumstances and look into all options for paying for your course before choosing to take out this loan. This is not the responsibility of your college or training organisation. You can get impartial money advice from the Money Advice Service at www.moneyadviceservice.org.uk

About these notes

These notes should be read along with your Advanced Learner Loan Application form.

The notes are split into three parts:

- Part 1 - General information
- Part 2 - How to complete your application form
- Part 3 - Next steps

Part 1 - General information

completing your form

Before completing your form

- Speak to your college or training organisation who will give you a Learning and Funding Information Letter, and
- Have your Passport and National Insurance number to hand.

Learning and Funding Information Letter

The Learning and Funding Information Letter contains information about your college

or training organisation, the fee they're charging you and your course. You'll need this information to complete this application.

Send your completed form to

Advanced Learner Loans
PO Box 302
Darlington
DL1 9NQ

Make sure you pay the correct postage.

further information

You can get more information

- from your college or training organisation
- online at www.gov.uk/advancedlearnerloan
- by calling **0300 100 0619**

Sending us information or evidence

If you need to send any information or evidence to us after you've submitted your application make sure you also send a completed Evidence Return Form. This will help us match the evidence or information to your application and return your original documents to you safely.

You can download this form at www.gov.uk/advancedlearnerloan

Braille/other formats

You can order forms and guides in Braille, large print or audio by emailing your name, address, customer reference number along with details of the form and format you require to:

brailleandlargefonts@slc.co.uk or you can call us on **0141 243 3686**.

Please note, the above email address and telephone number can only deal with requests for alternative formats of forms and guides.

Part 2 - How to complete your application form

It's important you complete all of the information we ask for on the form. If any information is missing or unclear we may not be able to process your application and won't be able to pay your college or training organisation.

1 your personal details

1.1 Personal details



If your name has changed since your passport or birth certificate was issued we need you to send us evidence.

Send us one of the following:

- Change of name deed
- Marriage certificate or civil partnership documentation
- Divorce certificate or dissolution order

1.2 National Insurance number



If you don't provide your National Insurance number we can't pay your loan to your college or training organisation. This may mean you have to pay your own fees until you have given it to us.

You'll find your National Insurance number on any of the following:

- Your National Insurance card or letter,
- A payslip,
- An income tax document such as P45 or P60.

If you've never been given a National Insurance number, leave this box blank and complete the rest of your application. We'll contact the Department of Work and Pensions (DWP) to see if they have one for you. If they don't, we'll let you know what you need to do. This may mean you'll need to arrange an appointment with your local Job Centre to have a National Insurance number assigned to you.

If you're an EU national, you should give us your National Insurance number if you have one. If you don't, you must give us two alternative contacts at question 7.2 before we can pay your loan to your college or training organisation.

1.4 Customer Reference Number



Your Customer Reference Number is your personal reference number and is 11 digits long. If you've applied for student finance from the Student Loans Company (SLC) or given financial information to support another student's application before, your Customer Reference Number will be on any letters you've received. Put your Customer Reference Number on all the information and/or evidence you send to us. This helps us match the information to your account and return any original documents to you safely.

2.1 Living outside the UK and Islands because you or a family member are a member of the UK Armed Forces



If your course started **on or after 1 August 2017** you may be eligible for support to study a distance learning course if you or your family member is currently serving (regular or reservist) in one of the following:

- The Naval Service (Royal Navy and Royal Marines)
- The Army
- The Royal Air Force
- The Royal Military Police
- The Gurkhas

The following family members will be eligible students:

- A spouse or civil partner living with a member of the UK Armed Forces serving overseas
- A child, step-child or adoptive child living with a member of the UK Armed Forces serving overseas
- A dependant parent living with either;
 - A child who is a member of the UK Armed Forces serving overseas
 - The child's spouse or civil partner who is a member of the UK Armed Forces serving overseas

If your course started **before 1 August 2017** you won't be eligible for support.

You should use your British Forces Post Office address for all correspondence.



If you're a member of the UK Armed Forces you need to send a letter confirming the following:

- your name
- your UK address or British Forces Post Office address

If your family member is in the UK Armed Forces you need to send a letter confirming the following:

- their name
- their UK address or British Forces Post Office address
- your name
- their relationship to you

This letter must be signed by another member of the Armed Forces and be stamped by the Armed Forces Unit Records Office. We can't accept a photocopy.

2 residence - continued

2.2.1 No valid UK passport



If you don't hold a valid UK passport we need you to send us alternative evidence.

Send us one of the following:

- Original UK birth or adoption certificate and a fully completed Birth and Adoption Certificate form
- Original certificate of Naturalisation/Registration

You can download a Birth and Adoption Certificate form at www.gov.uk/advancedlearnerloan

Your original documents will be sent back to you as soon as possible. Make sure you include your Customer Reference Number with any documents you send to us, this helps us to match the documents to your account and return them to you safely.

2.3 EU national



If you're an EU national we need evidence of your identity.

Send us one of the following:

- Original in date passport
- Original in date national identity card

2.4 a family member of an EU national



To be assessed as the family member of an EU national your:

- husband, wife, civil partner,
 - parent(s) or step-parent
- must be an EU national.



If you're the family member of an EU national we need:

1. Evidence of your identity

Send us one of the following:

- Original in date passport
- Original in date national identity card
- Original Irish birth certificate

2. Evidence of your family members' EU nationality

Send us one of the following:

- Original in date passport
- Original in date national identity card
- Original birth certificate

and

- Evidence of your relationship, for example a birth or marriage certificate.

2.5 Child of a Swiss national



To get a loan as the child of a Swiss national, your Swiss national parent must be living/have lived in the UK on the first day of your course. You must also be living in England on the first day of your course and have lived in the UK, EEA or Switzerland for 3 years before the start of your course.



If you're the child of a Swiss national we need:

1. Evidence of your identity

Send us one of the following:

- Original in date passport
- Original in date national identity card

2. Evidence of your parent's Swiss nationality

Send us one of the following:

- Original in date passport
- Original in date national identity card

and

- Evidence of your relationship, for example a birth or marriage certificate.

3. Evidence to confirm your Swiss national parent's address

Send us one of the following:

- Bank Statement
- Tenancy agreement/mortgage statement
- Recent utility bill
- Local authority correspondence
- Government department correspondence

and

- A letter signed by your Swiss national parent to confirm they are living/were living in the UK on the first day of your course

2.6 Child of a Turkish worker

To apply for a loan as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course. You must also be living in the UK on the first day of your course and have lived in the UK, EEA, Turkey or Switzerland for 3 years before the start of your course.



If you're the child of a Turkish worker we need:

1. Evidence of your identity

Send us:

- Original in date passport

2. Evidence of your parent's nationality

Send us one of the following:

- Original in date passport
- Original in date national identity card

and

- Evidence of your relationship, for example a birth or marriage certificate.

3. Evidence of your parent's employment in the UK

For example:

- Contract of Employment

2.7 a family member of EEA or Swiss national who is working, has worked or is looking for work in the UK

To apply for a loan as the family member of an EEA or Swiss national you:

- husband, wife, civil partner,
 - parent(s) or step-parent,
- must be working, have worked or looking for work in the UK.

See the next page for the evidence you need to send.

2.7 a family member of EEA or Swiss national who is working, has worked or is looking for work in the UK - continued



If you're an EEA or Swiss national who is working, has worked or is looking for work we need:

1. Evidence of your identity

Send us one of the following:

- Original in date passport
- Original in date national identity card

2. Evidence of your residency status

Send us:

- Financial evidence to confirm you're working, have worked or are looking for work, for example, P60 or a letter from your employer.

If your family member is an EEA or Swiss national who is working, has worked or is looking for work we need:

1. Evidence of your identity

Send us one of the following:

- Original in date passport with VISA
- Original in date national identity card

2. Evidence of your family member's nationality

Send us one of the following:

- Original in date passport
- Original in date national identity card

3. Evidence of your family member's residency status

Send us:

- Financial evidence to confirm they are working, have worked or are looking for work, for example, P60 or a letter from their employer.

and

- Evidence of your relationship, for example a birth or marriage certificate.

2 residence - continued

2.8 indefinite leave to remain

i If you have indefinite leave to remain in the UK this must have been granted before the start of your course. You must also have been living in the UK for 3 years prior to the start of your course.

e If you have indefinite leave to remain we need:

1. Evidence of your identity

Send us one of the following:

- Original in date passport
- Original biometric residence permit

2. Evidence of your residency status

Send us one of the following:

- Original passport with VISA
- Original biometric residence permit
- Original immigration status document
- Original Home Office letter confirming the date the indefinite leave to remain was granted

2.9 refugee status

i If you or your:

- husband, wife, civil partner
- parent(s) or step-parent

have successfully applied for refugee status in the UK under the terms of the 1951 United Nations Convention on Refugees, and you, or they, have been granted refugee status the Home Office will have sent you, or them, a letter and immigration status document confirming this.

If you're applying for a loan as the child or step-child of a refugee, you'll only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you're applying for a loan as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application to the Home Office.

See the next page for the evidence you need to send.

2.9 refugee status - continued



If you have refugee status we need:

1. Evidence of your identity

Send us one of the following:

- Original in date UK travel document
- Original biometric residence permit

2. Evidence of your residency status

Send us one of the following:

- Original in date UK travel document
- Original biometric residence permit
- Original immigration status document
- Original Home Office letter confirming the date the refugee status was granted

If you're the family member of someone with refugee status we need:

1. Evidence of your identity

Send us one of the following:

- Original UK travel document
- Original biometric residence permit

2. Evidence of your family members' residency status

Send us one of the following:

- Original in date UK travel document
- Original biometric residence permit
- Original immigration status document
- Original Home Office letter confirming date refugee status was granted.

and

- Evidence of your relationship, for example a birth or marriage certificate.

2.10 limited leave to remain

If you or your

- husband, wife, civil partner,
- Parent(s) or step-parent

have been granted Humanitarian Protection the Home Office will have sent you, or them, a letter and immigration status document confirming this. You must have been given Humanitarian Protection and have been living in the UK for at least 3 years before the start of your course to receive a loan.

If you're applying for a loan as the child or step-child of a person granted Humanitarian Protection, you'll only be considered a 'child' if you were under 18 at the time of your parent's application to the Home Office.

If you're claiming student finance as the husband, wife or civil partner of someone who has been granted Humanitarian Protection, you must have been their husband, wife or civil partner at the time of their application for asylum.

See the next page for the evidence you need to send.

2.10 limited leave to remain - continued

If you have limited leave to remain we need:

1. Evidence of your identity

Send us one of the following:

- Original in date passport
- Original in date UK travel document
- Original biometric residence permit

2. Evidence of your residency status

Send us one of the following:

- Original in date UK travel document
- Original biometric residence permit
- Original immigration status document
- Original Home Office letter confirming date Humanitarian Protection was granted

If your family member has limited leave to remain we need:

1. Evidence of your identity

Send us one of the following:

- Original in date passport
- Original in date UK travel document
- Original biometric residence permit

2. Evidence of your family member's residency status

Send us one of the following:

- Original in date UK travel document
- Original biometric residence permit
- Original immigration status document
- Original Home Office letter confirming date Humanitarian Protection was granted

and

- Evidence of your relationship, for example a birth or marriage certificate.

2 residence - continued

2.11 the right of permanent residence



If you have the right of permanent residence in the UK, this must have been granted before the start date of your course. You must also have been living in the UK for 3 years prior to the start date of your course.



If you have right of permanent residence we need:

1. Evidence of your identity

Send us one of the following:

- Original in date passport
- Original biometric residence permit

2. Evidence of your residency status

Send us one of the following:

- Original passport with VISA
- Original biometric residence permit
- Original immigration status document
- Original Home Office letter confirming right of permanent residence was granted (if no VISA in passport)

3 residence history

3.1 Address history



Give details of each address you have lived at during the 3 years before the start date of your course. For example, if your course starts on 1 September 2017 you should list all the addresses you lived at from 1 September 2014 to 31 August 2017. Don't leave any gaps, as we need to get this information from you and it will delay your application. Give details of any period you lived outside the UK during this time. We may contact you for further details and/or evidence.

4.1 College or training organisation

Your college or training organisation will give you a Learning and Funding Information Letter setting out the details you need to complete this section. You can only apply for an Advanced Learner Loan if you're studying an eligible course at an approved college or training organisation.

Make sure you enter the exact name of your college or training organisation and their UK Provider Reference number so we can confirm they're approved. Only enter the Course Trainer code if this is given on your Learning and Funding Information Letter.

5.1 Course details



Your course details will be shown on your Learning and Funding Information letter. You can apply for an Advanced Learner Loan for eligible courses at Level 3-6, which includes A Levels, Access to HE Diplomas and Vocational Qualifications.

You can have up to a maximum of four Advanced Learner Loans. If your courses start on or after 1 August 2016, you can take all of your loans at the same time.

For A levels, you can apply for up to four loans to cover the cost of your A level programme. However, if your A levels are undertaken by studying AS learning aims followed by A Levels, you can also apply for up to four loans for the AS learning aims. This means you can get up to 8 loans to undertake your A level programme.

If you're unsure of your course details you should confirm these with your college or training organisation. If you give incomplete or incorrect information we will not be able to confirm you're studying an eligible course and won't be able to pay your college or training organisation until we have the correct details.

5.1.1 Start date



The start date and end date of your course will be agreed in advance with your college or training organisation. This will be set out on your Learning and Funding Information Letter. You must be aged 19 or over on the start date of your course to receive a loan. The start date and end date of your course will be used to work out the monthly loan payments we'll make to your college or training organisation. The duration of your course must be within the maximum time period allowed for your course. The end date of your course is the date we expect you to finish your course and will determine when you begin repaying your loan.

5.1.2 End date



The start date and end date of your course will be agreed in advance with your college or training organisation. This will be set out on your Learning and Funding Information Letter. You must be aged 19 or over on the start date of your course to receive a loan. The start date and end date of your course will be used to work out the monthly loan payments we'll make to your college or training organisation. The duration of your course must be within the maximum time period allowed for your course. The end date of your course is the date we expect you to finish your course and will determine when you begin repaying your loan.

5 what you're studying - continued

5.1.3 College or training organisation fee amount



You should enter the **total** fee amount including VAT, if applicable, being charged by your college or training organisation for your course. This is shown on your Learning and Funding Information Letter.

6 your loan request

6.1 Loan amount



You can decide to take a loan to cover the full fee amount being charged, or choose to pay all or part of the fee yourself. It's important you consider your own circumstances and look into all options for paying for your course before choosing to take out this loan. You can get impartial money advice from the Money Advice Service at www.moneyadviceservice.org.uk

The amount you can get depends on your course, the fees charged by your college or training organisation and maximum amounts set by the government.

The fee charged by your college or training organisation may be less than the maximum loan amount available for your course. In this case you'd only need a loan to cover the amount being charged. For example, if the government maximum for your course is £1000 but your college or training organisation is charging you £800, you can take out a loan for £800 to cover the fee being charged.

Usually, the minimum loan you can apply for is £300. If your college or training organisation is charging less than £300, you should complete your application and we'll work out your eligibility.

7 declaration

Power of Attorney



If you cannot sign the form it must be signed on your behalf by your Power of Attorney. To grant a person power of attorney, you need to fill in a legal form giving their name, the specific period for which they can act on your behalf, and the specific tasks that they can perform. The Power of Attorney letter must be sent with the application before a signature from that Power of Attorney will be accepted.

Data Protection Statement



The Student Loans Company (SLC) is a Data Controller under the Data Protection Act 1998. We hold information for the purposes specified in our notification to the Information Commissioner including determining eligibility for student finance, assessing the maximum amount of financial support available, payment of student finance and the detection and prevention of fraud, and may use this information for any of these. The Secretary of State for Education is a joint Data Controller for your information. If false or inaccurate information is provided and fraud is identified, details may be passed to fraud prevention agencies to prevent fraud and money laundering. We may share the information you have given us with other organisations including the Department for Education, other government bodies and with your college or training organisation for these purposes. We may also get information about you from other organisations. If so, it will only be for the purposes described and as the law permits us to do. For more detailed information about how your application will be processed and with whom your information will be shared and for what purpose, go to www.gov.uk/studentfinance

Part 3 - Next steps

1

You complete and return your to us, along with any evidence possible. **Make sure you read the declaration.**

You're here

2

We process your application. If any information is missing or incorrect we'll get in touch. When we have all the information we need, we'll send you a Loan Confirmation letter detailing your loan details.

3

We pay your loan directly to your college or training organisation after they tell us that you're attending your course.