

ADVANCED LEARNER LOAN APPLICATION GUIDE 23/34



- To apply for your Advanced Learner Loan you will need to visit <https://www.gov.uk/advanced-learner-loan/how-to-apply>
- You will need your Learning and Funding Information Letter which you should have received from your centre.
- You will need your Passport and National Insurance number to hand. If you do not have a Passport or it has expired, you will need to send your original Birth or Adoption Certificate including a covering letter with your Name, Address and Customer Reference Number to Student Finance England. This must be sent via Recorded Delivery with Royal Mail in order to track/confirm delivery.
- Address for sending Birth or Adoption Certificate is [Advanced Learner Loans, PO Box 302, Darlington, DL1 9NQ](#)

If you have applied for an Advanced Learner Loan previously, then you will need to log in to your account. If you have never applied before then you will need to create an account.

Login

Email address or Customer Reference Number (CRN)

[Forgotten your email address or CRN?](#)

Password

Show password

[Forgotten your password?](#)

Continue

Create an account

If you're not already registered, you can create a new account. You'll need an account if:

- you're a **student**, and you want to apply for student finance
- you're a **parent or partner of a student** and need to provide information to support their application.

Create an account

After creating your account, and before starting an application, you will see information about 5 important things you need to know. Please read these carefully.

student finance [england](#)

Before applying for an Advanced Learner Loan, you need to know 5 important things.

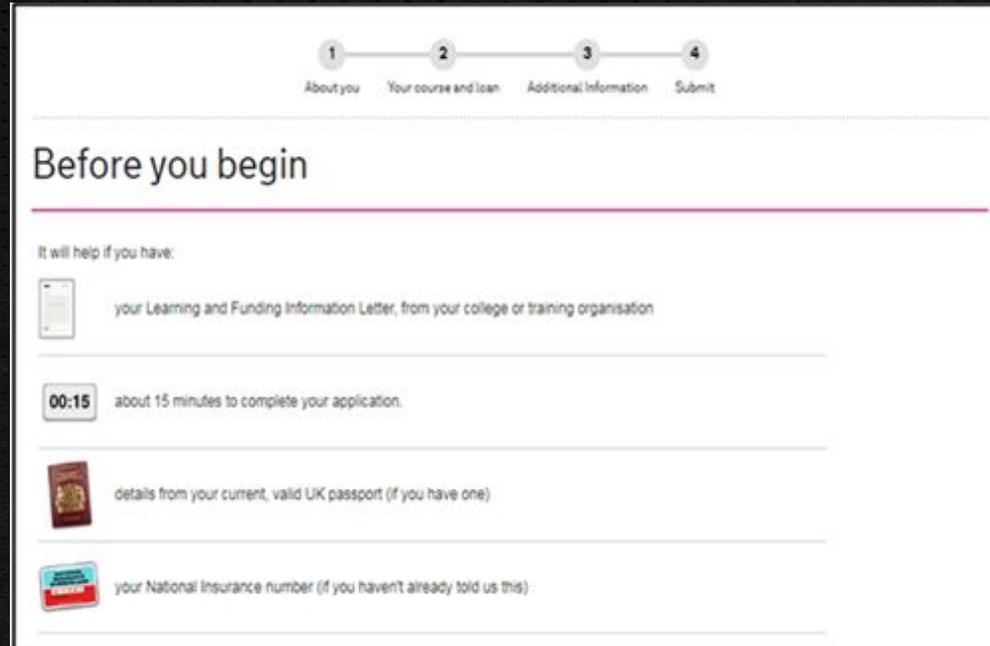
[Continue](#)

[Go to your account](#)

- 1. We'll charge you interest on your loan, as soon as we make your first payment.**
While you're studying, we'll charge you interest. Your rate is linked to the retail price index (RPI), but it can change.
[Continue](#)
- 2. We'll charge you interest until you've repaid all the money or until we cancel your loan.**
When we'll cancel your loan
 - ▶ [if you started your course on or after 1 August 2023](#)
 - ▶ [if you started your course between 1 September 2012 and 31 July 2023](#)[Continue](#)

- 3. You'll be due to start making repayments the April after you finish or leave your course.**
[Continue](#)
- 4. You'll only repay when your income is over the repayment threshold.**
▶ [How your repayment threshold can change](#)
[Continue](#)
- 5. You'll repay 9% of your income over your repayment threshold.**
[Continue](#)

Before beginning the application, the system will tell you what information and documents you will need to complete it.

A screenshot of a web application page titled "Before you begin". At the top, there is a progress bar with four steps: 1. About you, 2. Your course and loan, 3. Additional information, and 4. Submit. The current step is 1. Below the progress bar, the heading "Before you begin" is followed by a horizontal line. The text "It will help if you have:" is followed by a list of requirements, each with a small icon and a text description. The requirements are: 1. A document icon representing a Learning and Funding Information Letter. 2. A clock icon representing a 15-minute time limit. 3. A passport icon representing details from a current, valid UK passport. 4. A National Insurance card icon representing the user's National Insurance number.

1 — 2 — 3 — 4
About you Your course and loan Additional information Submit

Before you begin

It will help if you have:

-  your Learning and Funding Information Letter, from your college or training organisation
-  00:15 about 15 minutes to complete your application.
-  details from your current, valid UK passport (if you have one)
-  your National Insurance number (if you haven't already told us this)

Before continuing any further, the system will ask whether:

- You have your Learning and Funding Information Letter
- You'll be living in the UK while studying
- You live at the same address when not studying

Do you have your Learning and Funding Information Letter?

Your college or training organisation should give you this letter, which confirms your course and fee information. [Show sample letter](#)

Yes, I have my Learning and Funding Information Letter

No, I don't have my Learning and Funding Information Letter

Will you be living in the UK while studying your course?

Yes, I will be living in the UK while studying

No, I won't be living in the UK while studying

Where do you normally live when you're not studying?

If you have a British Forces Post Office address you should give this.

We use this address to make sure you're completing the correct student finance application.

Giving a different address here will not change the contact address you gave when you created your student finance account. If you need to update your contact address you can do this in your account.

LINGFIELD POINT NO 1 LTD, LINGFIELD POINT, DARLINGTON, DL1 1RW

Somewhere else

Do you have your Learning and Funding Information Letter?	<input checked="" type="radio"/> Yes	Change this answer
Will you be living in the UK while studying your course?	<input checked="" type="radio"/> Yes	Change this answer
Where do you normally live when you're not studying?	<input checked="" type="radio"/> LINGFIELD POINT NO 1 LTD, LINGFIELD POINT, DARLINGTON, DL1 1RW	Change this answer

About you

Tell us more about your nationality and where you've lived in the past three years. We also need to check your identity.

When will you start your course?

For example, 3 May 2019

1 September 2023

Next

It will then ask the learner to confirm their identity.

About you

Tell us more about your nationality and where you've lived in the past three years. We also need to check your identity.

Course start date

01/09/2023

[Change this answer](#)

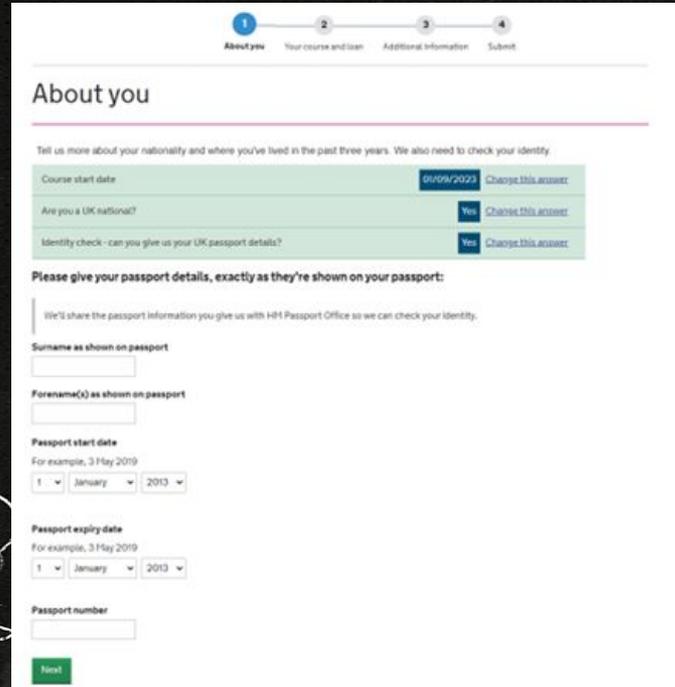
Are you a UK national?

Yes, I'm a UK national

No, I'm not a UK national

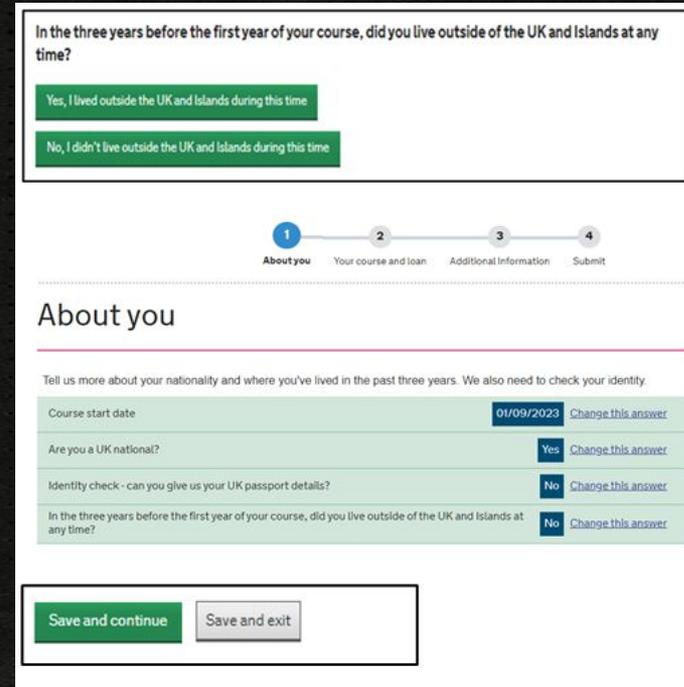
The first section of the loan application will ask you to confirm some details about yourself. First it will ask when you will start your course. This information is on your Learner and Funding Information Letter. It will then ask you to confirm if you are a UK National.

If you are a UK National, the system will ask you to provide your UK Passport details.



The screenshot shows a progress bar at the top with four steps: 1. About you (active), 2. Your course and loan, 3. Additional information, and 4. Submit. Below the progress bar is the title 'About you' and a sub-header 'Tell us more about your nationality and where you've lived in the past three years. We also need to check your identity'. The form contains several input fields: 'Course start date' with a dropdown set to '01/09/2023' and a 'Change this answer' link; 'Are you a UK national?' with a 'Yes' dropdown and a 'Change this answer' link; 'Identify check - can you give us your UK passport details?' with a 'Yes' dropdown and a 'Change this answer' link. Below these is a section titled 'Please give your passport details, exactly as they're shown on your passport:' with a note 'We'll share the passport information you give us with HM Passport Office so we can check your identity.' This section includes fields for 'Surname as shown on passport', 'Forename(s) as shown on passport', 'Passport start date' (with a date picker set to 1 January 2013), 'Passport expiry date' (with a date picker set to 1 January 2013), and 'Passport number'. A green 'Next' button is at the bottom.

If you are not a UK national, the system will ask you to give more information about your residency.



The screenshot shows a progress bar at the top with four steps: 1. About you (active), 2. Your course and loan, 3. Additional information, and 4. Submit. Below the progress bar is the title 'About you' and a sub-header 'Tell us more about your nationality and where you've lived in the past three years. We also need to check your identity'. The form contains several input fields: 'Course start date' with a dropdown set to '01/09/2023' and a 'Change this answer' link; 'Are you a UK national?' with a 'Yes' dropdown and a 'Change this answer' link; 'Identify check - can you give us your UK passport details?' with a 'No' dropdown and a 'Change this answer' link; and a question 'In the three years before the first year of your course, did you live outside of the UK and Islands at any time?' with a 'No' dropdown and a 'Change this answer' link. Below these is a section with two buttons: a green 'Save and continue' button and a grey 'Save and exit' button.

The system will ask if you want to apply for the Advanced Learner Loan. If so, it will ask for the details of your course. This will be on your Learning and Funding Information Letter.

1 2 3 4
About you Your course and loan Additional information Submit

Your course and loan

Please select an image below to find out more about Advanced Learner Loans.

 <p>What is an Advanced Learner Loan?</p>	 <p>How does it work?</p>
 <p>Repaying your loan</p>	

Find out more about Advanced Learner Loans: [Download a PDF](#)
For information on other ways of paying your course fee, visit the [National Careers Service website](#) (opens in a new tab) or the [Money Advice Service website](#) (opens in a new tab)

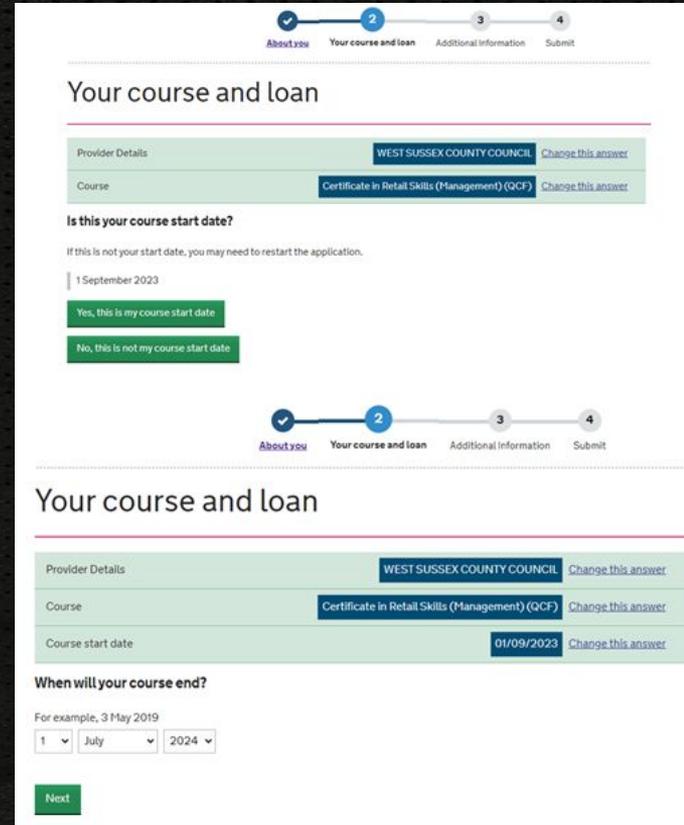
Do you want to apply for an Advanced Learner Loan to help cover the cost of your course fee?

Yes, I want to apply for an Advanced Learner Loan

No, I don't want to apply for an Advanced Learner Loan

Do you want to apply for an Advanced Learner Loan to help cover the cost of your course fee? [Yes change this answer](#)

You will then need to enter the start and end date of your course which is also on your Learning and Funding Information Letter.



Progress bar: 1. About you (checked), 2. Your course and loan (active), 3. Additional information, 4. Submit

Your course and loan

Provider Details	WEST SUSSEX COUNTY COUNCIL	Change this answer
Course	Certificate in Retail Skills (Management) (QCF)	Change this answer

Is this your course start date?

If this is not your start date, you may need to restart the application.

1 September 2023

Yes, this is my course start date.

No, this is not my course start date.

Progress bar: 1. About you (checked), 2. Your course and loan (active), 3. Additional information, 4. Submit

Your course and loan

Provider Details	WEST SUSSEX COUNTY COUNCIL	Change this answer
Course	Certificate in Retail Skills (Management) (QCF)	Change this answer
Course start date	01/09/2023	Change this answer

When will your course end?

For example, 3 May 2019

1 July 2024

You will then need to enter the **Course Fee** amount which is on your **Learning and Funding Information Letter**. Please ensure you double check that the amount inputted is correct and matches your letter.

Progress: 1 About you | 2 Your course and loan | 3 Additional Information | 4 Submit

Your course and loan

Provider Details	WEST SUSSEX COUNTY COUNCIL	Change this answer
Course	Certificate In Retail Skills (Management) (QCF)	Change this answer
Course start date	01/09/2023	Change this answer
Course end date	01/07/2024	Change this answer

How much is the total fee you're being charged for your course?

i You can find this on your Learning and Funding Information Letter.

[Where are these details?](#)

Total college or training organisation fee

£

[Next](#)

You will then need to enter the amount you want to borrow. In most cases this is the full amount of the Course Fee as if not, you will have to self fund the rest of the amount which must be paid prior to your course starting.

How much would you like to borrow?

You've told us that your fees are £1000.00.
You could be entitled to borrow up to £1000.00.

Your loan will help cover the costs of fees charged by your college or training organisation, so it's important you ask for the correct amount of loan you need.

We'll pay the loan to your college or training organisation. Remember that you'll be responsible for paying any fee amount not covered by your Advanced Learner Loan.

Amount of loan required

£

Next

You will then be able to review all your answers and change if needed. Please make sure all of these details are correct before continuing.

Progress indicator: 1 (checked), 2 (current), 3, 4

Navigation: [About you](#), **Your course and loan**, [Additional information](#), [Submit](#)

Your course and loan

Provider Details	WEST SUSSEX COUNTY COUNCIL	Change this answer
Course	Certificate in Retail Skills (Management) (QCF)	Change this answer
Course start date	01/09/2023	Change this answer
Course end date	01/07/2024	Change this answer
Expected fee charge	£1000.00	Change this answer
Amount of loan required	£500.00	Change this answer

[Save and continue](#) [Save and exit](#)

The system will then ask you to provide 2 additional contacts to support your application. Please note the additional contacts you provide should live at different addresses and you must tell them you have named them as contacts. If you do not have additional contacts, you can click 'skip additional contacts'

Additional Information

National Insurance number

Not Provided [change this answer](#)

Additional Contacts

Please tell us the names and addresses of two different contacts. We ask for this so we can get in touch with you, if for example, you move and forget to tell us. The people you name should live at different addresses, and you must tell them you've named them as contacts. We won't use this information for anything else. [Skip Additional Contacts](#)

Additional Contact 1 of 2

Give the name and address of your first contact

First name(s)

Surname

Relationship to you

Please select ▼

Contact Phone Number

House Number or Name

Postcode

Search for address

Enter address manually

Next, you will need to check your application details and select continue if you are happy with all the details.

Progress: About you ✓ Your course and loan ✓ Additional information ✓ Submit 4

Check your application summary

All of the information you have provided has been saved up to this point.

Summary of your student finance application for an Advanced Learner Loan

Course Name	Provider	Start Date
Certificate in Retail Skills (Management) (QCF)	WEST SUSSEX COUNTY COUNCIL	01/09/2023

You've applied for the following loan

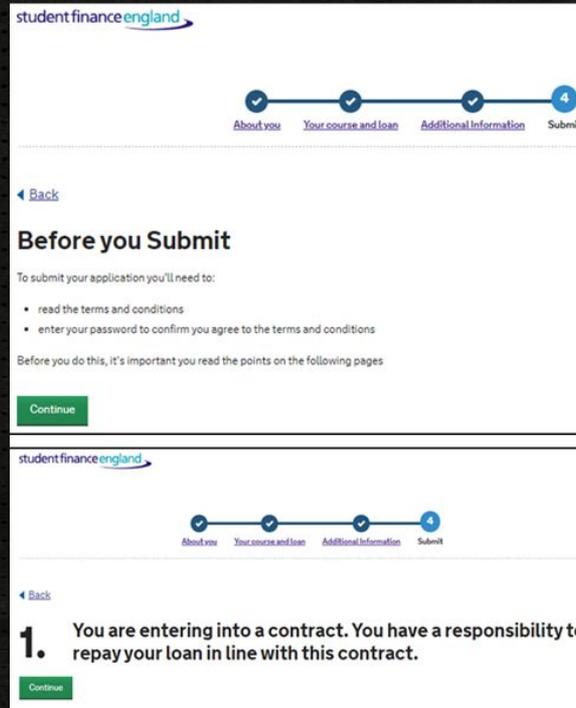
Product	Loan Amount	Repayable	Interest Rate
Advanced Learner Loan	£500.00	Yes	RPI + 3% until you complete your course. Your interest rate will vary depending on your income.

We'll pay any approved Advanced Learner Loan amount to your college or training organisation.
If your fee is more than the amount you borrow, you'll be responsible for paying the remaining fee amount.

You'll need to repay the loan. You'll only start repaying when you've completed your course, and your income is more than £26,575 a year. You won't start paying through the tax system until the April after you finish or leave your course but you can make voluntary repayments at any time.

Continue

You must read the terms and conditions and enter your password to confirm you agree to these before submitting your application. Please note if you select 'No, I don't agree with the terms and conditions you will be unable to continue with your application.



student finance **england**

✓ About you ✓ Your course and loan ✓ Additional Information 4 Submit

[Back](#)

Before you Submit

To submit your application you'll need to:

- read the terms and conditions
- enter your password to confirm you agree to the terms and conditions

Before you do this, it's important you read the points on the following pages

[Continue](#)

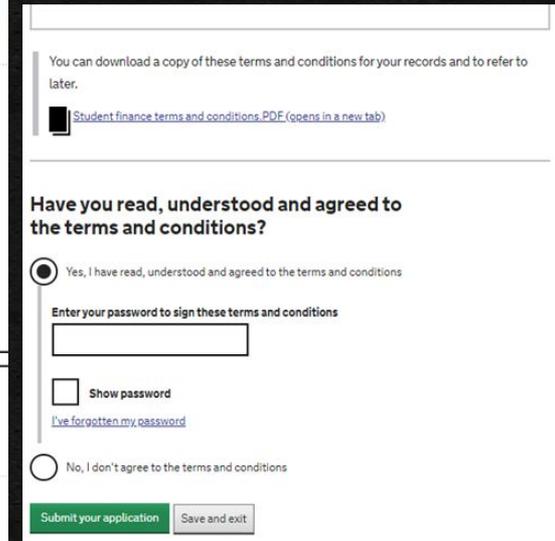
student finance **england**

✓ About you ✓ Your course and loan ✓ Additional Information 4 Submit

[Back](#)

1. You are entering into a contract. You have a responsibility to repay your loan in line with this contract.

[Continue](#)



You can download a copy of these terms and conditions for your records and to refer to later.

[Student finance terms and conditions PDF \(opens in a new tab\)](#)

Have you read, understood and agreed to the terms and conditions?

Yes, I have read, understood and agreed to the terms and conditions

Enter your password to sign these terms and conditions

Show password

[I've forgotten my password](#)

No, I don't agree to the terms and conditions

[Submit your application](#) [Save and exit](#)

Once you have submitted your application and electronically signed it, you will be given the opportunity to download the terms and conditions for future reference. It will also confirm what happens next and what you need to do next, so please read this carefully.

Application submitted

You have applied for the following financial support for a GCE A2 Level Maths at Rosstestingforcoocs from 2020-2022:

- Advance Learner Loan

What happens next

1. We'll send you an email confirming we've received your application.
2. We'll assess your application once we have everything we need.
3. You should hear back from us by post within 4-6 weeks. We'll also keep you updated by text if you gave us your mobile number.

You can download a copy of these terms and conditions for your records and to refer to later.

 [Student finance terms and conditions PDF \(opens in a new tab\)](#)

What you need to do next

Continue to view the status of your application and follow any instructions.

If you have any questions or queries regarding your Loan Application, please speak with your centre team who will be able to assist you further.

