**Learning and Funding Information Letter**

**This document has been withdrawn as it is out of date.**

Learner’s name

Course: enter course name

Name of prison establishment:

Name of provider

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

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

This letter provides you with the information about your course offer and the cost of your studies. It explains some of your options on how to pay for your course and where to access further information and advice. It also gives you essential information you will need, should you decide to apply for an Advanced Learner Loan.

**Paying for your studies**

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

You can pay us directly for the course. Alternatively you may have heard about Advanced Learner Loans, https://www.gov.uk/advanced-learning-loans/overview, these government backed loans are available to help learners aged 19 and over pay their course costs for eligible courses at Levels 3 to 6.

If you are aged 19-23 and you have not previously achieved a full Level 3 qualification, you may be entitled to full funding for a level 3 course. Please speak to us directly or contact the National Careers Service on 0800 100 900 who will be able to help identify where you might access this funding and for what courses.

You can access impartial money advice from the Money Advice Service if the service is available within your prison.

**Applying for an Advanced Learner Loan**

If you decide to fund all or part of your studies with an Advanced Leaner Loan we can provide you with an application form, together with copies of an offender fact sheet and offender frequently asked questions. Alternatively, you can ask the learning and skills representative or the National Careers Service Adviser at your prison to download an application form from the gov.uk website.

The completed application form must be returned to the leaning and skills representative at your prison, who will then arrange for the Prison Governor (or his/her representative) to complete a Student Loans Company (SLC) Prisoner Application Proforma which will confirm and authenticate information such as your release date and authority to study. There will be a local procedure to follow to achieve this, so please speak to either the learning and skills representative or the National Careers Service adviser, they will then send the Proforma to the SLC.

The maximum Loan amount you can apply for is either the fee we charge, or the maximum set by the government, whichever if the lower. The government maximum Loan for this course is <enter maximum for this course £0000.00>. If the course costs are more than the government maximum, you will need to arrange to pay the difference directly to us.

The minimum Loan amount you can apply for is £300.

The SLC will process your application and write to you to confirm if your application has been successful.

The SLC will pay the loan for your fee directly to your college or training organisation.

If you apply for an Advanced Learner Loan you will be asked for information about yourself, your college or training organisation and your course fees. The following information provides you with all the information you will need on the college or training organisation 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* | <enter name of lead college or training organisation> |
| **UK Provider Reference number** | <enter UKPRN of lead college or 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> |
| **Sub-total of college or training organisation 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**> |

**Let us know what you decide**

Please contact us by <enter date> to confirm your course offer and let us know how you intend to pay.

We may make/have made arrangements with another organisation to deliver your course, however we remain responsible to you for the delivery of that course. If you have any problems or concerns you should contact us directly.

Yours sincerely

<enter name of signatory>

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