

# Advanced Learner Loan

## Application form notes

Remember you can apply online. It's quick and easy. Go to [www.gov.uk/advancedlearnerloan](http://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 2024

#### 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 Money Helper at:

[www.moneyhelper.org.uk/en](http://www.moneyhelper.org.uk/en)

### 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 details. 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](http://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](http://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](mailto: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 will not be able to pay your college or training organisation.

**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
- a final or conditional order

**1.2 National Insurance number**

You need to provide a National Insurance number.

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.

**1.3 Your contact details**

We'll use the contact address you provide to send you any letters or to return your evidence. This can require a signature, so please provide a secure address and avoid using temporary or PO Box addresses. You can update your address at any time by logging into your online account or by calling us.

**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.

## 2.2 Living outside England 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 outside England
- a child, step-child or adoptive child living with a member of the UK Armed Forces serving outside England
- dependent parent living with either;
  - a child who is a member of the UK Armed Forces serving outside England
  - the child's spouse or civil partner who is a member of the UK Armed Forces serving outside England

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.

## 2.3 UK national



You are a UK national if you have a UK passport or are eligible to apply for one.

A UK national includes:

- British citizens;
- British Overseas Territories citizens through a connection with Gibraltar; **and**
- British subjects with the right of abode under Part IV of the British Nationality Act 1981 (BNA).

## 2.3.1 UK passport



If you have provided your UK passport details, you do not need to send any further evidence of your UK nationality.

If you don't have a valid UK passport you can send us a photocopy of your UK birth or adoption certificate.

If you're a non-UK national, we'll ask you for some identity information at section 2.

## 2.3.3 Chagossians with British citizenship and their family members



You must be the child, grand-child or other direct descendant of a Chagossian with British citizenship in order to be eligible as a family member.

If you are a Chagossian with British citizenship and don't have a UK passport, you need to send us your original birth certificate.

If you're the family member of a Chagossian with British citizenship, you need to send us documents to show that you're a direct descendant. This can be:

- your own original birth certificate
- the birth certificates of parents, grandparents or others you're directly descended from
- change of name deed polls

**Evidence of your Chagossian status**

To prove your Chagossian status, send us:

- a certificate of registration as a British Overseas Territories Citizen which specifies the registration was carried out under section 17H of the British Nationality Act 1981.

If you don't have this you can send:

- your birth certificate; and
- if applicable, the birth certificate of parents, grandparents or others you're directly descended from.

## 2.4 Irish citizen



The overseas territories are:

**Specified British Overseas Territories**

Anguilla; Bermuda; British Antarctic Territory; British Indian Ocean Territory; British Virgin Islands; Cayman Islands; Falkland Islands; Gibraltar; Montserrat; Pitcairn, Henderson, Ducie and Oeno Islands; South Georgia and the South Sandwich Islands; St Helena and Dependencies (Ascension Island and Tristan da Cunha); Turks and Caicos Islands.

**EU overseas countries and territories**

Greenland; Curaçao; Aruba; Sint Maarten; Bonaire; St Eustatius; Saba; French Polynesia; New Caledonia; Wallis and Futuna; Saint Barthélemy; Saint Pierre and Miquelon; French Southern and Antarctic Territories; Faroe Islands; Mayotte.



If you're an Irish citizen, you must send your original ROI or EU passport.

## 2.5 Family member of a UK national



By family member, you must be the:

- spouse or civil partner;
- child, step-child or other direct descendant of a UK national.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

If you are claiming student finance as the child, stepchild or other direct descendant of a UK national, you must be 'under the age of 21; or a dependent of the person or the person's spouse or civil partner.'



If you're the family member of a UK national, we need evidence of their UK nationality. Send one of the following:

- their original in date passport
- their original birth or adoption certificate; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

You need to give us some details about your identity and residency at question **2.24**.

**2.6 Family member of an Irish citizen or person of Northern Ireland**



By family member, you must be the:

- spouse, civil partner;
- parent, step-parent or other direct ascending line relative;
- child, step-child or other direct descendant of an Irish citizen or person of Northern Ireland.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.



If you're the family member of an Irish citizen or person of Northern Ireland, we need evidence of their nationality. Send one of the following:

- their original in date passport
- their original in date national identity card; **and**
- a photocopy of evidence of your relationship, for example a birth or marriage certificate

If you've been awarded settled or pre-settled status by the government of Jersey, Guernsey or the Isle of Man, you need to send a copy of the paper evidence of your status that you were sent

You need to give us some details about your identity and residency at question **2.24**.

**2.7 Settled or pre-settled status under the EU Settlement Scheme**



By family member, you must be the:

- husband, wife, civil partner;
- dependent parent(s), step-parent or other direct relative in the ascending family line
- child or step-child or other direct descendant (you must be under 21 or dependent on the EU national).

of an EU national. For a list of the overseas territories, see 2.4 on page 5.

If you've been awarded settled or pre-settled status by the government of Jersey, Guernsey or the Isle of Man, you need to send a copy of the paper evidence of your status that you were sent.



You need to give us some details about your identity and residency at question **2.24**.

**If your family member is an EU national**

You need to send evidence of your relationship.

You need to give us some details about you and your family member's identity and residency at question **2.25**.

**2.8 Family member of EU national who has applied for pre-settled status**



By family member, you must be the:

- husband, wife, civil partner;
- dependent parent(s), step-parent or other direct relative in the ascending family line
- child or step-child or other direct descendant (you must be under 21 or dependent on the EU national) of an EU national who has settled or pre-settled status through the EU Settlement Scheme and you must have applied for pre-settled status through the EU Settlement Scheme.



You need to give us some details about your identity and residency at question **2.24**.

**If your family member is an EU national**

You need to send evidence of your relationship.

You need to give us some details about you and your family member's identity and residency at question **2.25**.

If you've been awarded settled or pre-settled status by the government of Jersey, Guernsey or the Isle of Man, you need to send a copy of the paper evidence of your status that you were sent.

**2.9 EU national or family member of a EU national who is resident in Gibraltar**



By family member, you must be the:

- husband, wife, civil partner;
  - dependent parent(s), step-parent or other direct relative in the ascending family line
  - child or step-child or other direct descendant (you must be under 21 or dependent on the EU national).
- of an EU national. For a list of the overseas territories, see 2.4 on page 5.



You need to give us some details about your identity and residency at question **2.24**.

**If your family member is an EU national**

You need to send evidence of your relationship.

You need to give us some details about you and your family member's identity and residency at question **2.25**.



**2.10 Child of a Swiss national**

For a list of the overseas territories, see 2.4 on page 5. To get student finance as a child of a Swiss national, your parent or step-parent must have settled or pre-settled status through the EU Settlement Scheme, and be resident in the UK on the first day of your course. You must have settled status and be ordinarily resident in the UK, Overseas Territories, the EEA or Switzerland for three years prior to the first day of the first year of your course.

If you've been awarded settled or pre-settled status by the government of Jersey, Guernsey or the Isle of Man, you need to send a copy of the paper evidence of your status that you were sent.



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

- Evidence of your relationship to your family member such as your birth certificate or equivalent.

We also need evidence to confirm your Swiss national parent's address. Send 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

You need to give us some details about you and your family member's identity and residency at question **2.25**.

## 2.11 EEA or Swiss worker



For a list of the overseas territories, see 2.4 on page 5.

Your family member must be your:

- husband, wife, civil partner;
- parent(s), step-parent
- child or step-child (only applicable to EEA worker family members);
- other direct ascending or descending line family member (only applicable to EEA worker family members)

of the EEA or Swiss national.

To get student finance as the family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK, you and your family member must have settled or pre-settled status through the EU Settlement Scheme



For children or other direct descendants of EEA workers, the term 'child' means a person 'under the age of 21; or dependant of the person or the person's spouse or civil partner.' This does not apply in cases where the EEA worker parent has died or left the UK and the child is staying on in the UK to finish their education.

If you've been awarded settled or pre-settled status by the government of Jersey, Guernsey or the Isle of Man, you need to send a copy of the paper evidence of your status that you were sent.

**If you were granted this leave**

You need to give us some details about your identity and residency at question **2.24**.

**If your family member was granted this leave**

Evidence of your relationship to your family member such as your birth certificate or equivalent.

You need to give us some details about you and your family member's identity and residency at question **2.25**.

**2.12 Child of a Turkish worker**

To get student finance 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 send evidence of your relationship to your family member such as your birth certificate or equivalent.

As proof of your parent's employment in the UK, you must send their contract of employment.

You must also send the Home Office letter confirming your parent has extended leave to remain in the UK after 31 December 2020.

You need to give us some details about you and your family member's identity and residency at question **2.25**.

## 2.13 'Settled status'



'Settled status' means that you or your family member can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- you are a British citizen
- you have been granted 'Indefinite Leave to Enter or Remain'
- you have a right of abode in the UK

If you have settled status, you must be resident in the UK, Islands and Ireland or the UK, Islands and the specified British overseas territories for the three years prior to the first day of your course.

If your family member has settled status, you must be resident in the UK and Islands for the three years prior to the first day of your course.

Further information about immigration issues can be obtained from the Home Office.

**If you have settled status**

You need to give us some details about your identity and residency at question **2.24**.

**If your family member has settled status**

You need to send evidence of your relationship such as your birth certificate of equivalent.

You need to give us some details about you and your family member's identity and residency at question **2.25**.

2.14/ 2.15 **Victim of domestic violence or abuse and bereaved partners**



If you're the child or step-child of a person with 'Indefinite Leave to Enter or Remain' in the UK as a victim of domestic violence or abuse or 'Indefinite Leave to Remain' as a bereaved partner:

- You must have a form of 'Indefinite Leave to Enter or Remain' as a victim of domestic violence or abuse or 'Indefinite Leave to Remain' 'Indefinite Leave to Remain' as a bereaved partner.
- You must have been under 18 when you applied for 'Indefinite Leave to Enter or Remain' as a victim of domestic violence or abuse or 'Indefinite Leave to Remain' as a bereaved partner.
- You will only be considered a "child" if you were under 18 at the time of your parent's application to the Home Office.



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the dependent child or step-child of a person granted leave to enter or remain as a victim of domestic violence, you will 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 were granted this leave**

You need to give us some details about your identity and residency at question **2.26**.

**If your family member was granted this leave**

You need to give us some details about you and your family member's identity and residency at question **2.27**.

## 2.16 Ukraine Scheme

**If you were granted this leave**

You need to give us some details about your identity and residency at question **2.26**.

**If your family member was granted this leave**

You need to send evidence of your relationship to the person who holds the status if it is not you.

You must have been the spouse or civil partner of the person with leave on the date of the leave application.

If you're the child or step-child of the person with leave, you must have been the child or step-child on the date of leave application, and also under the age of 18 on that date.

You need to give us some details about you and your family member's identity and residency at question **2.27**.

## 2.17 Refugee status



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of a refugee, you will 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 are claiming student finance 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 for asylum.

**Expiry date**

If you or your

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

were granted refugee status without an expiry date you should mark the expiry date box as N/A (not applicable).

**If you were granted this leave**

You need to give us some details about your identity and residency at question **2.26**.

**If your family member was granted this leave**

You need to give us some details about you and your family member's identity and residency at question **2.27**.

### 2.18 Humanitarian Protection



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the dependent child or step-child of a person granted Humanitarian Protection, you will 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 are 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.

#### **If you were granted this leave**

You need to give us some details about your identity and residency at question **2.26**.

#### **If your family member was granted this leave**

You need to give us some details about you and your family member's identity and residency at question **2.27**.

### 2.19 Stateless Person



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the child or step-child of someone who has been granted this status, you will 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 are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

#### **Expiry date**

If you or your:

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

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

#### **If you were granted this leave**

You need to give us some details about your identity and residency at question **2.26**.

#### **If your family member was granted this leave**

You need to give us some details about you and your family member's identity and residency at question **2.27**.

## 2 residence - continued

### 2.20 Section 67



You need to send evidence of your relationship to the person who holds the status if it is not you.

If you are claiming student finance as the dependent child or step-child of a person granted leave to enter or remain under section 67 of the Immigration Act 2016, you will 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 were granted this leave**

You need to give us some details about your identity and residency at question **2.26**.

### 2.21 Calais leave



If you are claiming student finance as the dependent child or step-child of a person granted Calais leave, you will 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.

You need to send evidence of your relationship to the person who holds the status if it is not you.

You need to give us some details about your identity and residency at question **2.26**.



**2.22 Leave to Remain under the Afghan Relocation and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)**



**If you were granted this leave**

You need to give us some details about your identity and residency at question **2.26**.

**Expiry date**

If you were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

If your family member was granted this leave

You need to send evidence of your relationship to the person who holds the status if it is not you.

**Expiry date**

If your:

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

were granted this status without an expiry date you should mark the expiry date box as N/A (not applicable).

You need to give us some details about you and your family member's identity and residency at question **2.27**.

**Afghan Locally Employed Staff Ex-Gratia Scheme**

This scheme was for previous employees of the UK government who resigned or were made redundant from their post. Afghan nationals relocated to the UK under this scheme are not eligible for student funding.

**2.23 Long residency**



To be eligible for support under the long residence category you must have lawful ordinary residence in the UK and Islands for the three-year period before the first day of the first year of your course and must be resident in the UK. This means you must have held a form of leave to remain issued by the Home Office for the whole of the three-year period before the first day of your course.

You need to give us some details about your identity and residency at question **2.24**.

**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 2024 you should list all the addresses you lived at from 1 September 2021 to 31 August 2024. 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.

**3.2 Address history**

Provide your address history from:

The date you got your latest status from the Home Office to the first day of your course,

**Or**

For the 3 years before the first day of your course,

**whichever is less.**

**3.3 Address history**

We assume that you have been resident in the same place as your spouse/civil partner. If they lived outside the required area in the 3 years before the 1st day of your course, we'll ask for evidence to show that this was a temporary break in residence.

For example, if your course starts on 1 September 2024 you should list all the addresses they lived at from 1 September 2021 to 31 August 2024. Give details of any period they lived outside the UK, Islands, Overseas Territories, the EEA or Switzerland during this time. Do not leave any gaps as it will delay your application.

We may contact you for further details and/or evidence.

We require this information because your family member's residence history may affect your eligibility for student finance. Make sure this person knows you are giving us their details.

## 4 your college or training organisation

### 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 in England.

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.

## 5 what you're studying

### 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.

Please note, loans taken to cover the cost of your A Level programme, up to a maximum of eight, will be treated as one single loan from your maximum entitlement of four Advanced Learner Loans.

**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.

**5.1.3 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 Money Helper at [www.moneyhelper.org.uk/en](http://www.moneyhelper.org.uk/en)

The amount you can get depends on your course, the fees charged by your college or training organisation and maximum loan 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 loan amount 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 Terms and conditions

### Power of Attorney



If you cannot sign the form it must be signed on your behalf by your 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 attorney will be accepted.

### Privacy Notice



The Student Loans Company (SLC) and the Department for Education are joint Data Controllers under the Data Protection Legislation. 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. For further details about the way your information is used, who is responsible for it and the rights you have in connection with it, please refer to our full Privacy Notice available online at [www.gov.uk/advanced-learner-loan/apply](http://www.gov.uk/advanced-learner-loan/apply)

If you don't have internet access, please call us on **0300 100 0619** and we can send a copy to you.

## Part 3 - Next steps

1

**You** complete and return your application form to us, along with any evidence, as soon as possible. **Make sure you read, sign and date the terms and conditions.**

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.