

## Step by Step application for an Advanced Learner Loan

1. When you login/create an account below is the screen you will see – this is your account homepage. You will need to click start application...

### Welcome to your student finance account

If you have not applied for student finance for your undergraduate course, you can do it now.

Your recent application can take up to 6 hours to appear on this page. We'll email you when it's here.

[Start Application](#)

If you would like to view an application you made before 2018, please [click here](#).

If you've started repaying a student loan, you can [view or manage your repayments online](#). If you are not yet eligible to make repayments, you will not have access to view or manage your repayments.

#### Postgraduate students

You can [view your application](#) if you've already applied for student finance for a postgraduate course.

#### Advanced learner loan

You can [view your application](#) if you've already applied for an advanced learner loan.

#### Manage your student finance

[View your payments](#)

[View and manage your applications](#)

[Upload supporting evidence](#)

[Disabled Students' Allowance Application](#)

[View your applications for other support](#)

#### Keep up to date

[Update your personal details](#)

#### Help and Information

[Understanding student finance](#)

[Contact us](#)

#### Start something else

[Start another application for student finance](#)

[Support a student's application for student finance](#)

2. Once you click this you will be shown 2 boxes (like below) - click the blue apply for student finance box

#### What would you like to do today?



- The next screen you are shown will give you the option of applying for a higher education loan so a HE loan or an advanced learner loan. **If you have been given this guide you will be expected to apply for an advanced learner loan for further education.** So click the right hand (purple outlined) box.

## Apply for student finance

What type of student finance do you want to apply for?

|  |  |
|--|--|
| <p><b>Higher education</b></p> <p>You're going to be studying for:</p> <ul style="list-style-type: none"> <li>a degree, for example: a BA, BSc, teacher training</li> <li>a foundation degree</li> <li>an HNC/Advanced Certificate or HND/Advanced Diploma</li> <li>a postgraduate qualification, for example: a Master's or Doctoral degree</li> <li>another higher education course</li> </ul> | <p><b>Further education</b> : Advanced Learner Loans</p> <p>You're going to be studying for:</p> <ul style="list-style-type: none"> <li>a programme of GCE A levels and/or AS Levels</li> <li>a QAA Access to HE Diploma</li> <li>a further education Certificate, Diploma and vocational qualifications at levels 3 - 6</li> <li>any of the following BTEC Professional awards: a Subsidiary Diploma, 90 Credit Diploma, Diploma, or Extended Diploma</li> <li>an NVQ, level 3-6</li> </ul> |
|--|--|

- Once you have selected the ALL box you will be shown 6 important things to note. Please click the green continue button under each statement to continue with your application.
- You will then be shown the below screen. Please read through and then click yes to learning and funding information letter. This letter should have been given to you along with this guidance.

## 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)

### Privacy Notice

Read the student finance service's [Privacy Notice \(opens in a new window or tab\)](#) to find out how your information will be used.

### Your Information

The information you give during the application process will be used to assess your entitlement to student finance. It is your responsibility to ensure the information is correct.

It is an offence to knowingly provide false information in this application.

### 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

- Once you have selected yes you will be shown another 2 or 3 questions (examples shown below but please note questions may vary) – then hit save and continue.

|   |   |
|---|---|
| Do you have your Learning and Funding Information Letter? | <b>Yes</b> <a href="#">Change this answer</a> |
| Does your course start before 1 August 2016?              | <b>No</b> <a href="#">Change this answer</a>  |
| Will you be living in the UK while studying your course?  | <b>Yes</b> <a href="#">Change this answer</a> |

**Save and continue**

- Your learning and funding information letter (given to you either with this guidance or upon enrolment) should contain the below information. You will use this information across the next few screens.

**Name of College:** Buckinghamshire College Group, Oxford Road, Aylesbury, Bucks HP21 8PD

**Provider Reference UKPRN:** 10000473

**Course Name:** Level 5 CIPD Certificate in Human Resource Management

**Course Code:** 6017870X

Start Date: 09/09/2021

End Date: 25/06/2022

Total Fee (to enter on application): £1700.00

Maximum Loan Amount: £724.00000

- Input your start date as given on your learning and funding letter then hit next.

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

---

## 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

**Next**

9. A few questions will now pop up to get some information on your nationality. If requested please then provide your passport details. If you are applying and don't have passport to hand then click no and you can go back to this at a later date (you will see the yellow bubble displayed below). If you are applying and do not currently have a valid passport then you will need to post your original UK birth/adoption certificate as it notes below.  
PLEASE BE AWARE if you are not a UK national this may affect your eligibility and may change the questions asked and the steps ahead.

**Are you sure?**

Giving your passport details online is the easiest and quickest way to confirm your identity, as you don't have to send us anything. If you don't supply passport details, you'll need to post us ONE of the following:

- original UK Birth Certificate
- original Adoption Certificate

If you want to provide your passport details, please select 'change this answer' above.

Otherwise, please continue to answer the questions below.

|  |            |                                    |
|--|------------|------------------------------------|
| Course start date  | 09/09/2021 | <a href="#">Change this answer</a> |
| Are you a UK national?   | Yes        | <a href="#">Change this answer</a> |
| Identity check - can you give us your UK passport details?   | No         | <a href="#">Change this answer</a> |
| In the three years before the first year of your course, did you live outside of the UK and Islands at any time? | No         | <a href="#">Change this answer</a> |

**i** As you haven't provided passport details, you'll need to send us your Birth Certificate or Adoption Certificate as evidence of your identity. We'll tell you later how to send these to us.

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

10. Hit save and continue on the above screen and you will be presented with the 'your course and your loan' screen on the next page.

## Your course and loan

---

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



Find out more about Advanced Learner Loans: [Download a PDF \(PDF 167KB\)](#) (opens in a new window or tab) 

For information on other ways of paying your course fee, visit the [National Careers Service website](#) (opens in a new window or tab) or the [Money Advice Service website](#) (opens in a new window or 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

11. Hover over each of the images in the grid and you will be given different information/important things to note. If you are happy with all the information presented to you on this page then click yes, I want to apply.

12. When you are happy that you want to apply you will be taken to the next page where you will need to enter the UKPRN: **10000473**. This is provided on your learning and funding letter, however, this is not specific to a course only to a location so for all students it is the same.

## Your course and loan

Please enter your college or training organisation's UK Provider details

**i** You can find the UK Provider Reference Number and Course Trainer Code on your Learning and Funding Information Letter. [Where are these details?](#)

UK Provider Reference Number

1 0 0 0 0 4 7 3

[Don't have this number?](#)

Course Trainer Code (if applicable)

Search again

We found the following college or training organisation:

**AYLESBURY COLLEGE**

Is this the college or training organisation you'll be studying with?

Yes, this is my college or training organisation

13. If Aylesbury College displays then select yes this is my college. You will then be taken to a new screen to input your course code. This code, again, will be provided on your learning and funding information letter BUT it is course specific – so please check the course name is correct and matches your letter and what you are applying for before selecting yes this is my course.

## Your course and loan

Provider Details

**AYLESBURY COLLEGE** [Change this answer](#)

Please enter your course code

**i** You can find this code on your Learning and Funding Information Letter. [Where are these details?](#)

6 0 1 7 8 7 0 X

Search again

We found the following course:

**Certificate in Human Resource Management**

Is this your course?

Yes, this is my course

[No, this isn't my course](#)

14. Next you will need to enter your course end date. Please ensure you enter the exact date as given on your learning and funding information letter – if your course is a 2 year course please check the date you are inputting is the end date of your final year.

## Your course and loan

|                   |  |                                    |
|-------------------|--|------------------------------------|
| Provider Details  | AYLESBURY COLLEGE                        | <a href="#">Change this answer</a> |
| Course            | Certificate in Human Resource Management | <a href="#">Change this answer</a> |
| Course start date | 09/09/2021                               | <a href="#">Change this answer</a> |

### When will your course end?

For example, 3 May 2019

|    |      |      |
|----|------|------|
| 25 | June | 2022 |
|----|------|------|

Next

15. Once you hit next you will be asked to input the amount we are charging you for the course you are studying – this amount is also on your learning and funding information letter. If you are attending a 2 year course then you will need to ensure the amount you input into this field is the cost of both years added together.

## Your course and loan

|                   |  |                                    |
|-------------------|--|------------------------------------|
| Provider Details  | AYLESBURY COLLEGE                        | <a href="#">Change this answer</a> |
| Course            | Certificate in Human Resource Management | <a href="#">Change this answer</a> |
| Course start date | 09/09/2021                               | <a href="#">Change this answer</a> |
| Course end date   | 25/06/2022                               | <a href="#">Change this answer</a> |

### 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

£ 1700

Next

16. After entering the amount you will be shown the below screen asking how much you would like to borrow (the amount you would like your loan to cover). The blue i box will state the maximum you can borrow for this course. If you want to borrow the maximum then please enter this amount into the box, however, if you want to borrow less then please enter the specific amount you would like.

**PLEASE NOTE that you will be required to make payment to cover the shortfall between your fees and your loan amount.**

## Your course and loan

|                     |  |                                    |
|---------------------|--|------------------------------------|
| Provider Details    | AYLESBURY COLLEGE                        | <a href="#">Change this answer</a> |
| Course              | Certificate in Human Resource Management | <a href="#">Change this answer</a> |
| Course start date   | 09/09/2021                               | <a href="#">Change this answer</a> |
| Course end date     | 25/06/2022                               | <a href="#">Change this answer</a> |
| Expected fee charge | £1700.00                                 | <a href="#">Change this answer</a> |

### How much would you like to borrow?

**i** You've told us that your fees are £1700.00.  
You could be entitled to borrow up to **£724**.

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

17. When you have completed this page click next and you will be taken to a page where you can enter additional contacts. These can be friends or family members as long as they **do not** live at the same address as you; they will only be contacted if student finance cannot get in contact with you for whatever reason.

**PLEASE NOTE this section is not mandatory so you can also click skip additional contacts if you would prefer.**

18. Once you have entered/skipped adding your additional contacts you will be taken to your application summary. Here you can see an overview of what you have applied for – the course name, the provider and your given start date. It also provides you with details on your loan and the interest. The blue i box also provides information on repayment and when this will occur. If you are happy with all the information you see please click continue.

## 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 Human Resource Management | AYLESBURY COLLEGE | 09/09/2021 |

### You've applied for the following loan

| Product               | Loan Amount | Repayable | Interest Rate   |
|-----------------------|-------------|-----------|---|
| Advanced Learner Loan | £724.00     | Yes       | RPI +3% until you complete your course.<br>Your interest rate will vary depending on your income. |

### [Need to make a change?](#)



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 £27,295 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](#)

19. Finally, you will be asked to read 6 T&Cs and asked to accept all of them by clicking continue under each one to acknowledge it. If you are happy as you read through these then click continue on each one and at the end re-enter your password to submit your application.

[← 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](#)

20. If you want to provide passport details at a later date click manage applications and you will be able to complete your application by entering these.  
If you need to send your birth/adoption certificate or anymore supporting evidence off then you will be provided with a postal address to send these too.
  
21. Once you have applied it can take up to 24 hours for the college to see your loan application or whether it has been approved or not. So if you have any queries once you have submitted please avoid contacting us for at least 24 hours post submitting your application.  
PLEASE NOTE that the college cannot provide information on what you need to send as supporting evidence nor can we alter your application on your behalf. If you have queries about the previous then please contact Advanced Learner Loans/Student Finance directly on 0300 100 0607 ensuring you have your customer reference number to hand.