

# Advanced Learner Loan

## Application form

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

### About this form

#### Complete this form if:

- you're studying an eligible course at an approved college or training organisation in England,
- you're aged 19 or over on the day you start your course, and the start date of your course is on or after **1 August 2016**; or
- you're aged 24 or over on the day you start your course, and
- the start date of your course was between **1 August 2013** and **31 July 2016**

Find out more at:

[www.gov.uk/advancedlearnerloan](http://www.gov.uk/advancedlearnerloan)

#### Before completing this form

It's important you speak to your college or training organisation who will give you a Learning and Funding Information Letter. You'll need this to complete your form.

#### What sections should you complete?

Complete **all** sections. Remember to read, sign and date the declaration on pages 9 and 10.

#### Please read the accompanying notes

It's important you read the accompanying notes. The notes are split into three parts:


**Part 1** - gives general information about the application process.


**Part 2** - will help you to complete each section of the form.

**Part 3** - explains steps in the application journey.

## 1 your personal details

### 1.1 Personal details

If your name has changed, for example through marriage, from your birth certificate or passport, send supporting evidence confirming the change. Please detail any other previous names you've had on the additional notes page at the back of this form. 

 Where you see this icon it means we need you to send supporting evidence. You can find details in the accompanying notes.

Complete these details exactly as stated on your birth certificate or passport.

Title

Mr  Mrs  Miss  Ms

Forename(s)

Surname

Sex

Male  Female

Date of birth

-   -


Place of birth (the name of the town or village)

Nationality



# your personal details - continued

## 1.2 National Insurance number

 Where you see this icon it means there's information in the accompanying notes to help you.

 -  - 

## 1.3 Your contact details

Home address


Postcode

Home phone number

Mobile phone number

Email address

## 1.4 Customer Reference Number

You'll have one of these if you've previously had student finance from the Student Loans Company (SLC) or given financial information for another student's application. Leave this blank if you're unsure what it is or don't have one. 

# residence


## 2.1 Are you a UK national?


- No** - go to 2.2
- Yes** - go to 2.1.1

### 2.1.1 Do you hold a valid UK passport?

You must send us evidence of your identity. The easiest way to do this is by giving information from your passport.

#### UK passport expired?

If your UK passport has expired we can't accept this information as proof of your identity. You'll have to send alternative evidence as set out in the accompanying notes. 

- No** - you'll have to send alternative evidence 
- Yes** - complete the following details from your passport

Date of issue

-   -

Date of expiry

-   -

Passport number

Forename


Surname

### 2.1.2 In the three years prior to the start date of your course, did you live outside of the UK and Islands at any time?


- No** - go to 4.1
- Yes** - go to 3.1

**Only complete the following questions if you're not a UK national. Read the accompanying notes to find out more about each residency status and the evidence you'll need to send us.**

## 2.2 Are you an EU national?

- No**
- Yes** - you'll have to send evidence, go to 3.1 

## 2.3 Are you a family member of an EU national?

- No**
- Yes** - you'll have to send evidence, go to 3.1 

- 2.4 Are you the child of a Swiss national? ⓘ
- No
- Yes - will your Swiss national parent be living in the UK on the day you start your course?
- No
- Yes - you'll have to send evidence, go to 3.1 ⓘ
- 2.5 Are you the child of a Turkish worker? ⓘ
- No
- Yes - you'll have to send evidence, go to 3.1 ⓘ
- 2.6 Are you a family member of an EEA or Swiss national who is working, has worked or is looking for work in the UK? ⓘ
- No
- Yes - you'll have to send evidence, go to 3.1 ⓘ
- 2.7 Do you have indefinite leave to remain? ⓘ
- No
- Yes - you'll have to send evidence, go to 3.1 ⓘ
- 2.8 Do you have refugee status? ⓘ
- No
- Yes - you'll have to send evidence, go to 4.1 ⓘ
- 2.9 Do you have limited leave to remain? ⓘ
- Answer 'yes' if you have Humanitarian Protection or have lived in the UK for at least 20 years, or at least half of your life.
- No
- Yes - you'll have to send evidence, go to 3.1 ⓘ
- 2.10 Do you have the right of permanent residence? ⓘ
- No
- Yes - you'll have to send evidence, go to 3.1 ⓘ

If you answered 'No' to all of the questions in this section you are not eligible for an Advanced Learner Loan. Do not continue with this application.

# 3

## residence history

### 3.1 Give your full address details for the three years before the start date of your course. ⓘ

If you need further space use the additional notes page at the back of the form.

Full address

From

  -   -    

To

  -   -    

Why were you there?

Full address

From

  -   -    

To

  -   -    

Why were you there?

Full address

From

  -   -    

To

  -   -    

Why were you there?

## previous support

4.1 Have you ever had any other loans from the Student Loans Company (SLC)? ⓘ

- No** - go to 5.1
- Yes** - are you behind with the repayments?
- No
- Yes - you can't apply for an Advanced Learner Loan until you've discussed this with us. Call us on **0300 100 0632** for advice.

4.1.1 Did you get a loan from the SLC when you were under 18 (under 16 in Scotland)? ⓘ

- No**
- Yes** - have you signed credit agreements for all of them?
- No
- Yes

## your college or training organisation

5.1 **College or training organisation's details**

You'll find these details on the Learning and Funding Information Letter you get from your college or training organisation. ⓘ

Name of college or training organisation

UK Provider Reference number

Course Trainer code (if applicable)

## 6 what you're studying

### 6.1 Course details

Course name

Course code

#### 6.1.1 Start date

 -  - 

#### 6.1.2 End date

 -  - 

#### 6.1.3 Total college or training organisation fee

Enter the full amount your college or training organisation is charging you for this course including VAT, if applicable.

£

## 7 your loan request

### 7.1 Total amount of loan you require

Your loan will help to cover the fees charged by your college or training organisation as indicated by you in section 6. It's important you ask for the correct amount of loan you need. 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 minimum loan amount is £300.

£

# your loan request - continued

## 7.2 Alternative contacts

Give the names and addresses of two contacts. The contacts you give should live at different addresses. We'll only contact them if, for example, you move address and don't inform us. You must inform these people that you've named them as contacts.

### Contact 1

Forename(s)

Surname

Relationship to you

Address

Postcode

Home phone number

### Contact 2

Forename(s)

Surname


Relationship to you

Address

Postcode

Home phone number



It's important you read the Data Protection Statement in the accompanying notes.  This sets out how we'll use and share your information.

By submitting this application you agree to us sharing your information for the purposes set out in the Data Protection Statement.

**Your application will be delayed unless you sign and date this declaration.**

### General Declaration

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not I understand I may not receive financial support, any support I have had may be withdrawn and I could be prosecuted.
- I agree to give the Student Loans Company (SLC) any information they require to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support. I understand that if I do not do this, I may not receive any further payments, and may have to repay the financial support I have already received.
- I agree that in the event of receiving an overpayment of financial support, I am obligated to repay this in full.
- I understand that if I have provided details of my UK passport, SLC will verify those details with Her Majesty's Passport Office.

### Loan Contract

- a** I confirm I have read and understood the guide to terms and conditions available online at [www.gov.uk/advancedlearnerloan](http://www.gov.uk/advancedlearnerloan)
- b** I acknowledge and agree that any loan(s) made to me by the Secretary of State for Business, Innovation and Skills, 'the lender' (which includes any persons exercising functions on behalf of the Secretary of State pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended from time to time or successor legislation, 'the Act'), will be on the terms set out in these declarations and in Regulations which are made under section 22 of the Act as amended from time to time.
- c** I acknowledge and agree that in the event that I have: (i) reached the age of 18 years; and (ii) have entered into one or more agreements for a loan under section 22 of the Teaching and Higher Education Act 1998 (and relative secondary legislation) before I reached the age of 18 years, upon signing this declaration I am agreeing to ratify any and all such student loans.
- I understand that ratification of any agreement for a loan made with me before I reached the age of 18 years is a statutory precondition of my eligibility for student support after attaining the age of 18 years.
- d** I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- e** I agree that any loan(s) made to me as a consequence of the acceptance of my application by the lender is a/are contract(s) between me and the lender. This contract is binding upon payment of the first loan instalment and repayment of any such loan(s), together with all and any interest, penalties and charges which apply, will be due by me to the lender as a debt.
- f** All repayments shall be made to such address as shall be notified to me in writing and any services in respect of my loan(s) may be provided at such address or other address(es) as the lender may from time to time determine and that the service of providing the loan is provided at the lender's principal address.
- g** I agree that any action for repayment and/or in respect of or in connection with my loan(s) and/or all and any interest, penalties and charges which apply, will be brought before the ordinary civil courts and shall be governed by the general rules of civil procedure.
- h** I agree that my request for a loan, the loan and the contract between me and the lender shall be governed by the law of the place of my home address as stated in this application form (or, if my address is outside the United Kingdom, English law).

- i I irrevocably agree that the courts of the part of the United Kingdom in which my home address stated in my application form is situated (or the English, Scottish and Northern Ireland courts where my address is outside the United Kingdom) shall have non-exclusive jurisdiction to hear any action or proceedings arising out of or in connection with the loan and the contract between me and the lender and I irrevocably submit to the jurisdiction of those courts and waive any objection to the jurisdiction of those courts, provided that this shall not limit the lender's rights to take proceedings against me in any other court of competent jurisdiction.
- j I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance number) I have provided as required in accordance with the regulations referred to in paragraph b.
- k In the event that I leave the United Kingdom to reside outside the United Kingdom or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the regulations referred to in paragraph b and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.
- l I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the regulations referred to in paragraph b.
- m If I breach any of the terms under which any loan(s) will be made I agree that I will be obliged to pay any charges and penalties which may apply under the Teaching and Higher Education Act 1998 and the regulations made under that Act, as amended from time to time or successor legislation and/or regulations.
- n I understand that the SLC will check my National Insurance number and personal details with the Department for Work and Pensions (DWP). If I do not know my National Insurance number, or if the number I provide cannot be authenticated, DWP will trace and give my number to the lender.
- o If I breach this contract I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

Your full name (in BLOCK CAPITALS)

Your signature

Date

## additional notes

If you're providing extra information, clearly mark what section and question the information is about.

**Return your completed form to:**

**Advanced Learner Loans, PO Box 302, Darlington, DL1 9NQ**

Student Finance England is a Student Loans Company service, providing financial support to students on behalf of the UK Government.