

Advanced Learner Loan & Bursary Policy

Advanced Learning Loans

Advanced Learning Loans are a 'funding option' for learners aged 19 or over to fund Level 3 and above qualification, whether part of an apprenticeship or stand alone. Loan eligibility doesn't not depend on income and there are no credit checks needed.

You can check your eligibility [on Gov.UK](https://www.gov.uk)

Scope:

This policy applies to all learners aged 19 and over on the first day of your programme and undertaking provision at level 3, 4, 5 or 6.

Application and How to apply:

- Contact us on 01329-825805 or learnerloans@fareport.co.uk to check that your course qualifies;
- Request a 'Learning and funding information' letter from Fareport. You need this to complete the application. It contains the details about your course;
- [Apply Online](#) - you'll need to register first. You can apply by post if you cannot apply online;
- You'll get a letter confirming your loan - usually within 2 weeks if you apply online (postal applications take longer).

Eligibility:

Whether you are entitled to an Advanced Learning Loan depends on:

- Course - as detailed above
- Age - You must be 19 or older on the first day of your course
- Nationality or residency status - see below

Your nationality or residency status

You must:

- be living in the UK on the first day of your course
- have been living in the UK, Channel Islands or Isle of Man for 3 years before starting your course
- be a UK national or have 'settled status' (this means there's no restrictions on how long you can stay)

You may also qualify if you're:

- an EU/EEA national or a family member of one
- a refugee
- a migrant worker
- the child of a Swiss national
- the child of a Turkish worker
- under humanitarian protection or a relative of someone who has been granted this
- staying in the UK as a stateless person (or their family member) and your course starts on or after 1 August 2018

- a serving member of the UK armed forces (or their spouse, civil partner or a dependent parent or child living with them) doing a distance learning course from outside the UK that started on or after 1 August 2017

Repayments:

You pay back your loan (plus interest) when you finish your course and earn more than £25,000 a year. Your repayments will stop if your income drops below £25,000 a year. Your monthly repayment amount will be 9% of any income you earn over £25,000. Your employer will work out your repayments and take these directly from your salary with your tax. You can also make additional payments or pay all your loan off at any time without an extra charge.

Example

The repayments would be:

- £15 a month - if you earned £27,000 a year
- £37 a month - if you earned £30,000 a year

Fareport would encourage learners to visit <https://www.gov.uk/advanced-learner-loan/repayments> website for further information on repayments.

Interest:

You pay interest from the time your first payment is made until you pay your loan back in full.

Income	Interest Rate
While you're studying and until the April after you leave the course	Rate of inflation (Retail Price Index) plus 3%
£25,000 or less	Rate of inflation
£25,000 to £45,000	Rate of inflation plus up to 3%
£45,000 and over	Rate of inflation plus 3%

Independence Financial Advice

Fareport **do not** give financial advice and recommend all learners applying for the loan to get independent money advice from [The Money Advice Service](#).

Support – Student Finance England

Tel: 0300 100 0607 - www.student-finance.service.gov.uk/customer/registration/

Bursary Fund

Scope:

The Bursary is a scheme to help learners who are eligible for an Advanced Learning Loan and need additional financial support.

Application:

Learners wishing to apply will be required to complete Fareport's Bursary Application Form which is available on request. This will be provided after you have received a letter approving your Advanced Learner Loan.

The Bursary is a discretionary fund and due to limited nature of this fund, meeting the criteria does not guarantee funding. It is the responsibility of the recipient (**learner**) to inform the Department for Work and Pensions about any learner support you receive from Fareport, as this may affect eligibility for some state benefits.

Eligibility:

Learners must have been approved for and taken out an Advanced Learning Loan course before applying for the bursary. The bursary is aimed at helping learners who:

- Are at risk of non-achievement due to financial barriers and are deemed as being in hardship.
- Vulnerable learners, such as those with learning difficulties or disabilities, parents who need help with child care, and ex-military personnel.

Learners will not be eligible if they:

- getting [student finance](#) for higher education
- on an [apprenticeship](#) training scheme
- on a Community Learning course

Bursary Funds can support;

- A contribution of costs incurred for registered childcare. The childcare costs must only be incurred whilst attended training sessions (off the job)
- Cost of travel (at the lowest possible method)
- Books which are a mandatory requirement for study
- Emergency assistance for learners in crisis or financial hardship at any time.

Methods of Payment

Payments will be made directly to third parties for provision of services. Small cash payments may be made in circumstances in particular financial hardship. If the learner withdraws from Fareport Training Organisation Limited, they may be required to pay back all or part of the bursary payment.

Payment Conditions

Learners have the responsibility to:

- Inform the Department of Work and Pensions of any assistance awarded
- Ensure the Advance Learning Loans and Bursary Team at Fareport are advised of changes to circumstances, bank and contact details
- Maintain 90% attendance of planned meetings and sessions, punctuality and meet expected performance targets
- Provide supplementary evidence as and when required

Appeals and Complaints Procedure

In the event of your application being refused by Fareport, you will have the right of appeal. In the first instance contact the Advance Learning Loans and Bursary Team at Fareport Training Organisation on: learnerloans@fareport.co.uk

If this does not resolve the matter, further appeals can be made in writing and addressed to the Director of Operations.

Signed:



Natalie Cahill, Chief Executive
Reviewed annually