



Advanced Learner Loan



Education & Skills Funding Agency



Fees and charges Policy – Advanced Learner Loans

Introduction

Acacia Training Ltd holds a contract with the Education and Skills Funding Agency (ESFA) for the delivery of Advanced Learner Loans. We are approved on the UK Register of Training Organisations. If you are interested in one of our qualifications and you decide to fund this through an Advanced Learner Loan, it is your decision and your responsibility to apply for an Advanced Learner Loan with them prior to learning commencing.

An Advanced Learner Loan does not replace your entitlement to full funding for eligible learners aged 19-23 undertaking their first full level 3 qualification.

Eligibility

Whether you qualify for an Advanced Learner Loan depends on your:

- age (you must be 19 or older on the first day of your course)
- course
- college or training provider
- nationality or residency status

Your course must be

- a Level 3, 4 or 5 qualification
- at an approved training provider in England

Your nationality or residency status

The following must apply.

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 are no restrictions on how long you can stay)

Legal Entitlement

The availability of Advanced Learner Loans at level 3 for 19-23 year olds does not replace an individual's legal entitlement for full funding for a first full level 3 qualification.

If you have not previously achieved a level 3 qualification you are legally entitled to full funding for your first level 3 qualification.

If you chose to enroll onto your qualification via an Advanced Learner Loan this may mean that you give up your right to exercise your legal entitlement in the future.

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| Current version: V2 | Previous version: V1 |
| Reviewed by: Sheryl Nixon | Changes made: None |
| Issued: 31/12/2021 | Next review date: 31/12/2022 |
| Signed by: (Name & role) Sheryl Nixon – MIS & Contracts Manager | Signature: <i>Sheryl Nixon</i> |



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I am aged between 19 and 23 years old and I can confirm that I understand my right to exercise my legal entitlement for my first full level 3 qualification. If you have decided to fund your qualification through an Advanced Learner Loan, you will receive a Learning Information and Funding letter from Acacia Training Ltd detailing your qualification title and level, venue of your course and start and planned end date. You need this information to apply for an Advanced Learner Loan.

Once the Student Loan Company has approved your funding and you have started your qualification with Acacia Training Ltd, we will receive payment for your qualification in monthly instalments from the Student Loan Company from the date you start of your qualification, until your planned end date. Acacia Training Ltd will issue you with a learning agreement that you will sign to confirm that you agree with the terms and conditions.

14 day cooling off period - after starting your qualification, if you decide it is not what you expect, or you have changed your mind you must notify your Training Provider in writing within 14 days from your start date. If we do not receive written communication from you within the 14 days, we will send confirmation of your attendance to the Student Loan Company and your agreement will go live and you will be liable for the repayments.

Terms of Withdrawal - I understand that if at any time throughout the duration of my Advanced Learner Loan qualification I wish to withdraw, I will be liable for the funding drawn down up to the last point of signed structured learning/last point of contact/progression with my Tutor.

Fees & charges

- Acacia Training Ltd will not charge you above the government maximum amount for your qualification.
- You will be asked to complete and sign your assessment plan to confirm your attendance at the start (first day) this will be your qualification start date. Acacia Training Ltd will confirm your attendance with the Student Loan Company and the monthly loan repayment will be charged to your Student Finance Account.
- The maximum break in learning allowed is 18 months, if you do not return to learning within this period you will be automatically withdrawn from your qualification but you will still be liable for the repayment of your Advanced Learner Loan through the Student Loan Company, up to the last day of your attendance on the course.
- If you withdraw from your qualification after the 14 day cooling off period, you will be liable for the repayment of your Advanced Learner Loan up to and including the month of your last day of attendance.
- If you complete your learning without achieving your qualification, you will still be liable for the repayment of your loan in full.

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For further information please visit <https://www.gov.uk/advanced-learner-loan>

Please acknowledge your agreement and understanding of these fees and charges as outlined in this policy by signing and dating below and returning this to your Training Provider.

| Learner name (please print) | Learner signature | Date |
|-----------------------------|-------------------|------|
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