



What is an Advanced Learner Loan

If you are studying on a full-time Level 3 or 4 programme or apprenticeship, you are eligible to apply for a loan to help you pay your tuition fees. These loans are not means-tested or subject to credit checks, and you start repaying the loan when you earn over £25,725 per year.

Loans for Access to Higher education programmes are cleared if you go on to complete a higher education programme with the support of a higher education student loan.

For more information regarding eligibility criteria, please visit www.gov.uk/advanced-learning-loans

Paying your fees

Payment may be made in person, over the phone or electronically

The preferred methods of payment are:

- Most major credit and debit cards excluding American Express
- Bank transfer. Please use Student ID as reference.
- Online via payment portal
- Advanced Learner Loan
- Direct debit as part of an instalment plan, if eligible

In certain circumstances, other payment methods may be used including:

- cheques

Please note: Due to the risks associated with the ongoing Covid-19 pandemic, we are unable to accept cash payments at this time.

Paying by Direct Debit

You may request to pay course fees by Direct Debit instalments subject to the following conditions:

- 40% of the course fee is paid at enrolment
- A £10 instalment administration fee is payable at enrolment
- A direct debit mandate is completed at point of enrolment and given to the enrolment personnel
- You must have a UK bank account
- The course must be delivered over 15 weeks or more
- The course fee must be:
 1. £250 or over for a short plan, or
 2. £500 or over for a long plan
- The remaining 60% of the course fee is paid over:
 1. Six equal instalments of 10% each for a long plan

2. Two equal instalments of 30% each for a short plan

- These instalment plans can only be offered if the full course fees will be paid in full prior to the course end date
- If a student withdraws from the course, they will remain liable for any outstanding balance

Employer payments

If your employer is paying your fees, we will need a letter on your employer's headed paper, confirming they agree to pay your course fees. We will then raise an invoice to them.

This letter should include:

- Your / the students name
- Course name
- Academic year
- Value being contributed
- Invoice address
- Email address for submission of invoice
- Be signed by a manager

Invoice terms are 30 days from date of invoice, and full invoice value must be paid.

Instalment options are not available (except apprenticeship courses).
