



**Wirral Met College**

# **Advanced Learner Loan Procedures and Guidelines**

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## **Policy Statement**

Wirral Met College is committed to promoting equality, diversity, inclusion and social mobility in all its activities and to ensure that all students are given the opportunity to achieve their potential.

The college seeks to raise awareness of Advanced Learner Loan (ALL) funding to help overcome barriers to learning for students aged over 19 studying level 3 to 6.

This policy will be reviewed annually.

## **Key Aims**

In support of this policy the college will strive to:

1. Provide timely, accurate and unbiased information to students regarding all forms of fee-paying including loans
2. Assist students to take part in or continue learning
3. Administer ALL in accordance with the regulations and guidelines laid out by funding agencies
4. Meet the service standards set out in the Service Agreement with Student Loans Company by:
  - ensuring systems are in place to check accuracy of information
  - ensuring systems are in place to confirm student attendance
  - ensuring systems are in place to process withdrawals
5. Administer, record and monitor income
6. Maximise ALL income

## **Implementation**

Advanced Learner Loan information is available on the college website, at pre-arranged information sessions, college open days, in the learning and funding information letter and at enrolment. Students can also obtain information from College Advisers, the Student Financial Support team or the Advanced Learner Loan website [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan).

Students will be given the information they need to make their own decision about the best way to fund their course. Students will not be offered guidance, advice or recommendations on how suitable a loan might be. The loan will be presented as one of the options a student can take when deciding how to fund their studies.

Dependant on individual circumstances and in line with the College's Fee Policy, Adult students may be entitled to remission of fees on some level three courses. The college will take every step to ensure that if remission is available applicants are advised accordingly.

**For students who have an approved loan:**

- Unique Learner Number (ULN) will be entered on the Learner Provider Portal (LPP)
- all details will be checked for accuracy on the LPP and any discrepancies rectified
- two weeks after the start date of the course attendance will be confirmed on the LPP
- attendance will be confirmed at fixed quarters set by the Student Loan Company
- withdrawals will be processed on LPP as soon as they appear on ProSolution
- once attendance has been confirmed payments will be made on a monthly basis from ALL directly to the college

**For students who don't have an approved loan:**

- ascertain if student wishes to pay by ALL
- offer assistance with loan application if required
- student to complete and sign direct debit form which will be held for 6 weeks
- after 6 weeks if there is no approved ALL application an invoice will be raised to the student and direct debit activated
- inform student of payment options if they do not wish to pay by loan

**Withdrawals for ALL students**

- students who have attended one or less sessions – no fees expected
- students who have attended less than two weeks who have an approved ALL – no payments will be received from ALL, no further payments will be pursued
- students who have attended more than two weeks and have an approved ALL – payments will be made by ALL up until the withdrawn date, no further payments will be pursued
- students who have attended one or more sessions and do not have an approved ALL – pro-rata invoice raised to student for any college term where the student has attended one or more sessions, no further payments will be pursued

Refund requests supported by medical evidence will be treated on a case by case basis by the Fee Appeals Unit.

**Reports** ALL spreadsheet

Income report sent to finance on a monthly basis

Payment & Instalment report from LPP sent to Assistant Principal – MIS, Director of Student Services and Head of Finance at the end of each month

A monthly meeting will be held on a termly basis with the Deputy Principal, Assistant Principal – MIS, Assistant Principal Adult Education, Skills and Community Learning, the Director of Student Services, Finance Officer and the Student Finance Co-ordinator to review loan income.