

Advanced Learner Loans

Lambeth College Policy

Preamble

This document presents a statement of Lambeth College’s policy as regards advanced learner loans; the document does not supplant the main policy document on college fees—it is a supplement that must be read in conjunction with the main document by all existing or prospective learners who wish to access the advanced learner loan facility. In what follows, ‘the College’ means ‘Lambeth College’; ‘Learner’ means prospective or existing students of Lambeth College; ‘the Loans Office’ means the location at the Clapham campus from where loan support is administered (normally **S011**); and ‘the SLC’ means ‘the Student Loans Company’.

Rationale

The College aims to collect all course fees with maximum efficiency and minimal interruptions to learners’ study programmes. Although securing an advanced learner loan is solely the responsibility of the learner, the College will endeavour to provide the support that learners need in order to expedite loan approval; and to these ends, the following policy statement shall guide the College’s loan support operations.

Policy Statement

The following clauses comprise the College’s policy on advanced learner loans as at **16 May 2022**:

1. Learners wishing to enrol on a learning programme that is loan-fundable, and who intend to pay the course fee by loan must submit a loan application to the SLC prior to visiting the enrolment counter;
2. The advanced learner loan scheme pertains to the course fee only—any other course-related costs must be paid for separately by the learner; the said costs may not be “bundled together” with the course fee;
3. All loan applicants must present their residency documents to the Loans Office for preliminary eligibility assessment prior to filing an application; applicants should note that the final eligibility assessment is the preserve of the SLC;
4. The College requires all loan applications to be prepared under supervision; in cases where this is not feasible, the College will issue a document that fully explains the loan application process so that these may be prepared correctly off campus;
5. Learners should note that their loan application will not progress unless and until the they submit authentic evidence of their residency status; accordingly, the College requires all applicants to present original residency documents to the Loans Office for preliminary assessment before submitting a loan application to the SLC;

6. Learners must submit a signed declaration to Lambeth College that states that, if their loan application fails for whatever reason, then they are liable for the full course fee;
7. Learners whose loans are not 'fully approved and in-payment' by the end of the first half-term shall be denied access to the College at the beginning of the second half-term until such a time when they show that they have done everything that is required of them in order to progress their applications; this procedure shall be repeated at the transition from the second to the third term, and from the third to the fourth term;
8. Loan amounts are set by the government—the minimum amount that one can borrow is £300; the maximum amount is course-specific and quoted in the 'Learning and Funding Information Letter' that the College issues; Learners are free to apply for any loan amount between the minimum and maximum figures—loan requests that are lower than £300 or higher than the maximum loan amount are inadmissible;
9. If a learner applies for a loan amount that is less than the maximum allowed, then the learner shall be liable for the difference between the loan amount, and the full course fee or maximum loan, whichever is lower; this differential must be paid in full at the time of enrolment;
10. Learners may withdraw from a course without cost provided the withdrawal is within 14 days from the first day of the course; if a learner withdraws after this pre-liability period, then the learner shall be liable for the amount of loan disbursed up to the date of withdrawal—the 'disbursed amount' is determined by the SLC;
11. Learners are required to notify the Loans Office as well as the SLC of any changes to their course, or personal circumstances that are pertinent to their loan application;
12. Learners who chose to leave their course early must complete the formal withdrawal process with their respective school and inform the Loans Office about this change immediately;
13. Learners whose loan applications are not expected to succeed at all shall be advised to seek alternative funding elsewhere immediately; they will be required to setup and agree to a payment plan with the finance department of the College;
14. Learners whose applications encounter some problem during the application cycle are required to visit the Loans Office to address the issues concerned; when summoned, attendance is mandatory;
15. All loans must be approved or 'almost approved' one third of way into the course; but without exception, all loans must be fully approved and in-payment before the end of the course;
16. The College shall treat all personal data submitted during the loan application process in accordance with the General Data Protection Regulation (2018).

Caveats

The College reserves the right to correct any errors that may occur in the execution of this policy; it also reserves the right to amend any clause of the policy as and when necessary.