

Loan Application Guide Notes

The Learning and Funding Information Letter (LAFIL) provides the data you need to apply for loan. This information is listed in *Table 1* of the LAFIL and includes:

- UK Provider Number:	10003755
- Course Trainer Code (if applicable):	10003755
- Course Name:	[To be filled]
- Course Code (LAR Code):	[To be filled]
- Start Date:	[Generic date—see note below]
- End Date:	[To be filled]
- Course Fee (Loan Option):	£
- Maximum Loan Amount:	£

Important Notes:

1. The **Start Date** in Table 1 is a **generic placeholder** for administrative purposes only and may differ from your actual course start date. However, please verify all other details on the LAFIL for accuracy and report any errors to info@southbankcolleges.ac.uk
2. If you already have a loan covering a multi-year course (e.g., £4,670 for Level 4 Counselling or £7,395 for Dental Technology), you **do not need** a new loan for the second or third year of the course.

Loan Application Process

To minimize errors and delays, we recommend preparing your application under supervision. However, if you must apply independently, carefully follow these guidelines:

Eligibility & Documentation

- ✓ **Do not apply** if your immigration status does not meet the **residency criteria** (see **Residence and Evidence Factsheet** (Main Document) which you may download from [here](#)).
- ✓ You may assess your basic loan eligibility online from [here](#).
- ✓ If you do not “pass” the basic eligibility check, present **original documents** to the Student Recruitment Office for assessment and advice. In exceptional cases, you may email scanned copies to info@southbankcolleges.ac.uk — your email should state that you are submitting the documents for loan eligibility assessment.

For New Applicants

- ◆ Create a **Student Finance account**—the system will generate an **11-digit Customer Reference Number (CRN)**. Save this securely (e.g., take a screenshot).




For Returning Applicants


- ◆ If you have an existing loan (including university loans), access *that* account for the new application. If you have forgotten your login details, answer ‘Yes’ to the question ‘Have you applied for student finance before?’, and the system will help you recover your account.
- ◆ If you have previously supported a family member’s application, call the **SLC (0300 100 0619)** to request a **new CRN, temporary password, and secret answer**.
- ◆ **Record your new password**—you’ll need it to digitally sign your application at the end.
- ◆ Choose a **memorable password and secret question** to avoid account access issues.

Application Tips

- ◆ Select ‘**FURTHER EDUCATION**’ (not ‘**HIGHER EDUCATION**’) as your loan type.
- ◆ **The ‘Additional Contacts’ Section:** you may skip this section if applying online—click the link that reads: ‘skip additional contacts’. For paper applications, you must provide **two contacts** with addresses different from yours and each other.
- ◆ **Residence History:** Ensure **no gaps**—each move-out date must **exactly** match the next move-in date.
- ◆ **Digital Signature:** Re-enter your password to sign. Once submitted, forward the **email receipt** to info@southbankcolleges.ac.uk as proof of application. (*Note:* This does **not** mean approval—the SLC must still verify your eligibility.)

Submitting Documents

-  Always include a completed, duly signed and dated [Evidence Return Form](#) and send by **recorded post**. Keep copies for your records.
-  **UK Nationals:** Provide valid passport details or a clear photocopy of your birth certificate; passport data may be submitted online within your loan account, or by post using the [Passport Details Form](#).
-  **Non-UK/EU Nationals:** Submit a clear photocopy of **Biometric Residence Permit (BRP)** or **in-date passport**. If your visa is in an old passport, include both. If providing a birth certificate, attach an **Applicant’s Declaration of Identity Form (ADIF)**. If the SLC cannot verify your status using photocopies of your documents, you will be required to submit the originals by post.

 Applicants on **EU Settlement Scheme**: Email a valid **Share Code** (beginning with the letter 'S') to advll_eu_share_code_applications@slc.co.uk. Your email must include:


- Full name (as on loan account)
- Date of birth
- CRN


Support & Troubleshooting

 For help, contact:

- Student Recruitment Team: **0207 501 5000**
- Student Loans Company (SLC): **0300 100 0619**

Important Reminders

 If your loan is not approved, you will be liable for the full course fee. You'll need to sign a **Loan-Learner Declaration (LLD)** confirming this.

 The **LLD** will only be co-signed if you provide a **loan application receipt** or proof of an existing loan.

 **Ensure your loan is approved and in payment within six weeks from course start date.**

Questions?

Email info@southbankcolleges.ac.uk for assistance.