

Fees Policy - Advanced Learner Loans



1. Introduction

Three-Dimensional Training (3DT) holds a contract with the Department for Education (DfE) to deliver qualifications funded through Advanced Learner Loans. 3DT is an approved provider listed on the UK Register of Training Organisations.

Learners aged 19 and over may choose to fund eligible Level 3–6 qualifications through an Advanced Learner Loan. Applying for the loan is the learner’s responsibility, and approval must be obtained before learning begins.

Once a learner’s loan is approved and they have passed the loan liability point, tuition fee payments are made directly to 3DT by the Student Loans Company (SLC).

2. Free Courses for Jobs and Legal Entitlement

3DT will assess each learner’s eligibility for full funding through the Free Courses for Jobs (FCFJ) entitlement within the Adult Skills Fund (ASF). Where eligibility is confirmed, 3DT will signpost the learner to an alternative approved provider authorised to deliver the programme on a fully funded basis.

Learners should be aware that choosing to enrol via an Advanced Learner Loan may affect their ability to access ASF-funded entitlement in the future.

3. Self-Funding Options

Learners may choose to pay for their qualification directly rather than applying for an Advanced Learner Loan. Learners can:

- Self-fund the full cost of the course; or
- Use a combination of an Advanced Learner Loan and self-funding.

The minimum loan amount that can be borrowed is **£300**. Details of self-funded options can be provided upon request.

4. Applying for an Advanced Learner Loan

If a learner decides to fund their qualification through an Advanced Learner Loan, 3DT will issue a Learning Information and Funding Letter containing:

- Qualification title and level
- Delivery venue
- Start and planned end date

This information is required to submit a loan application to the SLC.

Once the loan is approved and the learner has started the programme, 3DT will receive monthly instalments for the duration of the qualification. Learners must inform both the SLC and 3DT of any changes to their circumstances during their course.

5. 14-Day Cooling-Off Period

Learners have a 14-day cooling-off period from their official start date. If a learner decides the course is unsuitable or wishes to withdraw, they must notify 3DT in writing within this timeframe.

If no written notification is received, 3DT will confirm attendance to the SLC and the loan agreement will become active. The learner will then be liable for any repayments.

6. Withdrawal Terms

If a learner withdraws at any point after the 14-day cooling-off period, they will be liable for all loan payments drawn down up to their last point of structured learning, last point of contact, or last recorded progression with their tutor.

A short break in learning is permitted. If the learner does not return within the agreed period, they will be automatically withdrawn and remain liable for loan repayments up to their final recorded engagement date.

Learners who complete their learning but do not achieve their qualification remain fully liable for the loan.

7. Advanced Learner Loan Bursary Fund

3DT may access the Advanced Learner Loan Bursary Fund to support vulnerable or disadvantaged learners whose financial circumstances might otherwise prevent them from starting or continuing their studies.

Support may include:

- Financial hardship
- Childcare
- Residential support
- Learning support and reasonable adjustments

The bursary is not an entitlement. Funding is limited, allocated on a first-come, first-served basis, and prioritised for learners with the greatest need.

8. Fees and Charges

- 3DT will not charge above the government-approved maximum loan amount for any qualification.
- Learners must apply for and accept their loan for fees to be covered. If they do not apply, do not accept, or are deemed ineligible, they will be responsible for paying the full fee.
- Learners must complete and sign their Individual Learning Plan (ILP) on the first day of attendance.
- Fees will not increase after the course start date.

9. Appeals and Complaints

Learners who wish to challenge a fees decision or bursary award may submit an appeal through the provider's standard complaints process. Appeals will be reviewed using the evidence supplied and the constraints of the loan's bursary rules.

This policy will be reviewed annually or following updates to the DfE's Advanced Learner Loans funding rules. The DfE reserves the right to amend funding rules at any time, and the organisation will update this policy accordingly.

10. ILR & Data Accuracy

3DT maintains complete, accurate ILR data and retains auditable evidence for all learner records.

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