Dear <student’s name>

**Course offer letter**

We are pleased to offer you a place on the following course:

<course name> at: <course location/provider>

This letter provides information about your choice of course and the related cost of your studies. Please keep this safe as it contains important information which you will need to refer to again.

This letter explains some of the options available to help pay for your course and where to access further information and guidance should you decide to decide to apply for a Higher Education Short Course Loan through Student Finance England to pay for your course fees.

**Options for paying for your studies**

The total cost of your course is <£0000.00>.

Information about our fees policy is attached, or you can view our fees policy on our website (link to your website). Please make sure you read this.

You can choose to self-fund the course fee, or your employer may contribute.

You may also be eligible for Higher Education Short Course Loan. These are loans you can borrow from Student Finance England to cover tuition fee costs.

**Applying for a Higher Education Short Course Loan**

1. Register for an account with [Student Finance England](https://www.gov.uk/student-finance). If you have an existing account, you can sign in with that.
2. Fill in the course information in the table. The maximum amount you can apply for is either the course fee charged, or the maximum loan available. This is £3,080 for 40 credits or £2,310 for 30 credits. You can only apply for whichever is the lower amount.

If your application is approved, Student Finance England will pay the loan directly to us, once you have been in attendance for 2 weeks after the course start date.

You will begin to repay the loan through the tax system when you complete the course and earn more than the repayment threshold. Please visit <https://ww.gov.uk/repaying-your-student-loan> for more information.

For further information about Higher Education Short Course Loans, please refer to GOV.UK: <https://www.gov.uk/slc/short-course-loans>.

The table below gives you the course information you will need to provide to Student Finance England as part of your loan application.

**Table: Information about the course**

|  |  |
| --- | --- |
| **University or college name** | <university or college name> |
| **University or college address** | <full address including country and postcode> |
| **Name of campus or location** | <full name of where the course will take place> |
| **Course name** | <course name> |
| **Course code** | <course code> |
| **Course fee amount** | <course fee amount> |
| **Course duration in number of weeks** | <number of weeks> |
| **Start date of course** | <DD/MM/YYYY> |
| **End date of course** | <DD/MM/YYYY> |
| **Course level** | <course level> |
| **Mode of delivery** | <on campus, online only, campus and online> |
| **Credit amount** | <number of credits> |

**Let us know what you decide**

<Include in this section how you would normally accept confirmation students of your course offer and relevant payment arrangements.>

Yours sincerely,