



Learning Provider Portal Quick Guide

Payments

Please refer to section 16 of the User Guide for full and detailed instructions on payments.

When will I get paid?

Loan payments will begin being made to providers on behalf of their learners, for approved Advanced Learner Loan applications, following submission of the initial attendance confirmation.

Payments are made on a monthly basis throughout the length of the learner's learning aim. These will be made in equal instalments where possible (the last payment may be slightly different depending on loan amount).

The payment schedule starts from the initial liability point which will be learning aim start date plus two weeks.

As an example, for a learner who starts a ten-month learning aim on the first of August with a learning aim fee of £1000, the attendance and payment schedule will be as follows:

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Attendance	Confirmed	Assumed	Assumed	Confirmed	Assumed	Assumed	Confirmed	Assumed	Assumed	Confirmed
Payment	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100

Payment will be made monthly, on the third Wednesday of the month.

To allow SLC to calculate payments due in respect of attendance confirmations and submit a BACS payment to the provider, the provider will need to confirm their learner's attendance by close of business on the Thursday before the Wednesday payment. This will be the payment drawdown point. Any learners confirmed after that cut-off point will be included in the following month's payment run.

Attendance Confirmation/Payment Calendar

From the three highlighted dates in the month it is clear to see when SLC will ask for attendance confirmation, when it should be confirmed to receive a payment in that month, and when payments will be made that month.

Furthermore, in the calendar, drawdown dates have been populated for months that do not require a quarterly attendance return. This is because throughout the year learners with varying start dates will still require an initial attendance confirmation, two weeks after their start date, outside of the set quarters.

Explanations of the dates can be found in the accompanying key:

FQ	Fixed Quarter for Attendance Return	The months in the year where SLC needs quarterly attendance confirmations. Learners will automatically populate the attendance confirmation worklist.
	Drawdown Date	The drawdown date is the date by which, if a positive attendance confirmation is received by the end of that day, the payment in respect to the attendance confirmation will be made that month. If the drawdown date is missed, payment will be made the following month.
	Payment Date	The date each month SLC will make a payment for all learners who have a positive attendance confirmation.
AA	Assumed Attendance	Where the month is shaded grey, attendance is assumed and no subsequent attendance confirmation is required. You may still submit initial attendance confirmations in these months if you have learners reaching their initial liability point.

Academic Year 2018/19 Payment and Drawdown Calendar

AY 2018/19 – August to July																					
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
F	August 2018						A	September 2018						A	October 2018						
Q		1	2	3	4	5						1	2	1	2	3	4	5	6	7	
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
F	November 2018						A	December 2018						A	January 2019						
Q			1	2	3	4						1	2		1	2	3	4	5	6	
	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
	26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
								31													
F	February 2019						A	March 2019						A	April 2019						
Q				1	2	3					1	2	3	1	2	3	4	5	6	7	
	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
	25	26	27	28				25	26	27	28	29	30	31	29	30					
F	May 2019						A	June 2019						A	July 2019						
Q		1	2	3	4	5						1	2	1	2	3	4	5	6	7	
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Academic Year 2019/20 Payment and Drawdown Calendar

AY 2019/20 – August to July																				
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
F Q	August 2019						A A	September 2019						A A	October 2019					
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
F Q	November 2019						A A	December 2019						A A	January 2020					
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
F Q	February 2020						A A	March 2020						A A	April 2020					
					1	2							1			1	2	3	4	5
3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12
10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19
17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26
24	25	26	27	28	29		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
F Q	May 2020						A A	June 2020						A A	July 2020					
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		