



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 (last payment may be slightly different depending on loan amount).

The payment schedule starts from 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 1st 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

By using the three highlighted dates per month on the calendars below, it is clear to see when SLC will ask for attendance confirmation, when it should be confirmed by to receive a payment in that month, and when payments will be made that month.

NB- 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, 2 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 need quarterly attendance confirmations Learners will automatically populate the attendance confirmation worklist
DD	Drawdown Date	The date each month that, if attendance is confirmed by, SLC can make a payment to providers for all learners who have a positive attendance confirmation. If the drawdown date is missed, payment will be made the following month.
PD	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 shaded grey, attendance is assumed and no subsequent attendance confirmation is required. You may still confirm initial attendance confirmations in these months if you have learners reaching their initial liability point.

Academic Year 17/18 Payment and Drawdown Calendar

AY17/18 - 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 2017						A A	September 2017						A A	October 2017					
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
F Q	November 2017						A A	December 2017						A A	January 2018					
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
F Q	February 2018						A A	March 2018						A A	April 2018					
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
F Q	May 2018						A A	June 2018						A A	July 2018					
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					