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Education & Skills
Funding Agency

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1. Introduction

This document informs colleges and training providers for which funding streams they are required to submit a funding claim and how to make a claim for the 2017 to 2018 funding year.

You should read the [adult education budget funding and performance management rules 2017 to 2018](#) alongside this information.

Colleges and training providers must submit a funding claim for:

- adult education budget (AEB) – grant funded (non-procured)
- advanced learner loans bursary – grant funded
- learner support contract – paid on profile (procured and non-procured)
- community learning contract – paid on profile

2. When you need to make a claim

You must submit:

- mid-year funding claims by 12 February 2018
- year-end funding claims by 20 September 2018
- final funding claims and statement of funding claimed by 29 October 2018

3. Where you submit a claim

You must complete and submit your funding claim in the data collections area of the [Hub](#).

The submission form is available after the close of the relevant individualised learner records (ILR) and Earnings Adjustment Statement (EAS) submission period.

4. Completing a claim

4.1 Adult education budget (AEB) (non-procured) funding claims

Your AEB funding claim will show relevant sections for you from the following:

- other learning – programme funding
- other learning – learning support
- 19 to 24 traineeships – programme funding
- 19 to 24 traineeships – learning support
- 19 to 24 traineeships – learner support
- learner support – 19+ hardship
- learner support – 20+ childcare
- learner support – residential access funding
- learner support – administration expenditure
- community learning – programme funding

For learner support administration expenditure, you cannot claim more than 5% of your 2015 to 2016 learner support allocation.

5. Advanced Learner Loans Bursary (ALLB) funding claims

Your ALLB funding claim will show relevant sections for you to complete from the following:

- bursary funding
- hardship
- childcare
- residential access fund
- area costs
- excess claims
- administration expenditure

For administration expenditure, you can claim up to 5% of your loans bursary expenditure against:

- hardship
- childcare
- residential access fund

However, your administration expenditure must not be more than 5% of the value of the loans bursary funding allocation.

5.1 Learner Support funding claims

Your learner support funding claim will show relevant sections for you from the following:

- 19+ hardship
- 20+ childcare
- residential access fund
- administration expenditure

You can claim up to 5% of your total Learner Support funding allocation on administration expenditure.

5.2 Community learning funding claims

If you have a community learning allocation, you must complete and submit your funding claim.

6. Relevant to all funding claims

You will have 4 working days after the relevant data (ILR and EAS) submission close date to submit your funding claim.

The actual delivery-to-date figures will be populated using the validated ILR and EAS data you have submitted where applicable.

You will not be able to amend this data.

For any non-ILR activity, you will be able to enter your actual figures from your own records.

The forecast you provide in your mid-year and year-end funding claims must be realistic and based on actual and or expected demand.

You do not need to provide any supporting evidence with your funding claim form.

We will publish a [user guide](#) giving further information on how to submit your funding claim.

7. When you need to sign a claim

Final funding claims need to be signed in the [skills funding service \(SFS\)](#) by 29 October 2018.

7.1 Who needs to sign

Final funding claims need to be signed by an authorised person in your organisation.

This can be the principal or another senior post holder who has the delegated authority.

7.2 What happens if you do not sign

If you do not submit and sign a final funding claim, we will record a 'no return'.

You will have to pay back all of the funding you have received from us for delivery in the funding year 2017 to 2018.

Reconciliation statements will be delayed and this may affect your ability to submit your final accounts to us.

8. Audit

We will appoint audit firms to complete checks that funding claims are accurate.

If your claim is chosen to be audited, we will inform you in the summer of 2018.

You need to share your funding claims and ILR/EAS data with the auditors in advance.

If your auditor tells you that you must make an adjustment to your funding claim as a result of an audit, you must make the agreed adjustment using the earning adjustment statement (EAS).

9. Reconciliation statements

For mid-year funding claims, we will not issue any statements.

We issue an 'indicative reconciliation statement' through the [SFS](#) after your submitted year-end funding claim.

This will give you an indication of the funding you may need to pay back to us.

A final reconciliation statement is issued through the [SFS](#) after you submit your final funding claim and statement of funding returned.

This will confirm the amount of funding you may need to pay back to us.

If you have to pay amounts back to us, we will schedule those repayments for January 2019.

If you have an issue with your reconciliation value, you must tell us by 31 January 2019.

We will not consider any requests after this date.

10. Learning support

You must record any learning support costs at the fixed monthly rate and up to £19,000 through the earning adjustment statement (EAS).

11. Exceptional Learning support (ELS)

If you need to claim for learning support costs over £19,000 then you will need to go through the ELS process at the beginning of the learner's programme. The form is available on the [exceptional learning support cost](#) page of GOV.UK.

For further information about ELS please refer to relevant section of the [funding and performance management rules 2017 to 2018](#).

12. Deadlines for funding claims

Funding claim	Deadline to provide Individualised learner records (ILR)	Claim form available on HUB	Deadline to submit funding claim	Deadline to sign funding claim
Mid-year funding claim	06-Feb-18	07-Feb-18	12-Feb-18	N/A
Year-end funding claim	14-Sep-18	17-Sep-18	20-Sep-18	N/A
Final claim	18-Oct-18	19-Oct-18	24-Oct-18	29-Oct-18

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