

The letter must be printed on company/
institution head paper/ letterhead.

To whom it may concern,

This is to confirm that **[INSERT STUDENT'S NAME]** [DATE OF BIRTH **DD/MM/YYYY**] has been conditionally approved for a student loan **[INSERT COMPANY/ORGANIZATION NAME]**.

[INSERT STUDENT'S NAME] has been conditionally approved for a student loan for tuition totalling £**[INSERT FULL AMOUNT/VALUE OF LOAN]** which will be paid directly to Ravensbourne on **[INSERT STUDENT'S NAME]** behalf.

A condition of this loan is that **[INSERT STUDENT'S NAME]** has successfully enrolled at Ravensbourne to complete the **[INSERT FULL COURSE TITLE AND DEGREE STUDENT WILL BE STUDYING AT RAVENSBOURNE e.g. BA FASHION DESIGN]** course.

Until **[INSERT STUDENT'S NAME]** meets the conditions of this approval we cannot confirm an exact funding date.

Please be advised that **[INSERT COMPANY/ORGANIZATION NAME]** is a paperless company and we do not deal with in any physical written letters or contract agreements this is all done electronically and online **[DELETE IF NOT APPLICABLE]**

Should you require further information please do not hesitate to contact me on **[INSERT CONTACT DETAILS e.g. EMAIL ADDRESS AND/OR PHONE NUMBER]**.

Yours faithfully,

**[INSERT NAME AND SIGNATURE
OF OFFICIAL FROM COMPANY]**

Name

Job Title

N.B. UKVI REQUIRES THAT THE ONLY CONDITION OF THE LOAN SHOULD BE THE STUDENT MAKING A TIER 4 VISA APPLICATION.