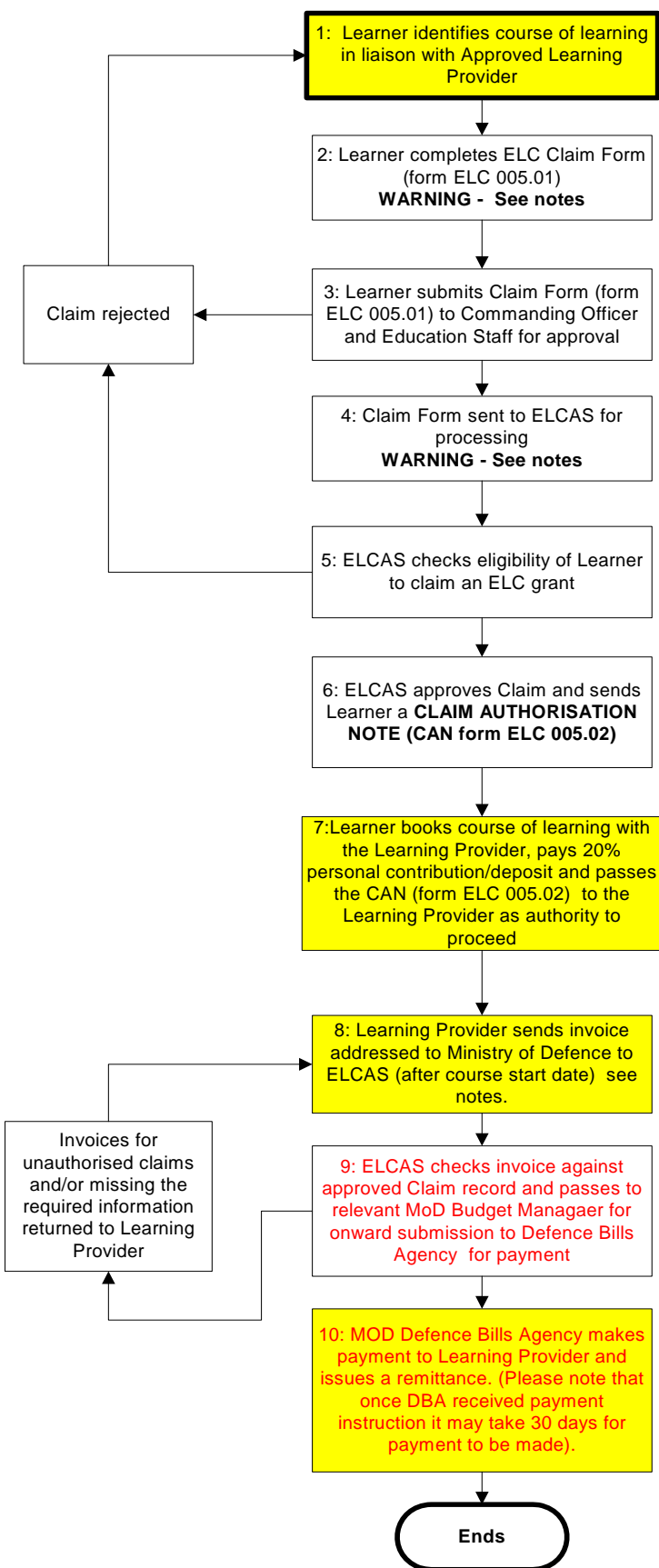


Enhanced Learning Credits (ELC) Scheme

Claim process to be followed by Learners and Learning Providers



Key Learning Provider activities.

Notes

All claims must meet the eligibility criteria as outlined in the current DCI and on the ELCAS website.

All forms required for the ELC process are available from the ELCAS website.

WARNING, all claims must be received by ELCAS, 15 clear working days prior to course start date.

The Claim Authorisation Note (CAN form ELC 005.02) confirms that the Learner will receive ELC support to fund his/her chosen course of learning with the identified Learning Provider. Learning Providers should not accept confirmed bookings from Learners unless they have received the original CAN (form ELC 005.02) and 20% personal contribution from the Learner. Learning Providers should not accept a booking for a course of learning, other than that detailed on the CAN (form ELC 005.02).

Invoices should be addressed to the MOD and must include:

- The Invoice Number
- The Learning Provider's Number
- The unique number (Claim Number) shown on the CAN (form ELC 005.02)
- The Learner's Service Number
- The Learning Provider's own course code
- Confirmation that the Learner has paid the minimum of 20% of the course fee

Invoices must be received by ELCAS on or after the course start date and within nine months of the course start date.

An example invoice is available from the ELCAS website.

The amount claimed should include VAT or indicate that VAT is not applicable, and should not exceed the value of the CAN.

The Learning Provider's invoice number will be quoted as the bill reference on the remittance sent by MOD

Where a learner withdraws from the course before a payment file has been generated to the Learning Provider by ELCAS then the cancellation process should be followed. Where a learner withdraws from a course after a payment file has been generated to the Learning Provider by ELCAS the reinstatement process should be followed. Both of these processes are outlined on the ELCAS website.