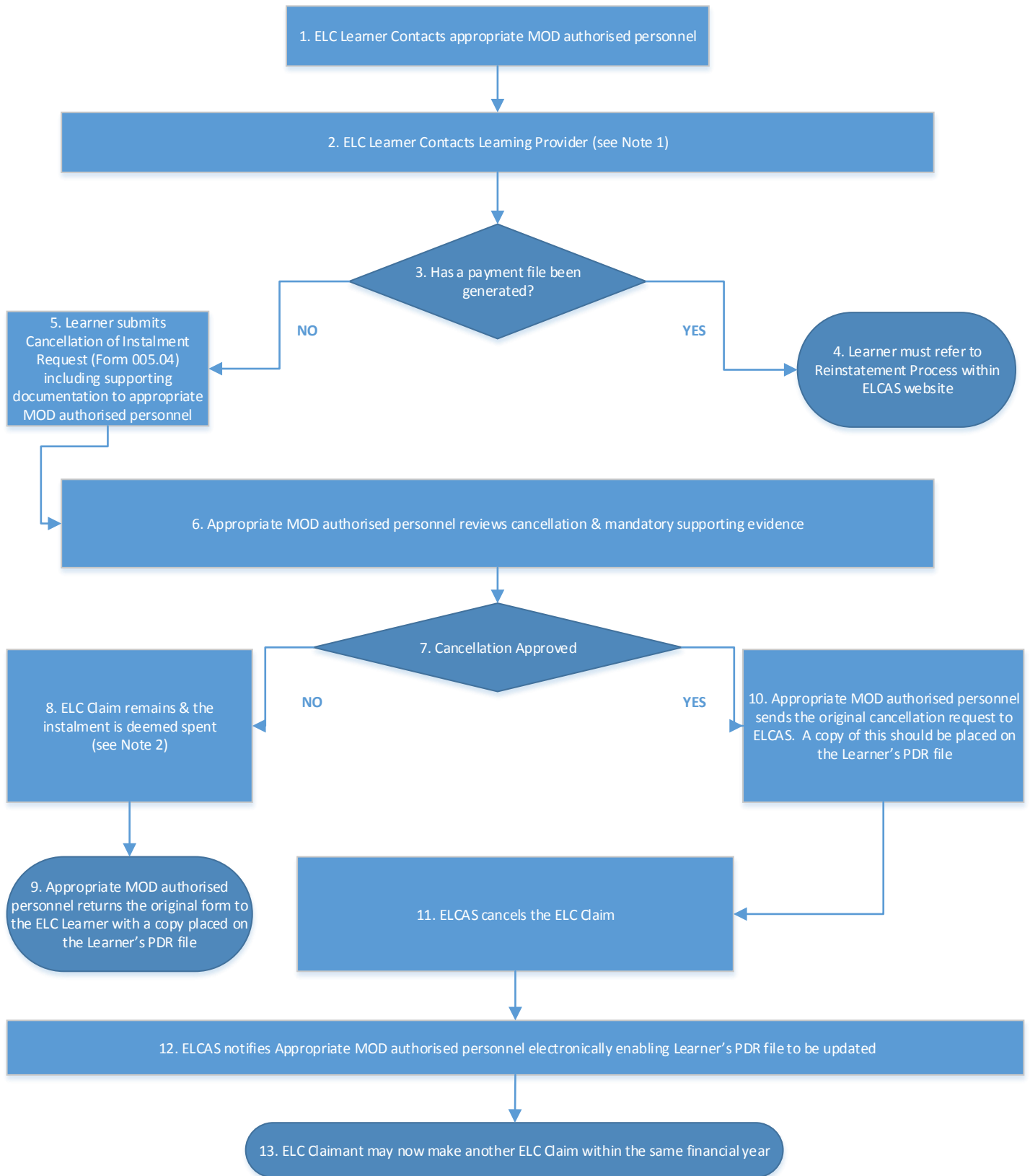


Enhanced Learning Credits (ELC) Cancellation Process



NOTES - Appropriate MOD authorised personnel i.e. Serving Personnel must submit to Local Authorised Education Officer. Service Leavers must submit to appropriate Single Service Representative

Note 1: When contacting the Provider the ELC Learner should also seek confirmation that no invoice has been submitted to ELCAS. If the Learning Provider has submitted an invoice the Learner should contact ELCAS to confirm whether a payment file has been generated

Note 2: When a request for cancellation is refused the ELC Learner is expected to complete the learning activity. Failure to do so will result in the loss of Scheme Membership, which will prevent any future ELC claims.