

**Claim Form for Full State Subsidiary (Tuition Fees) - Eligible  
First Further or Higher Qualification PF/FE/HE**



This form should be used by eligible Service Leavers or ex-Armed Forces personnel who are claiming support to pay the FULL cost of tuition fees for their first full Level 3 qualification, or first Foundation Degree or first Undergraduate degree (or national equivalent). This form is specifically designed for claimants to claim funding in full or part from Other Government Departments (OGD including BIS, SFA, WAG, SG & NI).

Before completing the claim form, check that you comply with all of the requirements below. Tick each item to confirm that you comply

**TICK**

I have served four years full time Service	
I am a member of the Armed Forces ELC Scheme and have completed a minimum of four years scheme membership	
I entered my resettlement phase, or left Service, on or after 17 July 2008.	
I am using an ELC approved provider delivering state-funded nationally recognised FE or HE qualifications. <b>NB You must also check that your chosen course is state-funded</b>	
This is my first Full Level 3 Qualification or first Higher Education Qualification (foundation degree or undergraduate degree) or (national equivalent)	
I confirm I will be undertaking at least the equivalent of 25% of a full time course	
I comply with all elements as required in JSP 822 which include full eligibility details	

Please complete in BLOCK CAPITALS in **black** ink. Tick correct answer for multiple choice questions

**Your complete and accurate claim form must be received by your authorising Education Staff a minimum of 25 working days prior to course start date.**

<b>PART 1 - PERSONAL DETAILS</b>				If your Service Number or Surname have changed please record old details below			
<b>Service Number</b> <small>at time of application or, if left, at time of leaving</small>				<b>Previous Service Number</b>			
<b>Surname</b>				<b>Previous Surname</b>			
<b>Forename(s)</b>				<b>Date of Birth</b>			
<b>Service</b>		<input type="checkbox"/> RN	<input type="checkbox"/> Army	<input type="checkbox"/> RAF	<b>Enlistment Date</b>		
<b>Rank</b>				<b>Last Day of Service</b>			
<b>Have you had any breaks in service from the enlistment date to your last day of service?</b>						<b>Yes</b>	<b>No</b>
If you have answered YES you must ensure that ELCAS receive all necessary up to date supplementary forms before submitting your claim for processing. Please use the Supplementary Sheet (available from your Education Staff or on the website <a href="http://www.enhancedlearningcredits.com">www.enhancedlearningcredits.com</a> to record interrupted service, e.g. FTRS, NRPS)							
<b>Branch, Specialisation, Trade or Service</b>				<b>Are you in your resettlement phase?</b>		<b>Yes</b>	<b>No</b>
<b>Permanent Address for Correspondence</b> (please note that we may need to contact you at this address)							
<b>Postcode</b>							
<b>Telephone No.</b>				<b>E-mail address</b>			

PART 2 - REQUESTED ACTIVITY (in consultation with Education Staffs*)							
Provider Name				Provider ID Code			
Overall Start Date of Qualification	DD	MM	YYYY	Overall End Date of Qualification	DD	MM	YYYY
Overall Qualification							

Are you studying HE or FE?  
Please tick the relevant box (this must be correct as it indicates to ELCAS where the funding should be claimed from)

	Tick
Further Education (FE)	
Higher Education (HE)	

Where are you normally resident (ie your qualifying civil address). Please tick relevant box (this must be correct as it indicates to ELCAS where the funding should be claimed from).

Country of Residence	Tick
ENGLAND	
WALES	
SCOTLAND	
N IRELAND	

Please use the box below to indicate what type of qualification you will be undertaking. You must tick one box.

Qualification Type	1st Full Level 3 or National Equivalent	Foundation Degree or National Equivalent	1st Undergrad Degree	1st Honours Degree	Other
Tick one box in this row					

Please provide details below of the course or modules of study to be undertaken with this Provider and the cost of tuition and amount to be recovered by MOD from the OGD. See Annexe A for further guidance and examples. **PLEASE NOTE: You are required to submit a claim for each academic year of the course. Only one year of the course should be detailed below.**

Course/Module Title	Exact Start Date	End Date	Course Code	Full Cost of course/ Module Tuition Fees (£s)	ELC Contribution if applicable	OGD Contribution minimum (20%) of cost BIS/ WAG/SG/NI
					Total ELC Contribution (if Applicable) £	Total OGD Contribution £

**PART 3 - INDIVIDUAL DECLARATION**

1. I confirm the accuracy of the details on this form and apply to CLAIM the full state subsidy to pay for tuition fees.
2. I confirm I have checked existing national educational funding and that I am NOT eligible for support to pay for tuition fees by other routes
3. I confirm that this is my first full Level 3 or first foundation degree or first undergraduate degree (or national equivalent) and that I comply with the eligibility criteria to access the full state subsidy to pay tuition fees.
4. I confirm that I am using an eligible ELC approved provider delivering state-funded FE/HE qualifications and my chosen course is state-funded
5. I confirm I am not in receipt of any other funding to pay towards the tuition fees.
6. I confirm that I intend to continue my learning programme to achieve a full Level 3 or higher level qualification (or national equivalent).
7. I hereby agree to the Learning Provider releasing information relating to my application and study to ELCAS and MoD as appropriate.
8. I hereby agree to complete and submit my Course Evaluation Form upon completion of my course, in accordance with Single Service procedures.
9. I understand that claims must reach my authorising Education Staff a minimum of 25 clear working days prior to the course start date.
10. By signing this form I confirm that I have read and understood the relevant JSP 822.
11. I confirm that I meet the UK residency and nationality requirement to qualify for this support.
12. I understand that if I have declared false information, action may be taken to reclaim the tuition fees and any associated costs from me.

<b>Signature</b>	<b>Date</b>	DD	MM	YYYY

**Warning: it is an offence to make, or conspire in making, a false statement on or about this application.**

CLAIMANTS NO LONGER IN SERVICE SHOULD REFER TO THE SERVICE LEAVERS PAGE OF THE ELCAS WEBSITE [www.enhancedlearningcredits.com](http://www.enhancedlearningcredits.com) FOR GUIDANCE AND THE APPROPRIATE CONTACT DETAILS

**PART 4 - AUTHORISATION BY LINE MANAGER (to be completed only for Serving Personnel)**

<b>Surname and Initials</b>		<b>Service or Payroll No.</b>			
<b>Signature</b>		<b>Date</b>	DD	MM	YYYY

**PART 5 - AUTHORISATION BY SINGLE SERVICE REPRESENTATIVE**

I have discussed this application with the claimant and confirm that, in my opinion, it conforms to the requirements of the JSP presently in force and that the claimant has accrued sufficient eligible service to submit this claim. As part of this conformity with JSP 822 I am also confirming that the course/module(s) detailed overleaf leads to a nationally recognised qualification at Level 3 or above on the NQF/QCF and meets the PF FEHE criteria.

<b>Surname and Initials</b>		<b>Service or Payroll No.</b>			
<b>Signature</b>		<b>Date</b>	DD	MM	YYYY
<b>Education Centre</b>		<b>SQL Number</b>			
<b>Unit Stamp</b>		List found on ELCAS website			
		Is this application a resubmission?		<b>Yes</b>	<b>No</b>
		If Yes, previous claim reference No.			

This claim form must be received by my authorising Education Staff a minimum of 25 clear working days prior to the course start date, please enter this deadline date:  
Please note this also applies to queried claims that are re-presented.

DD	MM	YYYY

The information you provide on this form will be held on a database by ELCAS. The data will be used solely for the administration of the ELC and associated OGD schemes to monitor and evaluate performance. The data held will not be disclosed to any parties not involved in the ELC Scheme administration and management. All data will be handled in accordance with the Data Protection Act 1998.

**EXAMPLES OF HOW TO CALCULATE THE CONTRIBUTION TO BE RECOVERED BY MOD FROM THE APPROPRIATE EDUCATION FUNDING AUTHORITY IN ENGLAND, WALES, SCOTLAND or N IRELAND.**

There are two ways in which the full subsidy can be claimed:

1. Where you have use of ELC in which case both MoD and the relevant national educational authority in England, Wales, Scotland and N Ireland will jointly fund the tuition fee or:
2. You have exhausted your three uses of ELC but are still eligible for support towards first HE qualification in which case the fee is paid in full by relevant education funding body in England, Wales, Scotland or N Ireland.

In either of the cases above the MoD will, in the first instance, pay the tuition fee in full and claim back the contribution in full or part from the other national funding authority.

**EXAMPLES WHERE CLAIMANT HAS REMAINING USE OF ELC**

A resident Service leaver in England has two uses of ELC remaining qualifying for the first tier payment up to a maximum of £1,000 and is applying for a first Level 3 qualification at an FE College in England.

Cost of qualification is	£838.56
MoD ELC contribution applied for	£670.84
Other Government Department's 20% minimum contribution* (England (BIS or LSC)/Welsh Assembly Government (HEFWC or DCELLS)/ Scottish Government (SFC or SAAS)N Ireland Government (DELNI))	£167.72

\* The 20% minimum £167.712 must be rounded up to £167.72 to the nearest 1p

**MoD pay the full fee and recovers £167.72 from the OGD (England, LSC)**

An ex-Serviceman resident in Wales with over eight years in the ELC scheme has one use of ELC remaining qualifying for a second tier payment up to the maximum of £2,000. Having no higher level qualification he is applying for a first Foundation degree to be undertaken at a nearby HE establishment situated in England.

Cost of qualification is	£3,500
MoD ELC contribution applied for	£2,000 (maximum)
Other Government Department's 20% minimum contribution (England (BIS or LSC)/Welsh Assembly Government (HEFWC or DCELLS)/ Scottish Government (SFC or SAAS)N Ireland Government (DELNI))	£1,500

**MoD pays the full fee and recovers £1,500 from the OGD (Wales, HEFCW)**

**EXAMPLES WHERE CLAIMANT HAS EXHAUSTED USE OF ELC**

Cost of degree is	£4,000
Other Government Department's 20% minimum contribution (England (BIS or LSC)/Welsh Assembly Government (HEFWC or DCELLS)/ Scottish Government (SFC or SAAS)N Ireland Government (DELNI))	£4,000

**MoD pays the full fee and recovers in full from the OGD (England, BIS)**

A Scottish ELC scheme member who left the Service on 1 Nov 08 and who used up their ELC achieving the equivalent of a full level 3 in Service wishes to access a FIRST eligible higher level qualification at degree level. The qualification is delivered by an English university listed on the ELCAS list of approved providers.

Cost of degree is	£7,250
MoD ELC contribution	nil
Other Government Department's 20% minimum contribution (England (BIS or LSC)/Welsh Assembly Government (HEFWC or DCELLS)/ Scottish Government (SFC or SAAS)N Ireland Government (DELNI))	£7,250

**MoD pays the full fee and recovers the full amount from the OGD (Scotland SAAS)**