

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 Under-graduate 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

✓

I have served six years full time Service (or four years full time Service prior to 1st April 2017)	
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. NB You must also check that your chosen course is state-funded	
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 the course start date.

PART 1 - PERSONAL DETAILS

If your Service Number or Surname have changed please record old details below

Service Number at time of application, or, if left, at time of leaving		Previous Service Number	
Surname		Previous Surname	
Forename(s)		Date of Birth	
Service	RN	Army	RAF
Rank		Enlistment Date	
		Last Day of Service	
Have there been any breaks in service from the enlistment date to the last day of service?		Yes	No

If you have answered YES you must ensure that your MoD Authorised representative receives 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 www.enhancedlearningcredits.com to record interrupted service, e.g. FTRS, NRPS)

Branch, Specialisation, Trade or Service	Are you in resettlement phase?	Yes	No
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Telephone No. **E-mail address**

PART 2 - REQUESTED ACTIVITY (in consultation with Education Staff)

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)

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

Country of Residence

ENGLAND	✓
WALES	
SCOTLAND	
N IRELAND	

Further Education (FE)	✓
Higher Education (HE)	

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
✓					

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

Signature		Date	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 FOR GUIDANCE AND THE APPROPRIATE CONTACT DETAILS

PART 4 - AUTHORISATION BY LINE MANAGER

(to be completed only for Serving Personnel)

Surname/Initials		Service or Payroll No			
Signature		Date	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 RQF and meets the PF FEHE criteria.

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

This claim form must be received by your 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.

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 2018.

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 your first HE qualification in which case the fee is paid in full by the 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)