

## Booking a course using your MOD Enhanced Learning Credits (ELC)

Please follow these steps to ensure that we can make a space available for you:

### Step 1

Once you are ready to book a course you can 'phone; email; fax or write to us, at the address below, asking us to hold a space for you whilst you apply to ELCAS for your enhanced learning credits. We require your full name (as you would like it to appear on any qualification certificates); date of birth; contact address including email address and contact telephone numbers. Our Learning Provider number is 1664.

### Step 2

We will send you a confirmation of booking for the course of your choice. No payment is required at this stage.

### Step 3

We would expect to receive an MOD form from you called "Agreement for CWA/CTA and advance of fees claim form (Ref Mod form 1746 (03/10)". We sign off the course and provider details and return to you to submit towards your claim for funding.

### Step 4

We will hold your space for four weeks to enable you to apply for ELC through your resettlement office. If you experience difficulties meeting this time frame please let us know. If we have not heard from you within 28 days of reserving your space we will cancel your place. When your funding has been approved you will receive a Claim Authorisation Note (CAN) containing your personal details; the course details and the contributions to be made by you and MOD.

### Step 5

Please send the *original* CAN (keep a copy for yourself) as soon as you receive it to the address below. We will then contact you to arrange payment of your contribution.

**The Ministry of Defence's Enhanced Learning Credits Scheme also require that they contact you directly, after completion of the course, for evaluation feedback. We would be grateful if during this process, you; the student, would consider ticking the option of sharing your evaluation with us (the learning provider). We can then make good use of your information by accessing this online, to continue to improve our level of service to our students.**