

Hints to complete your ELC claim form

Please complete all parts of the claim form, as incomplete forms will be returned. If this is your 2nd/3rd claim the evaluation form must be returned for your previous claim before the next claim can be processed. You must ensure the claim form is received by ELCAS at least 15 clear working days before the course start date.

Part 1

- Check service number is clear and that numbers and letters are distinguishable.

Part 2

- Make sure you enter the correct Learning Provider name and code (this may be checked on ELCAS website). [**IPSO FACTO Training Solutions Ltd, ELC 4030**]
- Check with your Learning Provider for the course code. If your course does not have a code, leave the box blank.
- Where two or more Learning Providers are a partnership please ensure that you enter the name on the claim form of the Learning Provider who will issue the invoice.
- When calculating the 20% candidate contribution, you need to round up the amount (add a penny).
- Overall start/end date means start and end date of the entire course.
- If your course is split into modules, list each module that you are claiming for.

Part 3

- Date must be before the course start date you are claiming for on this form.
- You must complete the required amount of eligible service before signing and dating Part 3 of the claim form.

Part 4

- Must be dated on or after the date shown in Part 3.

Part 5

- All boxes must be completed by Education Staff
- Signature and unit stamp must be original
- SQL number can be found from the SQL list on the claims page of the ELCAS website
- Must be dated on or after the date shown in Part 4.

If you require further help/information please contact your Educational Staff, or the ELCAS Helpline 0845 300 5179.

If you have left the Services, please go to the 'Service Leavers' page of the ELCAS website or contact your Single Service Representative, or the ELCAS Helpline 0845 300 5179.