

APPLICATION FOR STANDARD LEARNING CREDITS (SLC) FUNDING

**SLC funding cannot be claimed retrospectively.
Prior authorisation must be obtained or the application will be refused.**

Part 1 – To be completed by the applicant (please use block capitals)

Rank/Rate:	Surname:
Initials:	Service Number:
TX/Discharge Date:	Ship/Station/Unit
Section/Unit Address (in full)	
Tel Number:	Unit Identity Number (UIN):

Part 2 – to be completed by the applicant (please use block capitals)

Course Title					
Qualification Gained			Awarding Body		
Name & Address of Learning Provider			Level of Qualification	SQL No. (Ed Staff use only)	
Start Date			End Date		
Total Cost of Course	£	SLC Amount	£	Applicant's Contribution (min 20%)	£
Method of Study (ie DL/OL/e-learning)			Day/Shift Release (delete as appropriate)	Yes	No
Single Travelling Distance in Miles					

Part 3 – Reason for study/previous course details

Details of previous study/courses relevant to this application;
Reason for study (identify motivation other than just personal development):
What benefit will this course bring to the service?

Part 4 – Undertaking by Applicant

I have read the relevant DIN. This learning activity forms part of my Personal Development plan. I agree to inform the relevant Education Staff of any changes in circumstances that may affect my ability to complete my course of study.

Applicant's signature:	Date:
------------------------	-------

Part 5 – Action by Applicants line Manager

I have noted the details of the course at Para 2 and I approve this application to study.

(Note: QR 2470/BR 1797 authorises travel at public expense for attendance on courses of education. Expenditure for such travel is met by the applicants own section/UIN.)

Name:	Signature:
Date:	Contact Details:

Part 6 – Action by Learning Centre Staff/Personal Learning Advisor (PLA)/Single Service Representative (SSR)

*I have consulted the applicant and confirm that this course is eligible for SLC funding in accordance with the relevant DIN.

*I have consulted the applicant and informed him/her that this course is ineligible for SLC funding.

*Delete as appropriate.

PLA/SSR/RN Name:	Contact Details
PLA/SSR/RN Signature:	Date:
Explanatory Notes (Ed staff use only):	

RN: Education & Resettlement Officer (ERO)
Fleet Education Officer (FEdO)
Naval Resettlement Information Officer (NRIO)

Army: Single Service Representative (SSR)
Army Education Centre ETS Officers

Navy: Personal Learning Adviser (PLA)