



How Learners Register with ILA Scotland

Registering for ILA Scotland could not be simpler.

All the learner has to do is either to call the ILA Scotland helpline on **0808 100 1090** or visit the website at **www.ilascotland.org.uk** to request an application pack.

There are two types of account available. Below we have listed example of the learners registration process:

How the ILA Scotland £200 offer works

1. Learner hears about ILA Scotland as a result of ongoing marketing and promotional campaigns, partner organisations and learning providers.
2. Learner calls the ILA Scotland helpline or completes the online application to request an application pack and provides some general eligibility information.
3. ILA Scotland sends the application pack to the learner. The application is part – completed based on information provided by the learner.
4. Learner checks and completes part – completed application form and return it to ILA Scotland with evidence of income.
5. ILA Scotland checks evidence and sends learner confirmation, account number and guidance on how to use the funds in their learner account.
6. Learner selects course and books it with learning provider.
7. Learner gives learning provider ILA Scotland account number.
8. Learning provider inputs details of learner and course onto ILA Scotland website and requests the funds are reserved.
9. ILA Scotland sends learner a letter confirming details of the course and a Learning Token, unique to that course.
10. ILA Scotland issues confirmation to learning provider.
11. Learner starts the course and provides learning provider with the unique Learning Token and their payment contribution if required.

12. Learning provider requests payment by entering the unique Learning Token number on the ILA Scotland website.
13. ILA Scotland makes payment to learning provider and sends a statement to the learner to advise that funds have been taken from their learner account.

How the ILA Scotland £500 offer works

1. Learner is currently studying or finds a part-time higher education or professional qualification course which they would like to study.
2. Learner hears about ILA Scotland as a result of ongoing marketing and promotional campaigns, partner organisations and learning providers.
3. Learner completes the online application form or calls the ILA Scotland helpline to request an application pack and provides some general eligibility information.
4. ILA Scotland sends the application pack to the learner. The application is already part - completed based on information provided by the learner.
5. Learner checks and completes their details on the part – completed application form and passes the application form to the learning provider to be endorsed.
6. The learning provider signs, dates and stamps the application form and returns it to the learner who sends the completed form to SAAS for eligibility checking, recording and processing.
7. SAAS send the award / rejection letter to confirm the level of funding to the applicants.
8. Learners present the award letter to the institution as proof of their funding. Learning providers should take a copy of the award letter from the learner which they should keep for audit purposes.
9. The learner can now begin the course on the course start date. This is the date recorded as 'course start date' by the institution on the application form.
10. Once SAAS have received confirmation that the learner has attended and no withdrawal information has been received, they will pay the learning provider.
11. Payment will be made to the learning provider in the next fee run after the course start date. They will be paid on the same frequency as for full-time tuition fee support and this will be recorded separately.