



2010/2011 ILA Scotland £500 Application Form

Instructions for completing the form

IMPORTANT
PLEASE USE BLACK
INK ONLY

Please complete this form in **BLACK INK**. We scan the information you provide so please only write inside the boxed areas. Please do not mark any other areas of the form.

To help you fill in this form please read the step-by-step instructions in the separate 'Notes to help you with your ILA Scotland application'.

If you have any questions simply call our helpline on **0808 100 1090**.

Data Protection Act 1998: We will use the information you give on this form to process your ILA Scotland application. We have a duty to protect the public funds we handle, and we may use the information you have given on this form to prevent and detect fraud. We will share this information with other organisations for the management of your account. We may also share this information with other organisations for research purposes or other follow-up activity related to ILA Scotland.

Section A Your Personal Details (Please read Note A)

Contact Information

A.1 Cross (x) this box if the details shown below are incorrect. Please make any changes in the right hand box below.

A.2 ILA Scotland reference:

A.3 Title:

A.4 Forename:

A.5 Surname:

A.6 Address:

Full postal address of your home (not your term-time address)

A.7 Date of birth:

A.8 Gender:

A.9 Phone number:

A.10 E-mail:

Residency

A.11 Do you currently live in Scotland? Yes No

A.12 If you answered 'No' to question A.11, are you temporarily living outside Scotland? Yes No

Section B Details of Your Income (Please read Note B)

Please supply details of how much you earn. Or, if you are on any of the Benefits/Tax Credits listed below simply mark all that apply.

B.1 Your total annual income before tax. £ , . If none, enter '0.00'.

B.2 If you have no income cross (x) this box.

You must supply evidence of any income you receive (see notes B.1 and B.2 in the separate 'Notes to help you with your ILA Scotland application').

Details of your Benefits/Tax Credits

If you are on any Benefits/Tax Credits please mark all that apply from the list below with a cross (x).

B.3 Jobseeker's Allowance **B.4** Income Support **B.5** Employment and Support Allowance

B.6 Carer's Allowance **B.7** Pension Credit **B.8** Child Tax Credit (maximum rate)

You must supply evidence of any Benefits/Tax Credits you receive (see notes B.3 to B.8 in the separate 'Notes to help you with your ILA Scotland application').

Please turn over and complete the reverse of this form.

Section C Qualifying part-time course (Please read Note C)

Institution and course details – you must complete Sections C.1-C.7

C.1 Full name of the course provider you will be studying at:

C.2 Full title of your course:

C.3 Full qualification level:

C.4 Which year of this course are you going into? First Second Third Fourth Fifth Sixth Seventh Eighth

C.5 When will you finish the course? / /

C.6 How many years in total does your course take to complete?

C.7 Do you receive any help to pay for your course fees? Yes No If 'Yes' please enter amount. £ .

Section D Declaration and Undertaking (Please read Note D)

Applicant Declaration

This grant is made under The Individual Learning Account (Scotland) Amendment Regulations 2009.

- To the best of my knowledge and belief, the details I have given on this form are complete and accurate.
- I agree to give you any further information you may ask for.
- I understand that if I give you false information, or do not give you complete information, you may prosecute me and withdraw the support.
- I agree to repay any amount I have received, or that has been paid on my behalf, which is more than the grant due to me.
- I will tell you immediately if my circumstances change in any way that might affect any amount I have had paid on my behalf.

D.1 Your signature: **D.2** Date: / /

Section E Course Provider Endorsement (Please read Note E)

Your course provider must complete Sections E.1-E.7

Please note that it is the Learning Provider's responsibility to ensure that the person within the institution who is endorsing the application form is authorised to do so.

E.1 I confirm that the student detailed overleaf is working towards 40 SCQF credits or more, leading to an eligible qualification at SCQF level 7-11 and is not receiving support under the fee-waiver scheme (Refer to the ILA Scotland website for eligible 2010/11 qualifications).

E.2 This year of the course starts, or started on / / at the above detailed institution.

E.3 Course fee: £
The information given on this page is in line with the information the student gave to get on to this programme of study, and is correct as far as I know. I can confirm that the fee amount is correct and that I am aware this cannot be increased at a later stage.

E.4 Course provider signature: **E.7** Course provider stamp:

PROVIDER
MUST
STAMP

E.5 Position in the institution:

E.6 Date: / /

Section F Checklist (Please read Note F)

Before you send us this form, please read the checklist below:

- Have you read the notes with this form? This will help you fill in the form correctly and will speed up your application.
- Have you answered all the questions in sections A, B and C? If not your application will be delayed.
- Have you **signed** and **dated** the application in Section D?
- Has your course provider stamped the form and completed Section E? It is important they have **signed** it at E.4 and **stamped** it at E.7. If not, the form will be returned and may lead to a delay in processing.
- Have you included all the information we need? Please mark the following boxes to tell us what photocopied documents you are sending with this form. Please only send clear photocopied information. **DO NOT SEND ORIGINALS.** Documents cannot be returned and will be securely destroyed.

Please do not attach the documents using pins or staples as this may delay the processing of your application.

For our use

F.1 Evidence of income (i.e. your last 3 payslips).

F.2 Evidence of any one of your Benefits/Tax Credits listed in Section B.

F.3 Total number of documents enclosed.

If you have any questions about this form, please contact us free on **0808 100 1090**.