



it pays to learn

ILA Scotland, PO Box 17277, Edinburgh EH12 9GA
Helpline: 0808 100 1090 www.ilascotland.org.uk

Mr John Smith
43 Smith Street
Edinburgh
EH6 5BG

Account number: 1234567890
Date: XX-XXX-XXXX

Confirmation of Course Booking

Dear Mr Smith,

We are pleased to confirm your recent course booking.

We have also attached your learning token. To use your ILA Scotland funding to pay for your chosen course you must give this token to your learning provider. It is important that you sign and date the token and hand it over when you start your course.

You'll find details of the booking on the back of this letter. Please check that all the details are correct and call us straight away if there are any mistakes. For more information, or if you have any questions, please call us free on 0808 100 1090.

We hope you enjoy your course.

Yours sincerely

Sam Thomson
ILA Scotland Support Team

TEAR HERE ✂

Please detach this token from your letter, sign and date it, and hand it to the learning provider when you start your course.
For distance learners only, the learning token may be sent to the learning provider by post.

✂ TEAR HERE

Learning Token xxxxxxxx

Learning provider:	ILA Scotland Provider	Account number:	1234567890
Course name:	ILA Scotland Course	Learner name:	John Smith
Provider signature:		Learner signature:	
Print name:		Date:	
Date:			

PLEASE DETACH AND GIVE THIS TOKEN TO YOUR LEARNING PROVIDER WHEN YOU START YOUR COURSE, OR YOU WILL HAVE TO PAY THE FULL COST OF THE COURSE.

Course name:	ILA Scotland Course
Learning provider:	ILA Scotland Provider
Provider address:	1 Sample Street Sample Town SP1 1SP
Provider telephone:	0123 123 1111
Course start date:	10 January 2008
ILA Scotland contribution:	£75.00