

Dear User

OUTSTANDING PAYMENTS RELATING TO THE EMA YEAR 2007/08

This email is to advise you of the process for making outstanding EMA payments for 2007/08.

2007/08 learners transferred to the Interim Learning Provider Portal

Learners who have been transferred from EMASYS to the Interim Learning Provider Portal (LPP) at the end of August 2008 and require payments for 2007/08, must be paid using the Interim LPP. The following process does not apply to this group.

2007/08 learners on EMASYS

For learners requiring outstanding payments for 2007/08 who have not been transferred to the Interim Learning Provider Portal (LPP), you should use the process outlined below.

1. Complete the attached pro-forma for **each** learner entitled to an outstanding payment.
 - **For FE courses** this can be a weekly payment, January bonus, July bonus, or a mix of these.
 - **For work based learning** this can be a weekly payment, E2E Passport or PLA Individual Learning Plan Bonus, Achievement Bonus, Progression Bonus or a mix of these.
2. Name the Pro-formas using the following format: "ProviderName_LearnerSurname.xls"
3. Email your pro-formas to the Learner Support Service at **lscenquiries@liberata.com** by **31st December 2008**. For work based learning progression bonus the deadline is 31st May 2009 as you have 39 weeks from the end of learning to notify us of learners eligible for a progression bonus.

Making payments

The Learner Support Service will make payment(s) to individual learners, through bank transfer to the last bank details held for the learner.

Please note that normal eligibility criteria must be met before payments can be made. Please refer to the learning provider guidance for full details of learners eligibility for these payments.

In exceptional circumstances the Learner Support Service may allow a late application for 2007/08. In this case the Learner Support Service will need to liaise with you to explain how to deal with any student that presents an NOE for 2007/08.

We will write to you again shortly to confirm when payments will be made, this will be after the data has been received from providers and we have been able to verify the payments requested are correct.

Thank you for your co-operation. If you have any queries about this email, please contact the **Provider Helpline on 0845 600 7979**.

With kind regards

The Learner Support Service on behalf of the Learning and Skills Council