

<<date>>

ALG Agreement
You must take this to your Learning Provider when you enrol on your learning programme.



PROTECT - PERSONAL



Period of ALG Agreement - Year: <<year>>

Your Learner reference number: <<learner reference number>>

<<learner forename>> <<learner surname>>, date of birth <<learner dob>>

On the basis of our assessment of your existing qualifications, you may be eligible to receive ALG if you are studying for your **first full** Level <<qualification level>> qualification.

This is an agreement between you and your Learning Provider to confirm that you are completing an eligible ALG course, you intend to work towards achieving your learning goals and meet the patterns of attendance agreed. Before signing this agreement your Learning Provider will complete a further check to confirm the course you intend to study is eligible for ALG.

Declaration: I understand that I have to meet the conditions laid out by my Learning Provider in order to receive my weekly payment.

Learner Name

Print Name:

Signed by: Date:

Learning Provider (representative)

Print Name:

Signed by: Date:

Learning Provider Name:

Please note: You and your Learning Provider should sign both copies of this Agreement during the enrolment process. You should keep this agreement together with your Notice of Entitlement for future reference.

ALG Agreement Part A - Learner Copy

<<date>>

ALG Agreement
You must take this to your Learning Provider when you enrol on your learning programme.



Period of ALG Agreement - Year: <<year>>

Your Learner reference number: <<learner reference number>>

<<learner forename>> <<learner surname>>, date of birth <<learner dob>>

On the basis of our assessment of your existing qualifications, you may be eligible to receive ALG if you are studying for your **first full** Level <<qualification level>> qualification.

This is an agreement between you and your Learning Provider to confirm that you are completing an eligible ALG course, you intend to work towards achieving your learning goals and meet the patterns of attendance agreed. Before signing this agreement your Learning Provider will complete a further check to confirm the course you intend to study is eligible for ALG.

Declaration: I understand that I have to meet the conditions laid out by my Learning Provider in order to receive my weekly payment.

Learner Name

Print Name:

Signed by: Date:

Learning Provider (representative)

Print Name:

Signed by: Date:

Learning Provider Name:

If you have any queries regarding ALG or the completion of this form please contact the Learner Support Service on **0845 600 7979**.

<<BARCODED ALG REF>>

ALG Agreement Part B - Learning Provider Copy

<<learner forename>><<learner surname>>

<<address 1>>

<<address 2>>

<<address 3>>

<<address 4>>

<<postcode>>

<<date>>

Dear <<learner forename>>

Notice of Entitlement for Adult Learning Grant (ALG) - Year <<year>>
Your Learner reference number: <<learner reference number>>

We are pleased to confirm that you may be eligible to receive ALG based on the information you provided in your application form for 2010/11; this is subject to a final check by your Learning Provider that your course is eligible for ALG.

On the basis of our assessment, you may qualify for a weekly payment of <<weekly payment amount>> up to **28/08/2011**. For ALG purposes, your income has been assessed as <<household income>>.

ALG is intended to help people to achieve their first full Level 2 or first full Level 3 qualification. On the basis of our assessment of your existing qualifications, this means you may be eligible to receive ALG if you are studying for your first full Level <<level>> qualification. You cannot claim ALG for an Apprenticeship or Programme Led Apprenticeship.

If you enrol on an eligible ALG course, your Learning Provider will tell us each week if you qualify for a payment based on your attendance. Once this has been confirmed by your Learning Provider we will make a payment into your Bank or Building Society account. You have told us that your Bank or Building Society Account details are:

Sort Code: <<student account sort code>>

Account Number: <<student account number>>

Building Society Roll Number (if applicable): <<student building society roll number>>

We will never contact you by telephone or email asking you to supply any confidential information such as your Bank or Building Society account or debit card details.

Once you have read all the information above and overleaf and checked that your details are correct, you need to take the Agreement (attached opposite) to your Learning Provider. Your Learning Provider will not be able to make payments to you until they have received your ALG agreement and have completed the final eligibility checks, including a check that your course is eligible.

If you are not yet 19 you will not be eligible to enrol for ALG until your 19th birthday.

If you were born between 01/09/91 and 31/08/92 you may wish to apply for Education Maintenance Allowance (EMA) as an alternative to ALG. We may have already discussed this with you. If not, you can get more information about EMA by visiting www.direct.gov.uk/ema or you can call us on the number below. Please note that you cannot be in receipt of ALG and EMA at the same time.

For more advice or information about ALG please visit our website at www.direct.gov.uk/alg or call us on **0800 121 8989**. Please have your Learner reference number ready when you call, this can be found at the top of this letter.

Yours sincerely

Learner Support Service

Freepost RRUB-BEXE-TJLK, LEARNER SUPPORT SERVICE, DARLINGTON, DL1 4WD
Learner Support Helpline: **0800 121 8989** www.direct.gov.uk/alg

PROTECT - PERSONAL

This section explains more about the conditions that apply and what to do next. It is important that you read this.

ALG will only be paid if you:

- are 19 or over
- enrol onto a valid learning programme at a Learning Provider in England that is funded by the Chief Executive of Skills Funding
- are studying for your first full Level 2 or first full Level 3 qualification
- are on a full time learning programme. This means at least 450 guided learning hours during the 2010/11 academic year
- achieve your learning goals and meet the patterns of attendance agreed with your Learning Provider
- are not claiming other government grants such as Education Maintenance Allowance, New Deal, Dance and Drama Award, or out of work benefits such as Jobseekers Allowance, Incapacity Benefit, Employment and Support Allowance, Income Support or NHS Bursaries
- meet the residency criteria as set out in the ALG 2010/11 application pack
- take both copies of the attached ALG Agreement to your Learning Provider. **You must do this as soon as possible after you enrol and before the end of the academic year: 28/08/2011**

You cannot receive ALG for an Apprenticeship or a Programme Led Apprenticeship.

Your Learning Provider cannot authorise payments to you without your ALG Agreement. Both copies must be signed. Your Learning Provider will keep one copy and you should keep the other copy together with this Notice of Entitlement (NoE), as these are important documents.

Weekly Payments: Your Learning Provider has the right to stop or withhold payments if you fail to keep to the terms of your ALG Agreement. If your payments are withheld you must contact your Learning Provider who will explain why this has happened.

If you think we have made a mistake or calculated your income incorrectly, then you must write to us within one month of the date of the Notice of Entitlement, at the following address:

FREEPOST RRUB-BEXE-TJLK
Learner Support Service
Darlington
DL1 4WD

If any of your details change (name, address or Bank or Building Society account), call us on 0800 121 8989.

Moving to another Learning Provider

If you move between Learning Providers you **do not** need to reapply. Call us on **0800 121 8989** for a replacement Notice of Entitlement and ALG Agreement to take to your new Learning Provider.

For more advice or information about ALG, please call us on **0800 121 8989** or visit our website **www.direct.gov.uk/alg**. Please have your Learner reference number ready when you call, this can be found at the top of the letter overleaf.

ALG Agreement
ALG Agreement Part A - Learner Copy

SAMPLE

ALG Agreement
ALG Agreement Part B - Learning Provider Copy