ALG Agreement

Take this to your learning provider when you enrol on your learning programme

Period of ALG Agreement: Up to 29/08/2010
Your ALG reference number <<LAPS reference number>>
<<learner forename>> <<learner surname>>

On the basis of our assessment of your existing qualifications, you are eligible to receive ALG if you are studying for your <<LEVEL 3 TEXT>> first full level 3 qualification.

This is an agreement between you and your learning provider to confirm that 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.

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

Learner Name: (print) Learning Provider Representative Name: (print)
Signature: Signature:
Date: Date:

Please note: You and your learning provider should sign both copies of this agreement. This section should be detached and retained by you together with your Notice of Entitlement for future reference.

ALG Agreement Part A Learner Copy

Period of ALG Agreement: Up to 29/08/2010
Your ALG reference number <<LAPS reference number>>
<<learner forename>> <<learner surname>>

On the basis of our assessment of your existing qualifications, you are eligible to receive ALG if you are studying for your <<LEVEL 3 TEXT>> first full level 3 qualification.

This is an agreement between you and your learning provider to confirm that 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.

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

Learner Name: (print) Learning Provider Representative Name: (print)
Signature: Signature:
Date: Date:

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

ALG Agreement Part B Provider Copy
This section explains more about the conditions that apply and what to do next. It is important that you read this letter, attached to which are 2 copies of the ALG Agreement.

ALG will only be paid if you:

- Have reached your 19th birthday
- enrol onto a valid learning programme at a learning provider in England that is funded by the Learning and Skills Council
- are studying for your first full level 2 or first full level 3 qualification
- are studying full time. This means at least 450 Guided Learning Hours over the academic year
- achieve your learning goals and meet the patterns of attendance agreed with your learning provider
- are not claiming other government grants or training allowances such as Education Maintenance Allowance, New Deal, Dance and Drama Award, Apprenticeships, 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 2009/10 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. Your learning provider cannot authorise payments to you without your ALG Agreement. Both copies need to be signed. The 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 agreement, as set out in the 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 1 month of the date of this Notice of Entitlement, at the following address:

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

If any of your details change (name, address or bank account), please 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 the 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 ALG reference number ready when you call, this can be found at the top of this letter.