



Standard Learning Credits - SLCs (£175.00)

Target Audience: UK Service Personnel - Regulars & Reservists

Individuals must take advice from their local Education Officer to understand the eligibility of using SLC for a course. Then follow the procedure of Applying and Claiming. Please note this should be prior to the starting &/or paying for the course.

1. Applying -

- **Prior to committing for the course Complete MOD Form 1950 → Get Line manager's approval on the form → Submit to your local Education Centre for further approval → Once approved individuals can commit to the course.**
- The Standard Learning Credit (SLC) scheme supplies financial support, throughout the Service person's career, for multiple, small-scale learning activities. All personnel using the SLC Scheme must adhere to the rules described in [JSP 898, Part 4, Chapter 4](#).
- To qualify for SLC funding, the course of study must lead to a nationally recognised qualification, have **substantial developmental value and directly benefit the Service**, unless the activity is being undertaken as preparation for resettlement.
- Those claiming support under the Enhance Learning Credit scheme may not also claim simultaneous SLC. In consequence, SLC may not be used to fund an exam for a course of study which has been supported by ELC funding

2. Claiming -

- **On completion of the course submit Receipt of Payment + Proof of successful completion to your Unit education centre (RN & RAF need to complete and submit refund forms) → Service person's receive the SLC as part of their pay (depends upon the JPA main cut-off point)**
- SP are able to claim 80% of your course fees up to a maximum of £175 per Financial Year.
- SLC is a refund scheme and operates as an annualised allowance from 1 Apr to 31 Mar each year. It does not operate as an account in which the allowance can be carried forward from year to year.
- The scheme does not permit retrospective payments from previous financial years, except in exceptional operational or compassionate circumstances. SLC monies are paid to claimants upon completion of learning.
- Service person is required to provide proof of payment (receipt or bank statement but not invoice) + proof of completion or attendance along with the relevant refund forms provided for RN and RAF.
- Where SLC Course are due to be completed after March Payroll and before the end of the Financial year (31 March) respective SLC claims would normally be processed on 01 Apr and will be applied to the next FYs entitlement.
- The Service person wishing to claim SLC against their current FY SLC entitlement must gain confirmation, in writing from the appropriate learning provider by the end of Feb, that they have satisfactorily attending the course and will complete it prior to 31 March.
- The SP may then submit their SLC claim, in advance of the March Payroll, to their local Education Centre for processing within the current FY.
- The responsibility to obtain confirmation from the learning provider and submitting the claim prior to March Payroll date lies with the Service Person only.