South Lanarkshire College East Kilbride

Ethos:

We believe in:

- Continual improvement
- Continuing professional development
- Equality and diversity
- Employment-focused activity
- High achievement
- Listening
- Productive partnerships
- Sustainability
- Supporting a strong local and national economy through effective skills training

South Lanarkshire College East Kilbride

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College Principal – Stewart McKillop MA(Hons) Dip Acc Dip Ed

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.

South Lanarkshire College East Kilbride

Using an ILA Scotland Account at South Lanarkshire College

Building on Success!

ila SCOTLAND it pays to learn

You must have opened your account before you enrol on a course.

You can check which courses are eligible for funding by contacting ILA Scotland

Tel: 08081001090 Web: www.ilascotland.org.uk

Vision

To be Scotland's leading provider of college education and training.

Mission

To ensure learners are well prepared for the future by developing their skills, knowledge and understanding in a high-quality learning environment.

Using your ILA Scotland account

You will go through this process each time you use funds from your ILA Scotland account to pay for a course at South Lanarkshire College.

1. When you enrol, you must enter your ILA Scotland number on the College enrolment form. You will be directed to the Finance Department to complete an ILA Scotland booking form.
2. ILA Scotland will then send you:
   - a letter confirming the course details
   - a statement showing how much of your account will be used to pay for the course
   - an ILA Scotland booking token, which has an expiry date, attached to the bottom of the letter
3. Sign the booking token and pass the token to the college immediately.
   If you have enrolled for distance learning, send the booking token to the college once you receive your learning materials.
4. Pay the college any balance that you owe if your ILA Scotland funding does not cover the full cost of your course.

IMPORTANT

Please remember, it is YOUR responsibility to:

- have registered with ILA Scotland before you enrol
- complete the college's ILA Scotland booking form in College
- ensure that you receive a booking token from ILA Scotland
- sign the ILA Scotland token immediately you receive it
- give the ILA Scotland token to the college Finance Department **before it expires**
- pay any fees not covered by ILA Scotland

If you do not do this your place on the course will be withdrawn unless you pay the full cost of the course immediately.