

# The Law Society of Scotland

## PROFESSIONAL COMPETENCE COURSE TRAVEL & ACCOMMODATION FUND

### APPLICATION FORM *(Please read notes overleaf)*

Name of Applicant: .....	
Employer: .....	Home Address: .....
Address: .....	.....
.....	Payment will be made directly into your bank account. Please supply your bank details below:
.....	Bank Sort Code: ___ ___ / ___ ___ / ___ ___
Telephone: .....	Account No:.....
Email: .....	

ON BEHALF OF EMPLOYER IN SUPPORT OF APPLICATION:	
Signature: .....	Name (PRINT): .....
Designation: .....	Date: .....

<b>PCC PROVIDER:</b>	Core .....	Electives: .....
<b>DATES:</b>	Core .....	Electives: .....
Reason for attendance there, rather than at local provider (if available): ..... .....		

<b>TRAVEL:</b> Bus / Train / Other* <i>(please delete as appropriate)</i>  * <i>If <b>Other</b> please provide information overleaf in support of your application</i>	Cost per return journey: .....  Number of return journeys: .....  Total cost of travel .....
---	--

<b>ACCOMMODATION:</b>  Name and address of Establishment: ..... ..... No of nights: .....	Nightly Rate: ..... Does this include breakfast?    Yes / No* Does this include evening meal?    Yes / No* * If <b>no</b> to either question, please retain meal receipts and submit a further claim after you have completed the PCC module to which this application relates. Please remember that the maximum total assistance which an eligible trainee may receive is normally £45 per night for accommodation <b>and</b> food.
--	---

**Will you incur any part of your expenses before you attend the course? (See note 4)**

Yes\* / No                      \* *If **yes** please supply details overleaf*

**Special circumstances:** please provide information overleaf.

*Please return completed form to:* Education & Training Department

The Law Society of Scotland  
26 Drumsheugh Gardens  
Edinburgh EH3 7YR

LP1 EDINBURGH-1

**PTO**

## **NOTES**

1. At this stage you are applying for approval of the expenses you expect to incur.
2. You will be notified in writing as soon as possible of the Society's decision. Please keep a copy of your notification of approval.
3. If approval is granted, payment will be made to you after
  - (i) you have attended the course;
  - (ii) your attendance has been confirmed by the course provider; and
  - (iii) you have supplied receipts.
4. The Society may make payment before you attend the course in respect of travel costs if you buy your ticket(s) in advance and supply a receipt. Similarly, you may receive payment before the course if you are required to pay a deposit to secure your accommodation and you supply a receipt. If your attendance at the course, or use of the accommodation cannot be confirmed later, you will be required to repay the Society.
5. When you have attended the course, please send all receipts and the copy of your notification of approval to the Education & Training Department.

-----

## **FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION:**