

STRATEGIC LEGAL FUND FOR VULNERABLE YOUNG MIGRANTS

managed by the Immigration Law Practitioners' Association (ILPA)

Claiming your grant

When claiming your grant please follow the procedures below to help us process your claim speedily and efficiently.

Your grant is paid in one instalment at the start.

When you are ready to claim your grant, follow these steps.

1. Enclosed with the grant offer letter there is a payment request form. Check that the details on the form are correct.
2. Check that you meet all the conditions of the grant which were detailed in your conditions of the grant offer.
3. If the details are correct, an authorised claiming must sign the form and return it to us.

What if the details on the request form are wrong?

4. If any of the details on the request form have changed, you should amend them and explain why they have changed in the space provided on the form.

What happens next?

5. On receiving your payment request form, we will transfer your instalment to the bank account stated on your claim form, usually within three weeks.
6. We will send you an email to confirm the payment transfer has been made.

What if there are any other problems?

7. If you wish to change one of your two authorised claimants, please contact us. We will explain what to do next.