

Teacher GUIDANCE and IRISH courses

Partial Refund of Fees Scheme

Dublin and Dun Laoghaire ETB may sanction a partial refund of fees to teachers attending education courses in Guidance and Irish only.

Requirements

The refund scheme applies only to Guidance and Irish courses. The courses must in general be pursued in the teacher's own time.

General Instructions

DDLETB may agree to make a partial contribution (up to a maximum of 50%) of the course fee.

Approval in all cases will be subject to budgetary constraints and approval of Director of School/School BOM where applicable. Each application will be treated separately and without undue reference to precedents.

1. The Guidance/Irish course should be subject to certification/award by the appropriate DoE recognised accreditation authority.
2. All applicants should seek **advance approval** for courses to be undertaken.
3. Refunds can be made only at the end of each completed academic year or course period. Proof of fees paid, of satisfactory attendance and having taken and passed exams (if any) will be required.
4. Refunds will not be paid for repeat years.
5. Applicants are required to undertake in writing to repay the refund if they leave the ETB/School before completing one year's service in respect of each academic year or course period for which a payment has been made, such **academic years or course periods do not reckon as service in this context.**

Annually partial **reimbursements will be made subject to receipt of** the following documentation:

- ☞ Proof of fees paid/receipt of course fees.
- ☞ Proof of having taken and passed examination or other prescribed tests.
- ☞ Certificate of attendance (if applicable)
- ☞ Completed Payment Request Form

UNDERTAKING in respect of the Refund of Fees Scheme

I am pursuing in my own time at _____
a course of education in Irish / Guidance covering a term of _____ years/months leading to
_____ qualification.

Dublin and Dun Laoghaire ETB has accepted the said course of education as being relevant to my employment. DDLETB has agreed to make a partial payment towards the cost of fees paid by me at the end of each completed academic year or corresponding period of said course provided that such refund shall not be made more than once in respect of any one such academic year or corresponding course period. I shall furnish to DDLETB a written statement from _____ certifying that during the relevant academic year or corresponding course period my attendance or participation in said course of education was satisfactory and that I underwent and passed all relevant examination and prescribed texts.

I hereby undertake that should I leave DDLETB before completing therein one year's service in respect of each academic year or corresponding period of said course for which a partial refund of fees shall have been made to me, such academic years or course periods not to reckon as service in this context, I will repay DDLETB such sum as shall be the amount of fees refunded to me as aforesaid for any year or periods in respect of which I shall not have completed a full school year or years of service as the case may be as herein before provided.

I will also repay to DDLETB any sum paid to me under the scheme should it be found that the information provided by me is materially in error.

Signed: _____ **Date:** _____
Teacher

Signed: _____ **Date:** _____
Principal

Signed copy should be forwarded to the T&D Unit, HR Department with completed Payment Request Form

Payee Teacher: _____

School: _____

Guidance

Irish

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Partial Refund Amount: € _____
(in words)

In respect of Academic Year/Course Period

Requested by: Teacher

Date: _____

Approved: _____
Principal

Date: _____

- ☞ Proof of fees paid/receipt of course fees.
- ☞ Proof of having taken and passed examination or other prescribed tests.
- ☞ Certificate of attendance (if applicable)

Once approved, please forward documentation to the T&D Unit, HR Department.

Received (T&D Unit): _____

Date: _____

Authorised by: _____
CE delegated officer / Director

Date:

PROJECT Code	
GL Code:	
Cost Centre Code	