

## Teacher Reimbursement of Course Fees Application Form

*Dublin and Dun Laoghaire ETB may sanction partial reimbursement of diploma/degree course fees each year of the course as provided in 2.7 General Guidelines of the Teacher Employee Development Policy.*

Payee Teacher: \_\_\_\_\_

School: \_\_\_\_\_

Course details: \_\_\_\_\_  
\_\_\_\_\_

Fees Application for Academic Year/Course Period \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Teacher*

### PRINCIPAL ENDORSEMENT

Partial Refund Amount: € \_\_\_\_\_  
(in words)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*Principal*

#### *Please attach:*

- ☞ 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: \_\_\_\_\_ Date: \_\_\_\_\_  
*CE delegated officer / Director*

### **BUDGET COST ALLOCATION:**

PROJECT Code	
GL Code:	
Cost Centre Code	