

TRAINING & DEVELOPMENT PROGRAMME

Refund of Fees Scheme

Dublin and Dun Laoghaire ETB operates a scheme to refund fees paid for attendance at part-time further education courses which are relevant and beneficial to the work of staff and the ETB.

Applicants are invited for advance approval under the scheme for courses to be undertaken.

Requirements

The refund scheme applies only to courses which are relevant to the work of the staff member and to the ETB. Courses must in general be pursued in the staff member's own time.

General Instructions

DDLETB may agree to make a full or partial contribution. Approval in all cases will be subject to budgetary constraints and approval of management where applicable. Each application will be treated separately and without undue reference to precedents.

1. 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.
2. Refunds will not be paid for repeat years.
3. Applicants are required to undertake in writing to repay the refund if they leave the DDLETB 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.

UNDERTAKING in respect of the Refund of Fees Scheme

I am pursuing in my own time at _____

a course of education covering a term of _____ years leading to _____

Dublin and Dun Laoghaire ETB has accepted the said course of education as being relevant to my employment. DDLETB has agreed to make a full or 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 and that 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 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 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:** _____

Signed: _____ **Date:** _____
Head of Department/Manager