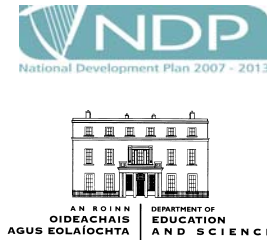


*An Roinn Oideachais agus
Eolaíochta,
Rannóg Oideachais Múinteoirí,
Cor a Madadh,
Baile Átha Luain,
Co. na hIarmí.*



*Department of Education and
Science,
Teacher Education Section,
Cornamaddy,
Athlone,
Co. West Meath*

2008 TEACHER FEE REFUND SCHEME

ALL ENQUIRIES SHOULD BE DIRECTED TO:

**THE ADMINISTRATOR, TEACHER FEE REFUND SCHEME,
ST. PATRICK'S, MARINO INSTITUTE OF EDUCATION, GRIFFITH
AVENUE, DUBLIN 9.**

TEL: (01) 8535102 (01) FAX: (01) 8535114,

E-MAIL: madge.bulger@mie.ie

Circular Letter 0032/2009

2009

Introduction

The purpose of the Teacher Fee Refund Scheme is to provide funding towards the cost of course and examination fees on successful completion of in-career development courses approved by the Department and school authorities. **This circular supersedes all previous circulars on this scheme.**

Qualifying Courses

Courses which qualify should be directly relevant and of benefit to schools, school management, teaching and learning. Applicants are asked to give details of these expected benefits. Also, courses should be subject to certification/award by an appropriate accreditation authority recognised by the Department of Education and Science for the purpose of this scheme following the advice of the scheme's Monitoring Committee. **Please note that this scheme excludes courses which result in a qualification in respect of which an allowance is payable.**

Qualifying Teachers

Serving teachers who are registered with The Teaching Council are eligible to apply under the scheme. This includes permanent whole-time, temporary whole-time, part-time teachers, substitute teachers, teachers holding contracts of indefinite duration and teachers holding fixed-term contracts who are employed for the full school year to provide teaching service during each school week. For this purpose, the full school year may commence anytime before November 1st and end 31st August. Teachers on secondment are eligible to apply. Teachers on career break/unpaid leave are eligible to apply on return to school under the terms of the scheme then current. It should be

noted that this scheme only applies to teachers paid by the State. Applicants are advised that the scheme refers to individual applications only and that refunds may not be claimed by schools or other employers.

Applications

The Marino Institute of Education administers the scheme on behalf of the Department. **Teachers should apply through their Principals, Boards of Management and / or V.E.C.s on the standard application form (copy attached) and forward their completed application forms to the Administrator, Teacher Fee Refund Scheme, St. Patrick's, Marino Institute of Education, Griffith Avenue, Dublin 9, Tel: (01) 8535102 (01) Fax: (01) 8535114, e-mail: madge.bulger@mie.ie** Applications should be sent so as to reach the Institute ***not later than 30 June 2009.*** **Please note that this closing date will not be extended and applications received after this date will not be considered.**

IT SHOULD BE NOTED THAT RESPONSIBILITY FOR THE RETURN OF COMPLETED APPLICATIONS TO THE ADMINISTRATOR OF THE SCHEME, RESTS WITH THE APPLICANTS. ALL APPLICATIONS WILL BE ACKNOWLEDGED.

Applications will be accepted for payments of fees for a course (if the duration is a year or less) or a year of a course, which concluded between 1 September 2007 and 31 August 2008 (unless the teacher in question is returning from a career break/unpaid leave as indicated in the previous paragraph). **Where the duration of a course is more than a year, applications should be made following the successful completion of each year.**

Where the duration of a course is more than one year but less than two years, applications can be made for the proportion of the course, which refers to the relevant application year, i.e. 1 September 2007 to 31 August 2008. The remaining period of the course can be submitted for consideration of a refund in the subsequent Scheme year.

Applications for payments will be considered where the total fees, including examination fees, for an applicant in the year in question, amount to €35 or more. The maximum amount on which we will make a refund is €500.

Monitoring Committee

A Monitoring Committee consisting of a representative of teacher unions, a representative from school management and two representatives from the Department of Education and Science will oversee the administration process and make recommendations on the allocation of payments to applicants. Appeals against a recommendation may be made to an Appeals Committee under the aegis of the Minister for Education and Science.

Appeals Committee

An Appeals Committee comprising members of the Teacher Education Section and the Inspectorate will adjudicate on appeals from applicants whose applications were not approved by the Monitoring Committee.

Amounts payable to applicants

The available funds will be allocated each year on the basis of equal proportion of eligible fees in respect of all successful applicants. Where an applicant is already in receipt of payment, is eligible for tax relief or is benefiting from a special subsidy from public funds towards the costs of the fees in question, the amount of fees eligible for payment under this scheme will be reduced by the amount of such payments or subsidy; the proportion already referred to will apply to the balance.

Further information

Further information is available from the Administrator at the Marino Institute of Education or @ www.mie/refundsoffees.htm and www.education.ie.

Notification of teachers

Please bring this circular to the attention of all teaching staff including those on leave, secondment or career break.

Alan Wall, Principal Officer, Teacher Education Section.