

## 2005 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](mailto:madge.bulger@mie.ie)**

### Circular Letter 0033/2006

**April 2006.**

#### *Introduction*

The purpose of the Teacher Fee Refund Scheme is to provide funding towards the cost of course and examination fees incurred by Primary and Post-Primary teachers 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 of benefit to schools and management as well as of benefit professionally to the teacher concerned. 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 qualified teachers are eligible to apply under the scheme. This includes permanent whole-time, temporary whole-time, eligible part-time, part-time teachers and substitute teachers 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 study 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](mailto:madge.bulger@mie.ie)** Applications should be sent so as to reach the Institute **not later than Friday 26 May 2006**. 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 2004 and 31 August 2005 (unless the teacher in question is returning from a career break/unpaid study 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 2004 to 31 August 2005. 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 €635 or more.

## *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 the Minister for Education and Science.

## *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 proportionment already referred to will apply to the balance.

## *Further information*

An information booklet on the scheme is enclosed with this circular. Further information is available from the Administrator at the Marino Institute of Education.

## *Notification of teachers*

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

*Paul Ryan, Principal Officer, Teacher Education Section*