



**An Roinn Oideachais  
agus Scileanna**  
Department of  
Education and Skills

## **TEACHER FEE REFUND SCHEME 2019**

### ***ALL ENQUIRIES SHOULD BE DIRECTED TO:***

The Administrator, Teacher Fee Refund Scheme  
Marino Institute of Education  
Griffith Avenue, Dublin, D09 R232  
Tel: (01) 8535102  
E-MAIL: [refundoffeescheme@mie.ie](mailto:refundoffeescheme@mie.ie)

### **Circular Letter 0003/2020**

[THIS CIRCULAR SUPERSEDES ALL PREVIOUS CIRCULARS ON THIS SCHEME]

## **Applications will only be accepted for Courses/Part of courses completed in the period 1 September 2018 to 31 August 2019**

### **INTRODUCTION**

The aim of this circular is to set out for school management authorities, principals and teachers the provisions determining the operation of the *Teacher Fee Refund Scheme*.

The purpose of the *Teacher Fee Refund Scheme* is to provide funding towards the cost of course participation and examination fees on successful completion of professional development courses. The funding is available for courses that are directly relevant and of benefit to schools and that are subject to certification/award by an appropriate accreditation authority recognised by the Department of Education and Skills (DES).

The *Teacher Fee Refund Scheme* refers to individual applications only and refunds may not be claimed by schools or other employers.

This scheme is subject to review and changes may be introduced before the scheme is next open to applications (i.e. before applications for refund of fees in respect of the next academic year are invited).

### **TEACHERS ELIGIBLE**

Currently serving primary and post-primary teachers who are registered with the Teaching Council, paid by the State and employed in a Department of Education and Skills recognised primary or post primary school are eligible to apply for funding under the scheme. This includes permanent whole-time teachers, temporary whole-time teachers, 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 and who provide teaching service during each school week. *The list of recognised primary and post primary schools is available on the Department website: Please see: <https://www.education.ie/en/Publications/Statistics/Data-on-Individual-Schools/>.*

- Fully registered teachers on secondment within the education sector are eligible to apply under the scheme.
- Teachers on career break/unpaid leave during the 2018/19 school year are only eligible to apply for a refund of fees upon their return to school and the refund can only be made in respect of fees incurred between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019.

#### **COURSES NOT ELIGIBLE UNDER THE SCHEME**

Funding under the *Teacher Fee Refund Scheme* will not be provided for courses which result in a qualification in respect of which an allowance is payable.

- This scheme will not fund shortfalls in qualifications required for full recognition as a primary or post-primary teacher.

#### **QUALIFYING COURSES**

- Courses which qualify should be directly relevant and of benefit to schools, school management, or teachers and should ultimately positively impact on teaching and learning.
- Courses should be subject to certification/award by an appropriate accreditation authority recognised by the Department of Education and Skills for the purpose of this scheme.

#### **Diploma Courses**

- In general, recognised diploma and certificate courses accredited as above will be eligible under *the Teacher Fee Refund Scheme*.
- A copy of the actual diploma certificate received following the successful completion of the course must accompany all application forms.

#### **APPLICATIONS TO TEACHER REFUND SCHEME**

- The Marino Institute of Education (MIE) administers the scheme on behalf of the Department of Education and Skills.
- Teachers must apply with the approval of their Principal and Board of Management and/or Education and Training Board on the standard application form. Completed application forms should be forwarded to:

**The Administrator, Teacher Fee Refund Scheme**  
**Marino Institute of Education, Griffith Avenue, Dublin D09 R232**  
**Tel: (01) 8535102**  
**e-mail: [refundoffeesscheme@mie.ie](mailto:refundoffeesscheme@mie.ie)**

- Applications will only be accepted for courses/part of courses completed in the period **1 September 2018 to 31 August 2019.**
- The closing date for receipt of applications is **31<sup>st</sup> March 2020.** All applications received will be acknowledged.
- Where the duration of a course is more than one year, applications must be made following the successful completion of each year.
- Applicants will also be required to provide documentary evidence from the course provider (Accrediting Authority or Third Level Institute) confirming:
  - a) the official title of the course
  - b) the applicant's successful completion of the course or year of course
  - c) the applicant's examination results

Note: A copy of the official transcript will suffice if it meets all of the above requirements.
- It is the responsibility of all applicants to ensure that the application form is fully completed, signed and accompanied by all relevant documentation.

**MIE and the DES reserve the right to request original documentation at any time.**

- **LATE APPLICATIONS WILL NOT BE CONSIDERED.**

#### **MONITORING COMMITTEE**

- A Monitoring Committee, consisting of teacher union representatives and representatives from school management and the Department of Education and Skills, oversees the administration of the scheme and makes recommendations on the allocation of payments to applicants.
- Appeals against a recommendation of the monitoring committee may be made to an Appeals Committee under the aegis of the Minister for Education and Skills.

#### **APPEALS COMMITTEE**

- An Appeals Committee comprising members of the Teacher Education Section, DES and the Inspectorate will adjudicate on appeals from applicants whose applications were not approved by the monitoring committee.
- Appeals on the decision of the monitoring committee must be received within four working weeks from the date on which notification of the decision was issued.
- Late, incomplete or unsigned applications are not grounds for appeal.
- A copy of the application form must be attached to the letter of appeal. This letter should state clearly the grounds for appeal.
- All information and documents in support of an appeal is subject to verification.

#### **AMOUNTS PAYABLE TO APPLICANTS**

- Payment to successful applicants will be by Electronic Funds Transfer (EFT). Please provide your bank details on page 12 to facilitate this. MIE will apply appropriate data security protocols to the use of this data.
- Applications for funding under the *Teacher Fee Refund Scheme* are made retrospectively for a course undertaken during the previous academic year.
- To be eligible for a refund of fees, the total fees payable by the applicant for the course must exceed **€600** in the relevant application year. The maximum fee amount on which a refund will be made is €5000. Only fees which relate to the academic year for which the application is made will be considered.
- The funding for this scheme is conditional on the budget allocated to the Department of Education and Skills.
- The proportion of fees refunded under the scheme depends on the number of qualifying applicants in any given year. The funding available is allocated on a pro-rata basis so that all successful applicants each receive the same proportion of their eligible fees.
- Where an applicant is already in receipt of any payment/subsidy towards the cost of the course in question, the amount of fees eligible for payment will be reduced accordingly by the amount of such payment(s).
- Failure to declare all subsidies/allowances will result in an application being declared null and void.
- Payment will issue as soon as a decision has been made by the monitoring committee.

#### **NOTIFICATION OF TEACHERS**

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

**REVIEW OF THE SCHEME:**

The Department of Education and Skills is currently undertaking a review of the Teacher Fee Refund Scheme. It is being carried out by an education expert appointed by the Department.

On the basis of the above review, changes may be introduced before the scheme is next open to applications (i.e. before applications for refund of fees in respect of the next academic year are invited).

*Margarita Boyle  
Acting Principal Officer  
Teacher Education Section  
January 2020*



**TEACHER FEE REFUND SCHEME 2019**

**APPLICATION FORM**

(Please read *Circular 0003/2020 and 0008/2013* before completing this form)

**COMPLETED APPLICATION FORM TO BE SENT TO:**  
The Administrator, Teacher Fee Refund Scheme  
Marino Institute of Education  
Griffith Avenue, Dublin D09 R232

**CLOSING DATE FOR RECEIPT OF APPLICATION FORM IS:**

**31<sup>st</sup> March 2020**

**Applications will only be accepted for  
Courses/Part of courses completed in the period  
1 September 2018 to 31 August 2019**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**SECTION A**

**1. PERSONAL DETAILS**

Name (block capitals): \_\_\_\_\_

Teaching Council Registration Number: \_\_\_\_\_ Teacher Payroll No: \_\_\_\_\_  
**(Please provide certificate of Registration with the Teaching Council).**

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Employment Status: Permanent whole-time  Temporary whole-time   
Permanent part-time  Temporary part-time

Other (please specify) \_\_\_\_\_  
\_\_\_\_\_

Existing Teaching Qualifications (please give full details):

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List all qualifications for which you are currently receiving a salary allowance  
(Excluding the course which is the subject of this application, please give full details)

_____	Pass <input type="checkbox"/>	Honours <input type="checkbox"/>
_____	Pass <input type="checkbox"/>	Honours <input type="checkbox"/>
_____	Pass <input type="checkbox"/>	Honours <input type="checkbox"/>

## 2. SCHOOL DETAILS

School Name: \_\_\_\_\_  
<https://www.education.ie/en/Publications/Statistics/Data-on-Individual-Schools/>

Roll No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

School Telephone Number: \_\_\_\_\_

Subjects taught (post-primary only) \_\_\_\_\_

## 3. REFUND OF FEES CLAIM

Have you made a claim under this scheme in previous years? Yes  No

Was your claim successful? Yes  No

If the answer is yes, please state

(a) Year(s) of Application(s) \_\_\_\_\_

(b) Official Course Title(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Course Provider(s): \_\_\_\_\_  
\_\_\_\_\_

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**4. DETAILS OF COURSE FOR WHICH APPLICATION IS BEING MADE UNDER CURRENT SCHEME**

(i) Official Title of Course: \_\_\_\_\_

(ii) Qualification to be awarded as a result of successfully completing course  
(please tick as appropriate)

Cert  PG /Diploma  Degree  Masters  Doctorate

If it is a Primary Degree or a Masters, please indicate if you achieved:

Pass  Honours

Accreditation Body: \_\_\_\_\_

(iii) Is the course recognised under the National Framework of Qualifications?

Yes  No

If yes, please state what level? \_\_\_\_\_

*Further information available at [www.nfq.ie](http://www.nfq.ie)*

(iv) Modules/ subjects studied: \_\_\_\_\_

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(v) Course Provider (Institution) \_\_\_\_\_

(vi) Will the course you are pursuing lead to your gaining an additional monetary allowance?

Yes  No

(vii) Please enclose documentary evidence from the course provider/ institution concerned confirming:

- a) official title of the course
- b) your successful completion of the course or year of course
- c) your examination results

*A copy of the official transcript will suffice if it meets all of the above requirements.*

Where you are applying for the **diploma element** of a Masters degree, the application

**must be supported by a copy of the diploma certificate.**

**5. DATES OF COURSE:**

(i) Duration of Course: \_\_\_\_\_

(ii) Commencement date of first year of course: Day \_\_\_ Month \_\_\_ Year \_\_\_

(iii) Completion date of final year of course: Day \_\_\_ Month \_\_\_ Year \_\_\_

(iv) Course year for which this application is being made:

Day \_\_\_ Month \_\_\_ Year \_\_\_ to Day \_\_\_ Month \_\_\_ Year \_\_\_

**Please note:** Applications will only be accepted for courses/part of courses completed in the period **01/09/2018 to 31/08/2019** (unless you are returning from a career break or unpaid study leave).

**6. If you are applying on return to school from a career break or a period of unpaid study leave please state:**

(i) Date of commencement of career break/study leave: \_\_\_\_\_

(ii) Date of return to school: \_\_\_\_\_

**7. COURSE FEE**

(i) Course fee paid: € \_\_\_\_\_ *Enclose copy receipt (s).*

(ii) Is your course eligible for tax relief: Yes  No

(iii) Are you already in receipt of a payment and/or subsidy from another source (including Revenue) towards the cost of the course fees?

Yes  No

(iv) Do you propose to apply for a payment or subsidy from another source towards the cost of the course fees in the future?

Yes  No

If the answer is yes please indicate (a) the source(s) **and** (b) amount(s)

a) Source(s): \_\_\_\_\_  
\_\_\_\_\_

b) Amount(s): \_\_\_\_\_

<b>FAILURE TO DECLARE ALL SUBSIDIES/ALLOWANCES WILL RESULT IN AN APPLICATION BEING DECLARED NULL AND VOID</b>
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**10. FORM OF UNDERTAKING**

**WHEREAS I the undersigned am pursuing/have pursued a course of education covering a term of \_\_\_\_\_ years leading to \_\_\_\_\_ as certified by me at Section 4, Section 5 and Section 8 above AND WHEREAS the Minister for Education & Skills may accept said course of education as being relevant to my employment in the education sector and the Minister for Education & Skills agrees to make a payment to me towards the cost of fees paid by me for said course and that I shall have furnished to the Minister for Education & Skills a written statement from the institution concerned certifying that during the relevant academic year or other course period concerned my attendance at or participation in said course of education was satisfactory and that I underwent all relevant examinations and prescribed tests NOW, in consideration of the premises, I hereby undertake that should I leave the education sector before completing therein one year's teaching 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 to the Minister for Education & Skills such sum as shall be the amount of the fees 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 the Minister for Education and Skills any sum paid to me under this scheme should it be found that the information provided by me is materially in error.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**11. DECLARATION REGARDING TAX AFFAIRS**

**Applicants for all grants from State and public authorities are required to confirm that their tax affairs are in order. Accordingly applicants for fee refunds in excess of €600 (in a calendar year) should complete the declaration hereunder and return with the application form.**

**DECLARATION**

**I wish to confirm that, to the best of my knowledge, my tax affairs are in order. I also confirm that should I benefit from tax relief on my course fees under Section 21 of the Finance Act 2000, I will indicate this amount under Section 7(iii) and Section 7(iv) of this form.**

**My teacher payroll number is: \_\_\_\_\_**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**FAILURE TO DECLARE ALL SUBSIDIES/ALLOWANCES WILL RESULT  
IN AN APPLICATION BEING DECLARED NULL AND VOID**

## SECTION B

### TO BE COMPLETED BY THE SCHOOL AUTHORITIES

Teacher's Name: \_\_\_\_\_ Teaching Council No: \_\_\_\_\_

I hereby verify that the course undertaken by the above teacher will be of benefit to the school and will contribute towards the professional development of the teacher.

Official Title of Course: \_\_\_\_\_

Course Provider (Institution): \_\_\_\_\_

\*Signed: \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

\*Counter-signed: \_\_\_\_\_  
CEO/Chairperson of Board of Management/Manager

Date: \_\_\_\_\_

\* Both signatures are required for the application form to be deemed complete.  
p.p. signatures are not acceptable

**Refunds are paid directly to your bank account. Please provide your bank account details:**

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

International Bank Account Number (IBAN) \_\_\_\_\_

Bank Identifier Code (BIC) \_\_\_\_\_

**CHECKLIST (TEACHER FEE REFUND SCHEME 2019)**  
**PLEASE TICK**

- |        |  |                          |
|--------|--|--------------------------|
| (i)    | Form of undertaking completed and signed   | <input type="checkbox"/> |
| (ii)   | Declaration regarding tax affairs signed   | <input type="checkbox"/> |
| (iii)  | Copy of fee receipt(s) enclosed  | <input type="checkbox"/> |
| (iv)   | School authorities form signed   | <input type="checkbox"/> |
| (v)    | Documentary evidence from course provider indicating successful completion of the course or year of the course | <input type="checkbox"/> |
| (vi)   | Copy of Certificate/Diploma/Degree Certificate enclosed  | <input type="checkbox"/> |
| (vii)  | Banking details completed  | <input type="checkbox"/> |
| (viii) | All sections of application form completed and signed  | <input type="checkbox"/> |
| (ix)   | Copy of Current Certification of Registration with the Teaching Council.                                       | <input type="checkbox"/> |

PLEASE NOTE:

**Only copies of supporting documents are required at time of application and will not be returned unless requested to do so in writing, however MIE and the DES reserve the right to request original documents at any time.**

**Data Protection Privacy Statement**

The Department of Education and Skills, as far as practical and having regard to the resources available, provides for education and training for people resident in the state at a level appropriate to meet the needs and abilities of those people. The main purpose for which the Department and Marino Institute of Education requires the personal data provided by you is for the processing of applications made under the *Teacher Fee Refund Scheme*. The information provided by you to Marino Institute of Education to facilitate the processing of these applications may be shared with the Department for the purpose of administrating the scheme and the processing of appeal applications. The Privacy Notice outlining further information in relation to this form can be found at <https://www.education.ie/en/The-Department/Data-Protection/gdpr/>.

Full details of the Departments data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/>