



**An Roinn Oideachais agus Scileanna**  
**Rannóg Oideachais Múinteoirí**  
**Corr na Madadh**  
**Baile Átha Luain**  
**Co. na hIarmhí.**

**Department of Education and Skills**  
**Teacher Education Section**  
**Cornamaddy**  
**Athlone**  
**Co Westmeath**

**Circular Letter 0008/2012**

## **TEACHER FEE REFUND SCHEME FOR 2011**

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

The Administrator, Teacher Fee Refund Scheme  
Marino Institute of Education  
Griffith Avenue, Dublin 9.  
Tel: (01) 8535102    FAX: (01) 8057712  
E-MAIL: [refundoffeescheme@mie.ie](mailto:refundoffeescheme@mie.ie)

**[THIS CIRCULAR SUPERSEDES ALL PREVIOUS CIRCULARS ON THIS SCHEME.]**

### **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 and examination fees on successful completion of in-career development courses approved by the Department and school authorities.

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

### **TEACHERS ELIGIBLE**

- Serving primary and post-primary teachers who are registered with The Teaching Council and paid by the State are eligible to apply for funding 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 1<sup>st</sup> and end 31<sup>st</sup> August.
- Fully registered teachers on secondment within the education sector are eligible to apply on successful completion of a year of a course.
- Teachers on career break/unpaid leave are eligible to apply for a refund of fees, but only on their return to school following the year(s) in which they were absent on career break/study leave.

### **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.
- Masters degrees are generally not eligible under the scheme, as they lead to a qualification in respect of which an allowance is payable. The exception to this would be if the applicant:
  - already holds an honours Masters degree for which an allowance is payable;
  - has a pass Masters degree and obtains another pass Masters degree.

### ***Diploma Courses***

- In general, recognised diploma and certificate courses accredited by a range of reputable bodies 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 (note that where the duration of a course is more than one year, separate applications should be made following the successful completion of each year).

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

- Funding under 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.
- If you have a pass degree allowance and subsequently obtain an honours degree you would not qualify (due to the payment of an allowance).

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

- The Marino Institute of Education administers the scheme on behalf of the Department of Education and Skills.
- Teachers must apply with the approval of their Principals and Boards of Management and/or VECs 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 9**  
**Tel: (01) 8535102 (01) Fax: (01) 8057712**  
**e-mail: [refundoffeescheme@mie.ie](mailto:refundoffeescheme@mie.ie)**

- The closing date for receipt of applications is **20 April 2012**.
- All applications received will be acknowledged.
- Where the duration of a course is more than a year, applications should 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) that the course to which the application refers has been successfully completed. Documentary evidence should include a clear statement from the institution concerned confirming:
  - a) official title of course
  - b) the applicant's successful completion of the course or year or course
  - c) actual attendance and participation at the specific course
  - d) examination results
- Confirmation of actual results **must be embossed or officially stamped** by the Examinations Office of the Educational Institution concerned.
- **Late applications will not be considered.**
- It is the responsibility of all applicants to ensure that the application form is **fully completed, signed and accompanied by all relevant documentation.**

### 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.
- The completed application form must be attached to the letter of appeal. This letter **should state clearly the grounds for appeal**.

### AMOUNTS PAYABLE TO APPLICANTS

- Applications for funding under the *Teacher Fee Refund Scheme* are made retrospectively for a course undertaken during the previous academic year.
- 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.
- 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.

### FURTHER INFORMATION

Further information is available from the Administrator at the Marino Institute of Education or [www.mie.ie/refundoffees](http://www.mie.ie/refundoffees) and [www.education.ie](http://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.**

*Eddie Ward  
Principal Officer  
Teacher Education Section  
February 2012*



**TEACHER FEE REFUND SCHEME 2011**



**APPLICATION FORM**

**(Please read *Circular 0008/2012* before completing this form)**

**COMPLETED APPLICATION FORM TO BE SENT TO:**  
The Administrator, Teacher Fee Refund Scheme  
Marino Institute of Education  
Griffith Avenue, Dublin 9.

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

**20 April 2012**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**SECTION A**

**1. PERSONAL DETAILS**

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

Teaching Council Registration Number: \_\_\_\_\_ Teacher Payroll No: \_\_\_\_\_

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):  
\_\_\_\_\_  
\_\_\_\_\_

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  Honours   
\_\_\_\_\_ Pass  Honours   
\_\_\_\_\_ Pass  Honours

**2. SCHOOL DETAILS**

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

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

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

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

Teaching Subjects (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  Amount received:

If the answer is yes, please state

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

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

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

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

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

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

Yes  No

(vii) Please *enclose a statement from the course provider/ institution concerned confirming:*

- a) official title of course
- b) your successful completion of the course or year of course
- c) your actual attendance and participation at the specific course
- d) your examination results

**Please note:** Confirmation of actual results **must be embossed or officially stamped** by the Examinations Office of the educational institution concerned.

Where you are applying for the **diploma element** of a Masters degree, the application **must be supported by the actual 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 01/09/2010 to 31/08/2011 (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 original receipt (s).*

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

**Please note: If this course is eligible for *tax relief*, it will be assumed you have made the relevant claim.**

(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 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 give their tax number and 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.**

**Note: In a proportion of cases approval may be withheld until the tax number supplied etc. can be checked with the Revenue Commissioners.**

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

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

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

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

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

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

**CHECKLIST (TEACHER FEE REFUND SCHEME 2011)**  
**PLEASE TICK**

- |       |   |                          |
|-------|---|--------------------------|
| (i)   | Form of undertaking completed and signed  | <input type="checkbox"/> |
| (ii)  | Declaration regarding tax affairs signed  | <input type="checkbox"/> |
| (iii) | Original copy of fee receipt(s) enclosed  | <input type="checkbox"/> |
| (iv)  | School authorities form signed  | <input type="checkbox"/> |
| (v)   | Documentary evidence (embossed or officially stamped by the institution or awarding body) indicating successful completion of course enclosed | <input type="checkbox"/> |
| (vi)  | Copy of Diploma Certificate enclosed (if applicable)  | <input type="checkbox"/> |
| (vii) | <b>All sections of application form completed and signed</b>  | <input type="checkbox"/> |