

Checklist of requirements for the Teacher Fee Refund Scheme Application.

<https://teacherfeerefund.com>

Before starting the online application **please check** that you have all the information below to hand.

You may save your application and return to edit it before the deadline date.

When ready to submit - You must ensure you have ticked “Yes” in Section 9 to the question:

“I HAVE REVIEWED MY APPLICATION & I CONFIRM THAT THE INFORMATION SUBMITTED BY ME ON THE APPLICATION FORM FOR THE TEACHER FEE REFUND SCHEME IS ACCURATE, COMPLETE AND CORRECT.”

No further edits can be made when the declaration is set to Yes

Section 1: Your Details

- ☐ Full Name
- ☐ Email
- ☐ Home Address
- ☐ Teaching Council Number
- ☐ Teacher Payroll No
- ☐ Teaching Level
- ☐ Employment Status
- ☐ Existing Teaching Qualifications
- ☐ List all qualifications for which you are currently receiving a salary allowance

Section 2 : School Details

- ☐ School Roll

Section 3 : Refund of Fees Claim

- ☐ Have you made a claim under this scheme in previous years?
- ☐ Was your claim successful?
- ☐ Year(s) of Application(s)
- ☐ Official Course Title(s) / Course Code
- ☐ Course Provider(s)

Section 4: Details of course for which application is being made under current scheme

- ☐ Full Title of Course as per awarding institution
- ☐ Please indicate the priority policy area your course falls under
- ☐ Qualification to be awarded as a result of successfully completing course
- ☐ If it is a Primary Degree or a Masters,
- ☐ Accreditation Body

- ☐ Is the course recognised under the National Framework of Qualifications?
- ☐ If yes, please state what level?
- ☐ Modules/ subjects studied
- ☐ Course Provider (Institution)
- ☐ Official Course Code
- ☐ Will the course you are pursuing lead to your gaining an additional monetary allowance?
- ☐ Documentary Evidence
- ☐ After completing this online application you will need to upload 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.

Section 5: Course Dates

- ☐ Commencement date of first year of course
- ☐ Completion date of final year of course
- ☐ Course year for which this application is being made

Section 6. Applications made following a career break or period of unpaid study leave

- ☐ Career Break Yes /No
- ☐ Date of commencement of career break/study leave
- ☐ Date of return to school

Section 7. Course Fee

- ☐ Course fee paid € The maximum amount on which a partial refund will be made is €5000 in any given year
- ☐ Are you already in receipt of a payment and/or subsidy from another source (including Revenue) towards the cost of the course fees
- ☐ If the answer is yes to any of the above questions please indicate (A) the sources and (B) amounts

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

Section 8. File uploads

The following documents will need to be scanned and ready to be uploaded for part 2

- ☐ Copy of Current Certification of Registration with the Teaching Council will be uploaded in part 2 of your online application process.
- ☐ Documentary evidence from course provider indicating successful completion of the course or year of the course will be uploaded in part 2
- ☐ Copy of Certificate/Diploma/Degree Certificate will be uploaded in part 2
- ☐ Copy of fee receipts for the course will be uploaded in part 2 of your online application process.

- ☐ Applicant Declaration – this can be printed off here [SECTION A APPLICANT DECLARATION](#) and must be signed and dated by the applicant and uploaded in part 2.
- ☐ School Authority Declaration – this can be printed off here [SECTION B SCHOOL AUTHORITY DECLARATION](#) and must be filled out, signed and dated by the Principal or CEO/Chairperson of the Board of Management at the applicant's school.

Section 9: Banking Details

- ☐ Please state, in specific terms, how you see the course benefiting your school and your own continuing professional development:
- ☐ Banking Details
- ☐ IBAN
- ☐ BIC Number