

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

Department of Education and Science
Teacher Education Section
Cornamaddy
Athlone

TEACHER FEE REFUND SCHEME FOR 2009

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

Circular Letter 0012/2010

[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 1st and end 31st 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 Science 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.

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 Science.
- 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:

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Marino Institute of Education, Griffith Avenue, Dublin 9
Tel: (01) 8535102 (01) Fax: (01) 8057712
e-mail: refundoffeescheme@mie.ie

- The closing date for receipt of applications is **31 March 2010**.
- 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 Science, 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 Science.

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 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/ 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