



TEACHER FEE REFUND SCHEME 2018

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: refundoffeesscheme@mie.ie

Circular Letter 0017/2019

[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 2017 to 31 August 2018

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 2017/18 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 1st September 2017 and 31st August 2018.

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: refundoffeescheme@mie.ie

- Applications will only be accepted for courses/part of courses completed in the period **1 September 2017 to 31 August 2018.**
- The closing date for receipt of applications is **29th March 2019.** 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 13 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: DATA PROTECTION NOTICE

It is the Department's intention to complete a review of the *Teacher Fee Refund Scheme* in the coming year. An education expert will be appointed by the Department for the purposes of carrying out this review. In the course of the review the reviewer may seek to consult with people that have experience of the scheme.

Your consent is requested to share the personal data you have provided with the application form to the reviewer appointed by the Department, for the purposes of this review only. Your consent is also requested to be contacted by the reviewer for follow up enquiries related to your experience of the scheme, also for the purposes of the review only.

Your eligibility to participate in the scheme is in no way impacted by your decision on consent to the above.

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).

*Jim Mulkerrins
Principal Officer
Teacher Education Section
February 2019*