

## APPLICATION FOR PAYMENT OF A QUALIFICATION ALLOWANCE TO REGISTERED TEACHERS

### Application Details

#### Personal Details:-

**Full Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**e-Mail Address:** \_\_\_\_\_

**Payroll Number (as per payslip):** \_\_\_\_\_

**PPS Number:** \_\_\_\_\_

**Teaching Council Registration Number:** \_\_\_\_\_

**Date of Teaching Council Registration:**        
D D M M Y Y

**Date first employed as a teacher in a qualified and/or registered capacity (as appropriate) in the Public Sector (i.e. paid from public funds)**        
D D M M Y Y

**Were you employed on 5/12/2011** ☐ Yes ☐ No

#### Employer Details:-

**School Name and Address:** \_\_\_\_\_

**School Roll Number:** \_\_\_\_\_

#### Qualification Details:- *for which allowance is now being claimed*

**Title of Qualification:** \_\_\_\_\_

**Grade Achieved:** \_\_\_\_\_

**Awarding Body:** \_\_\_\_\_

**Start Date of Award:**       *Date on which course of study commenced.*  
D D M M Y Y

**Date of Award:**       *Date on transcript or date on parchment - whichever is earlier*  
D D M M Y Y

**Course Details:-** (for awards *after* 5<sup>th</sup> December 2011 only)

Were you actively undertaking the course on 5/12/2011 ☐ Yes ☐ No

Did you cease to be a registered student on this course on any date between 5/12/2011 and date of completion: ☐ Yes ☐ No

If yes, give details: \_\_\_\_\_

**Checklist for completion:-**

☐ (1) I have enclosed a **full photocopy** of my degree/higher diploma parchment (i.e. the parchment relevant to the allowance being claimed)

☐ 2a) My qualification is **classified** i.e. awarded with first/second/third class honours or pass grades. I have enclosed an **original statement of results/transcript** from the awarding authority confirming classification (First/Second/Third Class Honours or Pass). *Please Note: A computer printout or photocopy is not sufficient. Your statement of results/transcript will be returned to you by post.*

**OR**

☐ 2b) My qualification is **unclassified** i.e. awarded on a Pass or Fail basis and I wish to apply for an Honours allowance. I have enclosed (1) **an original statement of results/transcript and (2) an original signed statement** from the Awarding Authority (HETAC/University etc.) confirming:-  
(i) The Award is given without classification **and**  
(ii) The Qualification **is** of Honours standard.

*The signed statement must be signed by Head of Dept/Registration Office or have Official College stamp/seal. Please Note: A computer printout or photocopy is not sufficient. Your statement of results/transcript will be returned to you by post.*

☐ 3) My award date is **after** 5<sup>th</sup> December 2011. I have enclosed an **original hardcopy** letter of confirmation from the college stating:-  
(i) I was actively undertaking the course on 5<sup>th</sup> December 2011 **and**  
(ii) I did not cease to be a registered student on the course on any date between 5<sup>th</sup> December 2011 and date of completion.

This letter must be signed by the Examination Officer/Registrar.

**Declaration:**

**I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, that I will be required to repay any payment I receive from the Department/Education and Training Board (ETB) and that I may be prosecuted. I understand that the Department of Education and Skills/ETB may verify the information I have provided with the awarding institution.**

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE NOTE: Incomplete applications will be returned to the sender.**

***Please return to: Teacher/SNA Terms & Conditions, Qualification Allowance,  
Department of Education & Skills, Cornamaddy,  
Athlone, Co. Westmeath, N37 X659.***

***In the case of Teachers employed in Education & Training Boards return this form to the relevant ETB***

**Contact No:      *Primary – (090) 648 3824 / 3662      Post Primary – (090) 648 3832***

**Data Protection**

The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Departments registration with the Data Protection Commissioner - REF 10764/A

**If the information you have provided is to be used for purposes other than outlined in the Departments registration with the DPC your permission will be sought**