

Reference No: E109/183/74; **Date:** 11/07/75

Circular 31/1975:- Refund of fees in respect of attendance at certain second-level courses

A Dhuine Uasail

I am directed by the Minister for the Public Service to say that he has accepted an agreed recommendation made by the General Council relating to the refund of fees and, in appropriate cases, travel expenses in respect of attendance at certain courses of education.

2. In accordance with the agreed recommendation, civil servants, who, solely in their own time, pursue approved second-level courses of study which are provided by a Vocational Education Committee, or other educational institution or professional body, may have the appropriate course and examination fees refunded to them by their Department subject to the following:-

- * refunds may be made in respect of the academic year or course period 1974-75 and subsequent years or periods

- * the refund of fees will be made at the end of each completed academic year or corresponding course period, that is, where it is established, normally by written statement from the institution providing the course, that the officer gave satisfactory attendance at the course during the academic year/period and underwent the relevant examination or other prescribed tests where such exist

- * a refund may be made once only in respect of any academic year or course period.

3 By "approved courses" are meant courses which

- * lead to a second-level educational qualification, e.g. Leaving Certificate, or

- * are accepted by the officer's Department as beneficial to the officer's official duties,

4. In the case of officers serving outside the larger urban centres, travelling costs will be recouped by their own Departments subject to the latter being satisfied that

- * the course is not available locally

- * the school attended is the nearest at which the course is available.

The basis of recoupment will be the lesser of (i) the cost of travelling by public transport, where it is available, or (ii) the appropriate reduced mileage rate which would be payable if the officer were using his own car (or motor-cycle) on public business.

5 This Circular should be brought to the attention of all officers in your Department.

Mise le meas
John Mc Gartoll