



Coláiste Éamonn Rís

Further Education Assistance Policy

1. Purpose

The Board of Management of Coláiste Éamonn Rís recognises that appropriate continual learning can be valuable for the development and welfare of staff. Appropriate further education can contribute to the quality and competence of staff and in turn increase further the success of Coláiste Éamonn Rís's educational mission. The objective of this policy is to outline the financial assistance Coláiste Éamonn Rís may provide to staff who wish to undertake relevant continuing education courses with Coláiste Éamonn Rís' approval.

2. Scope

This policy applies to staff who wish to undertake further education courses and who meet the eligibility requirements set out below. This policy does not form part of any staff member's contract of employment.

3. Definitions

Further Education course includes, but is not limited to; further part-time and distance learning education courses leading to the award of a recognised academic or vocational qualification, from a recognised educational institution.

4. Provision of Assistance

Coláiste Éamonn Rís, at its absolute discretion, may provide financial assistance to staff to complete education courses in their own time where the:

- proposed educational course is relevant to the applicant's role in Coláiste Éamonn Rís;
- proposed course is relevant to the staff member's career development with Coláiste Éamonn Rís.

Financial assistance will be limited to;

- a maximum of 50% of the course fees, and,
- subject to an upper limit of €1,500.

5. Eligibility

Staff will be eligible to apply for educational financial assistance where:

- the staff member has been employed in Coláiste Éamonn Rís for a minimum period of two years prior to commencing the course of study; and,
- the course directly relates to the staff member's current/prospective role and responsibilities with Coláiste Éamonn Rís.

6. Application Process

Staff are required to make a written application for educational assistance prior to enrolment in the relevant educational course and submit it, via the Principal, to the Board of Management for consideration and decision. Applications must be submitted prior to the September Board of Management meeting for consideration in that academic year.

Written applications should include the following details:

- course name;
- type of qualification being pursued;
- the name of the educational institution in which the course will be undertaken;
- the duration of the course, indicating whether it will be completed on a part-time attendance or distance learning basis;
- a summary of the contents of the course;
- details of the course fees and evidence to confirm these costs;
- an explanation of how the course of study directly relates to the staff member's current/prospective role and responsibilities and how it will contribute to the staff member's career development; and
- an explanation of how the course of study is relevant to Coláiste Éamonn Rís.

Retrospective assistance will not be granted; therefore, applications for financial assistance made after the completion of a course will not be accepted.

7. Approval Process

Once an application is submitted, the Board of Management (BoM) will consider it at its next monthly meeting. In considering applications, the BoM will give priority to applicants who have not had any previous further educational financial assistance provided by Coláiste Éamonn Rís. The BoM will decide the application in line with this policy and in light of available budget setting out the extent of any financial assistance to be provided. The BoM may not be in a position to provide financial assistance to all applicants in any given year but eligible applicants who are unsuccessful will be given priority if they submit an application in the following year. The Principal will relay the BoM decision to the applicant as soon as practicable.

The staff member will be required to incur all education costs upfront and Coláiste Éamonn Rís will reimburse the approved percentage of the fees provided the staff member has satisfied all other requirements. The provision of assistance is also conditional upon the following:

- the staff member passing the relevant units/subject for which assistance has been approved and provides evidence to Coláiste Éamonn Rís's satisfaction of this;
- the staff member is still employed by Coláiste Éamonn Rís, at the completion of the relevant course units/subject for which assistance has been approved;
- the staff member commits to remaining with Coláiste Éamonn Rís for a minimum of one year following completion of the course. In the event that the staff member leaves Coláiste Éamonn Rís of his/her own volition before that year has elapsed, he/she may be required to repay up to 50% of the amount of financial assistance provided at the sole discretion of the Board of Management.

Withdrawal of Approval for Financial Assistance.

Where a staff member ceases to be employed in Coláiste Éamonn Rís for any reason while undertaking the education course or, withdraws from the course, any prior approval for financial assistance by Coláiste Éamonn Rís will stand withdrawn.

9. Reimbursement Arrangements

Fees for approved education courses are reimbursed to relevant staff (who are still in Coláiste Éamonn Rís's employ) at the end of the course upon submission of evidence of successful completion. Staff will only be able to claim reimbursement for subjects/course units successfully completed. Reimbursement will take place by electronic fund transfer (EFT) unless otherwise agreed.

END

Drafted September 2022

Approved by Board of Management: 14/09/2026