**CEC - Equipment and Materials Claim Form**

**Equipment** □ **Materials** □

***Please revert to the guidelines on the back of the claim form***

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| **Section 1**  **Letter Confirming Equipment Requirement from Course Provider** □ **Receipts of Purchase/s** □ | |
| **Name of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Debenhams Programme:** □ |

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| **Address:** |  |
| **Phone No:** |  |
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| **PPSN:** □□□□□□□□ | **Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Course Details (please use block letters)** |
| **Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Course Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Course Certification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ QQI Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   |  |  | | --- | --- | | **Course Start Date:** | **Course Finish Date:** | |

**Inventory of Purchases**

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| --- | --- | --- | --- | --- |
| **Item** | **Make** | **Serial No** | **Where Purchased** | **Cost** |
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| **I hereby confirm that the equipment and materials are for the Debenhams Programme supported measures only:**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Internal CU Unit Use Only**

**Section 2**

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| **Client Eligibility** □ |

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| **Grant Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Authorised Signature** | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Guidelines for Completing the CEC Equipment and Material Claims Form**

To process your Debenhams Programme CEC claim form, please follow the guidelines below

1. The maximum level of defrayment cost cannot exceed **€1,000** in total for the duration of the fund.
2. Course materials, equipment, must be verified in writing as being essential by the course provider.
3. The CU unit will require course providers to submit attendance sheets for each client.
4. The purchase of a second laptop is not permitted.
5. Software upgrades maybe permitted – this will require written submission from the course provider.
6. Claims cannot be processed without original receipts.
7. Photocopies of receipts are not acceptable
8. Payments to clients will be made via electronic transfer only.
9. Clients will be required to submit bank account details to the CU unit.
10. Once the Debenhams Programme claim form is received in full, the CU unit will undertake a review of the application. An update will be provided within 2 weeks of receiving a **completed** claim form along with the supporting documentation required.
11. If an application for The Debenhams Programme is received by the CU Unit and not compliant with the requirements outlined, we will be unable to review, process or approve your request.
12. CEC reimbursements will be paid monthly in arrears.
13. CEC claims must be submitted monthly, failure to submit Monthly will result in claims being disallowed, no exceptions.

Any queries please contact the SOLAS CU Unit for support and direction