

## How to Guide – Submitting a Training Grant Application

To be approved for a training course, please complete the training grant application/reimbursement form:

1. Career and Training Grant Application/Reimbursement Form

Access to the appropriate Debenhams Training Fund form/s are available from the SOLAS Debenhams Training Fund webpage link below

<https://www.solas.ie/programmes/debenhams-training-fund/>

**Eligible Client:** Prior to applying for a training course grant, you must be deemed eligible to avail of the fund by SOLAS. You would have done this by submitting a client registration form and a copy of your RP50 form.

### Step 1. Course Application

Complete the Career and Training Grant Application/Reimbursement Form, along with providing the supporting documentation below:

#### 1.1 Course Prospectus/Brochure/Web Link.

- The Client is required to submit to SOLAS as part of the application either the Course Prospectus, Brochure, or Web Link to the course you are applying for.

### Step 2. Training Grant Approval

#### 2.1 Course Approval

- SOLAS will review the application and course brochure/course link, if the course is within the scope of the fund, you will be approved for the course.
- SOLAS, upon approval will notify you that you have been approved for the course by email.
- SOLAS will liaise with the training provider and book your place on the course and notify you by email once your place has been booked.

*Note: If you have already paid for the course, still complete the Training Grant Application Form*

### **Step 3. Non-Approval of Course**

- If the course that you have applied for is refused by SOLAS, SOLAS will provide a written response of the reason why, by email.

*Note: Do not send individual emails, package all the required forms, information and supporting documents together and submit them in one email. The form/ information must be sent to the dedicated SOLAS email address [debenhamstrainingfund@solas.ie](mailto:debenhamstrainingfund@solas.ie)*