

How to Guide – Submitting a Reimbursement Claim

To complete a reimbursement claim, please complete the required as follows:

1. Career and Training Grant Reimbursement Form
2. CEC Equipment and Material Claim Form

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

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

Step 1. Course Fee Reimbursement

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

1.1 Training Provider Letter

You will require a letter from the Training Provider, the letter must confirm the following information.

- you are enrolled/attending the course and/or you completed the course.
- the course title and course level (level 6/7 etc) if appropriate.
- the start and finish date of the course and course duration (number of days/weeks it ran)

1.2 Course Prospectus/Brochure/Web Link.

- The Client is required to submit to SOLAS as part of the claim either the Course Prospectus, Brochure, or Web Link to the course you are to commence or have completed.

1.3 Original Invoice and Receipt of Payment

- Original invoice and receipt of payment from the training provider for course fees. Forward the original emailed invoice and receipt to SOLAS.

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

Step 2. Equipment and Course Materials Reimbursements (Example Laptop)

Note: The maximum amount that can be claimed for equipment and course materials is €1,000 for the total duration of the fund.

Complete the Equipment and Course Material Reimbursement Form, along with providing the supporting documentation below:

2.1 Training Provider Letter

You will require a letter from the Training Provider, the letter will need to confirm the following information.

- a formal letter from your training provider is required stating that the equipment (laptop) is required for the programme of study and that you are enrolled and/or attending the course.
- Title of course
- Qualification level
- Start and finish dates of the course

2.2 Course Prospectus/Brochure/Web Link.

- The Client is required to submit to SOLAS as part of the claim either the Course Prospectus, Brochure, or Web Link to the course you are to commence or have completed.

2.3 Original Receipt of Payment

- Original receipts of purchase for the equipment required from the client
 - your name must be on the receipt and the original email receipt is sent to SOLAS

Note: Only one Laptop is permitted for the total duration period of the Debenhams Training Fund.

Step 3 Client Bank detail/Information

Client reimbursement payment are made directly to the eligible client's bank account via electronic transfer. Once the client has submitted their reimbursement claims form/s and supporting documentation, the client will be sent a Bank Authorisation Form, this form must be completed and verified by your bank. The bank must stamp the form to verify that the bank account belongs to client availing of the fund.

Alternatively, the client can complete the Bank Authorisation Form and supply the top copy of your bank statement confirming the bank account details given in the form.

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