

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