



## HRI Education & Training Grant Programme

### Racing Industry Employees

HRI is committed to offering assistance, financial or otherwise\*, to support racing industry employees to developing their skills and qualifications for their current role. A number of grants are available each year and will be awarded on a first come, first serve basis.

*\*(otherwise refers to availing of expertise and experience from within HRI for assistance or advice with an assignment, study plan, project, etc.)*

#### 1. Personal Development & Further Education

Where you have identified and signed up for a course of study, you may apply to avail of the HRI education & training grant, subject to availability, **should you meet the following criteria:**

- i) You must be currently working in the racing industry and have done so for the last two years. Applicants are required to verify this by providing copies of payslips (for example, if you apply for the grant in September 2017, a copy of a payslips from September 2015 and August 2017 will be required in order for the grant to be processed).
- ii) You must work 30+ hours per week with your current employer; this must be confirmed in a reference from your employer.
- iii) The course being proposed should offer a QQI, or equivalent\*\*, award upon successful completion. Any course proposed that does not provide QQI or equivalent accreditation will be assessed on a case by case basis. Details of the selected course must be provided with your application
- iv) The course or training programme must be an equine related programme, or be relevant to your current role within the industry.
- v) The grant programme will operate on a reimbursement basis. Applicants to the grant programme will be required to apply, enrol, and pay any fees due for their selected course themselves. HRI will then reimburse part of this fee upon submission of this application form, and evidence of enrolment & payment, e.g. a receipt.

*\*\* Or equivalent refers to awards by alternative accreditation bodies, e.g. City & Guilds, RIAI, etc.*

## 2. Course Fees

- i) A contribution of up to 50% of the course fees, up to a maximum of €1,000, may be approved for your education and training development.

**Example 1:** A course costing €3,000. 50% of this fee is €1,500; therefore the maximum grant available will be €1,000. €500 will be paid upon commencement and €500 upon completion.

**Example 2:** A course costing €1,500. 50% of this fee is €750; therefore the maximum grant available will be €750. €375 will be paid upon commencement and €375 upon completion.

- ii) The grant programme will operate on a reimbursement basis. Applicants to the grant programme will be required to apply, enrol, and pay any fees due for their selected course themselves. HRI will then reimburse part of this fee upon submission of this application form and the documentation outlined in section 1 of this document. The grant will be paid by cheque in two tranches: 50% at the commencement of the course and 50% upon successful completion (Evidence that the course has been completed successfully must be provided to ensure payment upon completion).

- iii) In exceptional circumstances, if HRI feels it appropriate, 100% of the fees may be provided upfront. This is at the discretion of HRI and based on the economic circumstances of the applicant.

- iv) Reimbursement will not apply to any additional costs associated with repeat exams where applicable. In the event that you are required to carry out any repeat subjects, you will be fully responsible for any associated costs.

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I have read the above policy in relation to the financial support given by HRI towards my continued study and development and I understand all the conditions of same.

Signed

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

### 3. Reimbursement Policy

In the event that you fail to complete the course, or complete the course but are unsuccessful in obtaining the relevant qualification on completion, you will be liable to repay any grant payments HRI have made to you.

In this instance, following consultation with you, a repayment plan will be scheduled and your personal circumstances will be taken into consideration.

I hereby agree that HRI may recover any fees paid over as part of the Education & Training Grant Programme should I fail to complete the course:

Signed

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

# HRI Education & Training Grant Programme - Application Form A

To be completed by the applicant prior to submission to HRI for approval:

Course title: \_\_\_\_\_

1. What are your objectives for participation on this course?

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2. Please provide details of how this course will be of benefit to you in your current role?

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4. If you are to successfully complete this course what are your next steps?

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5. Please provide details of any additional non-financial support HRI can provide?

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Signed \_\_\_\_\_  
Applicant

Date \_\_\_\_\_

Approved By \_\_\_\_\_  
CARE Co-ordinator

Date \_\_\_\_\_

## HRI Education & Training Grant Programme - Application Form B

### Section (i)

Applicant Name:	_____
Address:	_____ _____
Phone Number:	_____
Email Address:	_____

### Section (ii)

Course applied for	_____
College/Institute	_____
Course Duration	_____
Total cost of Course	_____
Module/Year undertaken	_____
Cost of Module/Year	_____

### Section (iii)

#### **To be completed by a representative of the school/college/training organisation**

Student name: \_\_\_\_\_

College/Institute: \_\_\_\_\_

Course Duration: \_\_\_\_\_

Total cost of Course: \_\_\_\_\_

I hereby confirm that \_\_\_\_\_ has enrolled on the above named course and paid all course fees due:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Job title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Note: Repeat course/examination fees are not supported.**

This agreement must be read and signed in conjunction with the attached policy which covers criteria for payment of fees, and reimbursement policy.

I accept the conditions as defined by the policy and outlined above and confirm that all information supplied herein by me, the named applicant is true and accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
CARE Co-ordinator

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Manager

**FOR OFFICIAL USE BY HRI ONLY ON APPROVAL OF APPLICATION**

**HRI are paying the following contribution for the module/academic year being undertaken**

Course fees \_\_\_\_\_

Total Contribution \_\_\_\_\_

**Checklist:**

You must have supplied / completed each of the items on the below list in order for your application to be processed, if you have any queries about anything on the list, please call Patrick Ryan on 045 - 455488:

1) Copies of two payslips (Two year period)	
2) Reference from employer confirming 30+ hours per week	
3) Details of the course selected	
4) Receipt from payment of course fees	
5) You have fully completed Application Form A	
6) You have fully completed Section (i) & Section (ii) of Application Form B	
7) A representative of the school/college/training organisation has completed Section (iii) of Application Form B	
8) You have signed and dated as requested on pages 2, 3, 4, & 6	