



# PUBLIC SERVICE EXECUTIVE UNION

30 Merrion Square,  
Dublin 2.

Phone: + 3531 6767271  
Fax: + 3531 6615777  
www.pseu.ie  
info@pseu.ie

**B.C.046/17**

21 September 2017

---

## EDUCATION SUPPORT SCHEME FOR PSEU MEMBERS

---

Dear Branch Secretary,

The Executive Committee provides financial support to members who are undertaking courses in Industrial Relations, Human Resource Management and other trade union related courses.

Applications for a grant towards the purchase of relevant text books are now invited. Application should be made on the attached *Application Form* and returned to Roisin McKane, by **21 November 2017**. Only printed hard copies containing the signature of the applicant will be accepted.

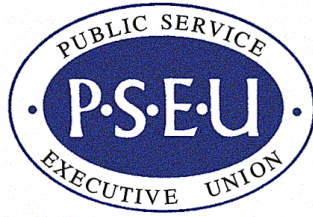
All applications received by the closing date will be considered by the Executive Committee and successful applicants will be notified.

Please bring this notice to the attention of members of your Branch.

Yours sincerely

Seán Carabini  
Assistant General Secretary

**To: All Branch Secretaries  
Executive Committee  
Standing Orders Committee**



## EDUCATIONAL SUPPORT SCHEME FOR PSEU MEMBERS

### Educational Support Scheme for Trade Union Studies

1. The scheme covers the following courses:

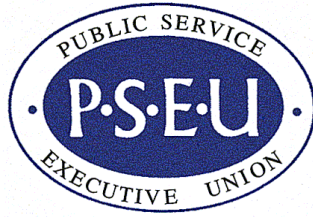
- *Bachelor of Business Studies (BBS)*
- *BA in HRM*
- *BA in HRM – Flexible Learning*
- *BA (Honours) in HRM*
- *BA (Honours) in HRM – Flexible Learning*
- *BA (Honours) in Industrial Relations and HRM*

*Or such other Industrial Relations related courses as the Executive Committee may deem eligible from time to time.*

2. The Executive Committee will provide for expenditure up to **€1,500** per annum on the Scheme.
3. All members of the Union are eligible to avail of the Scheme.
4. Applications are now invited in respect of the academic year **2016/2017**.
5. The **maximum** amount to be paid to any individual member will not exceed **€150** per annum.
6. Under the scheme members who are pursuing one of the approved courses are eligible to apply for a refund of a portion of the costs incurred by them in the purchase of text books for the course in each year subject to the limits set out in 5 above. *Applications must be accompanied by a certificate from the relevant College that the appropriate examinations have been passed (or, in the case of a course which leads only to a certificate of completion of the course, that certificate), that the books purchased are required for the course being pursued.*

*The application must also be accompanied by receipts for the books purchased (these receipts must state the name(s) of the books purchased) for which a grant is being sought. Grants under this scheme are for the purchase of textbooks only and for no other purpose.*

7. Members who have completed relevant courses are invited to apply for grants under the Scheme. The deadline for the receipt of applications is **21 November 2017. Only applications received by the deadline will be considered.** The Executive Committee will consider the applications received and will make awards under the terms of the Scheme.
8. The Executive Committee will endeavour to ensure that activists in the Union receive the maximum permissible under the Scheme. The Executive Committee will notify the Branches concerned of awards made to members of Branches under the Scheme.
9. Applications for support under the scheme should be made on the application form below.



**EDUCATIONAL SUPPORT SCHEME FOR MEMBERS**  
**Academic Year 2016/2017**  
**APPLICATION**

|   |  |
|---|--|
| <b>Name</b>   |  |
| <b>Address</b>  |  |
|   |  |
|   |  |
|   |  |
| <b>Union Branch</b>   |  |
| <b>Position held in Branch</b>  |  |
| <b>Years of Membership</b>  |  |
| <b>Title of Course</b>  |  |
| <b>Academic Year</b>  |  |
| <b>Name of College</b>  |  |
| <p>Did you sit and pass the relevant examinations in this academic year? (or complete satisfactorily the course in the case of courses which do not lead to a qualification)</p> <p><b><u>ATTACH CERTIFICATE FROM COLLEGE</u></b></p> |  |
| <b>Amount of Grant Sought</b>   |  |
| <p>Have you attached a certificate from the college showing that the books purchased for which a grant is sought were <i>necessary</i> for the course?</p>  |  |
| <p>Have you attached a detailed receipt showing your expenditure on the books purchased and specifying the names of the books for which a grant is sought?</p>  |  |
| <b>Signature</b>  |  |
| <b>Date</b>   |  |