

# Application form for Back to Education Programme

Back to Education Allowance.  
Education, Training and Development option.

Social Welfare Services

**BTE 1**

Data Classification R



## What is the Back to Education Programme?

The Back to Education Programme supports those in receipt of certain social protection payments, allowing them to take part in educational, training and personal development courses to improve job opportunities by providing income supports. This form is used to apply for:

- **Back to Education Allowance (BTEA)** supports access to attend second and third-level education, including some postgraduate courses, and is paid for the duration of your course.
- **Education, Training and Development** supports access to education not covered by the BTEA like personal development, basic education, general training or specific job skills courses.

## How do I qualify?

To qualify you must be:

- a certain age;
- in receipt of a qualifying social protection payment for a specified period of time;
- starting the first year of a course;
- taking a course requiring full-time attendance for the complete academic year which leads to a recognised qualification in an accepted college; **and**
- advancing the level of education that you currently hold.

## Additional information

You may be eligible for support for your student services charge or tuition fees under the student grant scheme run by Student Universal Support Ireland (SUSI). You may not receive the BTEA and a maintenance grant from SUSI at the same time.

For further information visit [www.susi.ie](http://www.susi.ie) and [www.studentfinance.ie](http://www.studentfinance.ie).

## How to complete this application form?

- there is an example on the back of this page that can be used as a guide to fill in this form;
- write with a **black** ballpoint pen, use capital letters and place an **X** in the relevant boxes; and
- answer all the questions that apply to you and sign the declaration in **Part 1**.

## How do I apply?

Send this completed form and details of your course to the appropriate address listed in **Part 6**.

## How can I get help and more information?

If you need any help to complete this form, please contact your local Intreo Centre or Social Welfare Office or any Citizens Information Centre. You can find the name and address of your local Intreo Centre or Social Welfare Office by visiting [www.gov.ie/intreocentres](http://www.gov.ie/intreocentres).

For more information on Back to Education Allowance visit [www.gov.ie/BTEA](http://www.gov.ie/BTEA).

## How to fill in this form

To help us process this form please write letters and numbers clearly and use one box for each. See examples below.

### Part 1

### Your details

1. PPS Number:

1	2	3	4	5	6	7	T	
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2. Title, insert an **X** or specify:

Mr  Mrs  Ms  Other

3. Surname:

M	U	R	P	H	Y														
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4. First names:

M	A	U	R	E	E	N													
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5. Full name as on your birth certificate:

M	A	R	Y																
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M	C	D	E	R	M	O	T	T											
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6. Date of birth:

2	8		0	2		1	9	7	0
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D D M M Y Y Y Y

7. Address:

1		N	E	W		S	T	R	E	E	T								
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O	L	D		T	O	W	N												
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D	O	N	E	G	A	L		T	O	W	N								
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County

D	O	N	E	G	A	L		
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Eircode

F	9	4	T	C	0	3
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8. Mobile number:

0	8	8	1	2	3	4	5	6	7
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9. Email address:

M	M	A	U	R	E	E	N	@	W	E	L	F	A	R	E	.	I	E	
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# SAMPLE



10. If your course has already started please outline the reason for the late application:

11. Please give details of all second and third level courses you have completed and the year you got each qualification:

**Course 1**

Type of course:

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Year obtained:

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Y Y Y Y

Qualification received:

Please specify award type:

Full     
  Major     
  Minor     
  Special purpose

**Course 2**

Type of course:

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Year obtained:

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Y Y Y Y

Qualification received:

Please specify award type:

Full     
  Major     
  Minor     
  Special purpose

A separate sheet of paper can be used for more details of courses completed if needed.

Attach a copy of all educational qualifications received to date.

**Examples of qualifications:**

- Junior, Intermediate or Leaving Certificate;
- Quality and Qualifications Ireland (QQI) courses up to level 6;
- Third level courses such as Degrees, Honours Degree, H. Dip. Post Graduate Diploma or Masters; **or**
- Qualifications in any other country.

Qualifications Recognition which is part of QQI, facilitates the academic recognition of foreign qualifications in Ireland. You should provide written confirmation from the QQI of any qualifications received outside of Ireland.

For more information, visit [www.qqi.ie](http://www.qqi.ie) or call (01) 905 8100.

12. What work experience do you have? Please give details of previous employments, if any:

Employer's name:

Employer's address:

County  Eircode

Job title:

Dates you worked there: From:       
 To:       
D D M M Y Y Y Y

Employer's name:

Employer's address:

County  Eircode

Job title:

Dates you worked there: From:       
 To:       
D D M M Y Y Y Y

Employer's name:

Employer's address:

County  Eircode

Job title:

Dates you worked there: From:       
 To:       
D D M M Y Y Y Y

## Part 2

## Your payment details

You can get your payment direct to your current, deposit or savings account in a financial institution or at a Post Office of your choice. An account must be in your name or jointly held by you. Please complete **one** option below.

### Financial Institution

You will find the following details printed on statements from your financial institution.

Name of financial institution:

Bank Identifier Code (BIC):

International Bank Account Number (IBAN):

Names of account holders:  
Name 1:

Name 2, if any:

### Post Office

Please enter the name and address of the post office where you wish to collect your payment.

Post office name:

Post office address:

County

Eircode

**Note:** If you are entitled to a Back to Education Allowance (BTEA), you will be asked to provide confirmation from your school or college recording the start and finish date of the course in the current academic year. You will only get the BTEA when you have given this information.

**13.** Name of school or college:

**14.** Address of school or college:

County

Eircode

**15.** What level is the course?  Second level  Third level foundation or access  Third level undergraduate  Approved postgraduate

Please attach a copy of your course offer, CAO application or a copy of the web page advertising the course.

**16.** Is the course:  Full-time  Part-time

**17.** Please state:

Title of course:

Level of qualification:

Award type:  Full  Major  Minor  Special purpose

Awarding body, for example, Quality and Qualifications Ireland (QQI), Business and Technology Education Council (BTEC) or college:

How long is the course:  years

What year are you in?  First  Second  Third  Fourth

Beginning and end dates of the course: From:     To:      
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**18.** Have you previously attended this course?  Yes  No

If **yes**, please give details:

**19.** Have you previously attended a course which awarded the same qualification?  Yes  No

If **yes**, please provide a copy of the qualification that you obtained.



## Part 5

## Additional information

29. Have you participated or spent time in any of the following:

SOLAS or FET course

Community Employment (CE) or Rural Social Scheme

BTEA

VTOS

BTWEA, STEA, Tús, ETB, Springboard, Direct Provision Allowance or Daily Expenses Allowance, time spent in prison or custody in this State, Covid-19 Pandemic Unemployment Payment, Part Time Job Incentive Scheme, Supplementary Welfare Allowance, WPEP, YESS or Youthreach

Beginning and end dates of the scheme or course:

From:        
To:        
D D M M Y Y Y Y

30. Are you getting any of the following secondary benefits?

Fuel Allowance.

Rent Supplement.

31. Have you recently been awarded Statutory Redundancy in Ireland?

Yes

No

**Note:** If you have taken voluntary redundancy you may not have immediate access to BTEA.

32. Are you in receipt of any other State assistance, for example HAP or SUSI?

Yes

No

33. Have you applied for the Student Support Grant?

Yes

No

34. Please give details in the space below of any additional information you may wish to give about your application.

### Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at [www.gov.ie/dsp/privacystatement](http://www.gov.ie/dsp/privacystatement) or in hard copy.

Where you send your application depends on what social protection payment you are getting. Look in the left column below to find your social protection payment and in the right column to see where to send your application.

Please also enclose a copy of your course offer, CAO application or a copy of the webpage advertising the course. In addition, if you have previously attended a course which awarded the same qualification, please provide a copy of the qualification that you obtained.

<b>Payment type</b>	<b>Where to send your application</b>
Farm Assist Jobseeker's Payment One-Parent Family Payment	Your local Intreo Centre or Social Welfare Office.  You can find the name and address by visiting <b><a href="http://www.gov.ie/intreocentres">www.gov.ie/intreocentres</a></b> .
Illness Benefit	BTEA Section Illness Benefit Section Department of Social Protection Áras Mhic Dhiarmada Store Street Dublin D01 WY03
Blind Pension Deserted Wife's Benefit Deserted Wife's Allowance Prisoner's Wife's Allowance Widow's, Widower's or Surviving Civil Partner's (Contributory) Pension Widow's, Widower's or Surviving Civil Partner's (Non-contributory) Pension	Department of Social Protection Social Welfare Services College Road Sligo F91 V83R
Carer's Allowance Disability Allowance Incapacity Supplement Invalidity Pension	Department of Social Protection Social Welfare Services Ballinalee Road Longford N39 E4EO

**For official use only.** To be completed by receiving office.

Intreo or Social Welfare Office code number:

Application for:  Second level option  Third level option  
 Post Grad approved  Education, Training & Development

Please state payment type:  JA  JB  Credits  Other

BTEA new claim?  Yes  No

Eligible age?  Yes  No

Statutory redundancy?  Yes  No

Approved course?  Yes  No

Late claim?  Yes  No

Progression in education?  Yes  No

Note: Refer to Employment Personal Advisor or Jobcoach

Please state periods of unemployment and cumulative total:

From:	To:	CT:
From:	To:	CT:
From:	To:	CT:

Please give details of periods spent on SOLAS, ETB's, Community Employment (CE), VTOS, BTEA, BTWEA, Tús, Direct Provision Allowance or Daily Expenses Allowance, Rural Social Scheme (RSS), Springboard, time spent in custody or prison in this State, Covid-19 Pandemic Unemployment Payment, PTJI, SWA, WPEP, YESS or Youthreach.

Type:	<input type="text"/>	From:	To:	CT:
	<input type="text"/>	From:	To:	CT:
	<input type="text"/>	From:	To:	CT:

Total CT days for BTEA:

Eligible for BTEA:  Yes  No

Referral to Employment Personal Advisor or Jobcoach:  Yes  No

Date:     
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Signature of determining officer, **not** capital letters.

**For official use only.** To be completed by a Employment Personal Adviser or Jobcoach

BTEA recommended:  Yes  No

If **yes**, please outline recommendation reasons:

If **no**, please give reasons:

Other relevant information:

Signature of Employment Personal Adviser or Jobcoach, **not** capital letters.

Date: 

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D D M M Y Y Y Y

Official Stamp

**To be completed by a deciding officer**

BTEA awarded  BTEA refused

Decision issued:  Yes  No

Start date: 

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D D M M Y Y Y Y

ISTS code update:  Yes  No

TLA updated:  Yes  No

Date: 

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D D M M Y Y Y Y

Signature of deciding officer, **not** capital letters.

**Data Protection Statement**

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Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.