

ADVANCE AND REFUND OF INDIVIDUAL RESETTLEMENT TRAINING COSTS (IRTC) FOR TRAINING ACTIVITIES

This form is to be completed by all SP that require an advance of IRTC funding and/or a refund of IRTC costs. You must also ensure your activity is on JPA and approved by the SRA

Parts 1 & 2 must be completed by the SL in all cases.

Part 3 should only be completed if the SL requires an advance of IRTC prior to the activity. Proof of course cost must be provided (e.g. invoice or quote confirmation from provider).

Part 5 should be completed on completion of the activity to claim a refund of IRTC. Proof of course completion must be provided (e.g. certificate or email confirmation from the provider) along with proof of payment.

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| Part 1: Particulars of Service Leaver (SL) | | Service: | Service No: |
| Rank: | Name: | | |
| Unit: | Location: | | |
| Mob No: | Email: | | |
| Part 2: Details of Training Activity | | | |
| Course Title: | | | |
| Provider: | Inclusive Dates: | | |
| | From: | To: | |
| Part 3: Application for Advance of Individual Resettlement Training Costs (IRTC). | | | |
| I request an advance of £. against training course fees of £ (maximum 80% of £534 or 80% of Course fees, whichever is the lesser sum) to be paid by me for the resettlement course detailed at Part 2. I understand that any balance of refund will be paid to me on completion of the course and declare that any refund due to Public Funds will be paid by me. I am aware that, in accordance with JSP 534, if I do not use any or all the advance of MOD Funds/Allowances for resettlement for their intended purpose, I will have to return the unused amount in full. | | | |
| Signature of SL: | | | |
| Part 4: Authorisation by the Service Resettlement Adviser (SRA). | | | |
| I approve the payment of an advance of £ from: | | | |
| UIN: | Cost Centre: | RAC: | |
| Signature: | | | |
| Part 5: Application for Refund of IRTC. | | | |
| I attach proof of course completion of my resettlement training course (and for DL a results letter/exam certificate). I declare that the total that I have claimed in respect of resettlement training does not, with this claim, exceed the permitted maximum. | | | |
| Signature of SL: | | | |
| Part 6: Authorisation by the Service Resettlement Adviser (SRA) | | | |
| In addition to the £ advanced for this course (if applicable), the applicant has already received £ under the IRTC Scheme for previous courses. | | | |
| I am satisfied that the claimant has made satisfactory progress/completed the course. The total of all claims made by the claimant does not exceed limits, including any abatement of the allowance in respect of courses undertaken or booked at a CTP-authorized centre. I approve the refund of £ | | | |
| UIN: | Cost Centre: | RAC: | |
| Signature: | | | |