

## Advance and Refund of Individual Resettlement Training Costs (IRTC) for training activities

**This form is to be completed by all Service Personnel 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 Services Resettlement Advisor (SRA).**

**Parts 1 & 2** must be completed by the **Service Leaver (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.

<b>Part 1: Particulars of Service Leaver (SL)</b>		Service:	Service No:
Rank:	Name:		
Unit:	Location:		
Mobile No:	Email:		
<b>Part 2: Details of Training Activity</b>			
Course Title:			
Provider:		Inclusive Dates:	
		From:	To:
<b>Part 3: Application for Advance of Individual Resettlement Training Costs (IRTC)</b>			
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 <b>MOD resettlement procedure</b> , 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:			
<b>Part 4: Authorisation by the Service Resettlement Advisor (SRA)</b>			
I approve the payment of an advance of £                      from:			
UIN:	Cost Centre:	RAC:	
Signature:			
<b>Part 5: Application for Refund of IRTC</b>			
I attach proof of course completion of my resettlement training course (and for Distance Learning 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:			
<b>Part 6: Authorisation by the Service Resettlement Advisor (SRA)</b>			
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:			