**Checklist for Education Support (for employees)**

This checklist has been designed to help you reflect on what is required ahead of and after applying for Education Support. It is meant as a support tool, there may be other factors to consider. Please ensure you read the [Education Support Policy](https://www.maynoothuniversity.ie/human-resources/policies/education-support-study-examination-leave), Form and Frequently Asked Questions in advance.

**Before you apply**

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| **Checklist Topics** | **Yes/No/Comment** |
| I have read and understood the Education Support Policy, Form and FAQ’s on the HR website. |  |
| I am aware that no retrospective applications are permitted. |  |
| I am aware of the deadline for applications under Education Support as outlined in the policy. |  |
| I meet the scope, criteria and terms and conditions of the policy. |  |
| I have researched the course I wish to pursue to ensure it will benefit me and meet my objectives. |  |
| I have researched to see if Maynooth University offers such a course. |  |
| I have researched the Institution the course I have chosen is from to ensure they are reputable for this type of programme, if no such course is run by Maynooth University. |  |
| I have shared the Education Support Policy, Form, FAQ’s and Checklist for Heads of Department with my Head of Department or their nominee. |  |
| I have discussed the course I wish to pursue in detail with my Head of Department or their nominee. |  |
| I have discussed any impact the course may have on my work with my Head of Department. |  |
| My Head of Department agrees I should apply under Education Support for this course. |  |
| I can make the payments due for the course in advance as per the policy. |  |
| I can commit time to completing this course. |  |
| I am aware that if I defer the course I will immediately notify HR and my Head of Department or their nominee in writing |  |
| I understand the Fee Clawback that will need to be signed if I am approved under Education Support. |  |
| I understand my responsibilities under the policy. |  |
| I have completed the Education Support Form in full. |  |
| I have received my letter of support from my Head of Department which details why this course is relevant and the benefits it can provide my role/career development/the department etc. |  |
| I have sent all relevant documentation to [learning.development@mu.ie](mailto:learning.development@mu.ie) before the deadline. |  |
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**If successful under the Education Support Policy**

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| Register for course. |  |
| Send in receipts, course and payment details to [learning.development@mu.ie](mailto:learning.development@mu.ie) when requesting repayment. |  |
| When the course is completed, I will forward the confirmation of completion of my final examination results to Human Resources. |  |
| I have/will inform HR of any changes to the course or terms and conditions to which I signed up to. |  |
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