**Application for a Refund of Education and Training Fees**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **First Name** | | | Click or tap here to enter text. | | | |
| **Surname** | | | Click or tap here to enter text. | | | |
| **Address** | | | Click or tap here to enter text. | | | |
| **Post Code** | | | Click or tap here to enter text. | | | |
| **BIGGA Membership No.** | | | Click or tap here to enter text. | | | |
| **Contact Telephone No.** | | | Click or tap here to enter text. | | | |
| **Email Address** | | | Click or tap here to enter text. | | | |
| **Name of Employer**  (Golf Club or Sports Facility) | | | Click or tap here to enter text. | | | |
| **Education/Training Course** | | | Click or tap here to enter text. | | | |
| **Start Date** | | Click or tap here to enter text. | | **Completion Date** | | Click or tap here to enter text. |
| **Course Cost** | | **£**Click or tap here to enter text. | | **Method of Payment** | | Cash / Credit Card / Other |
| **Signature** | Click or tap here to enter text. | | | **Date** | Click or tap here to enter text. | |

I have not yet started the course but would like to reserve money in Refund of Fees Fund

I have completed the course and enclose proof of payment and proof of course completion with my completed application for a Refund of Fees

If the eligibility criteria are met, a payment of 80% of course fees, up to a maximum of £500 will be paid from the BIGGA Refund of Fees scheme and Baroness. Refunds will be made on a first come, first served basis, dependent on availability.

***For Office Use Only***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria met?** | **Min 2 Yrs?** | **Reserved** | **Proof of Pay** | **Proof of Completion** | **Awarded** |
|  |  | **£** |  |  | **£** |
| **Date** | **Date** |

**The Criteria**

To be eligible for a refund, you must:

a. Be a **Full Member** or an **Assistant Greenkeeper Member** of BIGGA Limited

b. Have been a member of BIGGA Limited for a minimum of two continuous years at time of application

c. Have paid your own fees and be able to provide proof of payment

e.g. receipt from the training provider and credit card slip or statement

d. Have completed a course or component part of a course and be able to provide evidence of completion e.g. certificate/end of course report etc

e. You may apply for a refund prior to starting a course to ensure that you have funds reserved, that will then be paid on course completion as in (c.) above

f. The course must not be subsidised, already, by BIGGA Limited (eg. Continue to Learn courses)

g. The course must be relevant to your job as a greenkeeper e.g. Diploma in Greenkeeping, SVQ, Spraying Courses, First Aid, IT, Language courses etc

h. Only one claim against the fund is allowed each year

**The BIGGA Refund of Fees scheme is funded by our Premium Partners, Partners, Supporters and individual contributors. BIGGA's Learning and Development Fund enables the association to encourage, support and provide training to its members.**

**Thank you to Baroness for providing additional funding for this scheme, enabling the amount per claim to be raised to £500.**

Please return your application to:

[education@bigga.co.uk](mailto:education@bigga.co.uk)

or post to:

BIGGA, Coxwold House, Easingwold Business Park, Stillington Road, Easingwold, YO61 3FB