



# Part Time Education Option

- Please use BLOCK LETTERS and BLACK INK and complete all questions.
- Visit [www.gov.ie](http://www.gov.ie) for more information.

**Only fill in this form if you are getting Jobseeker’s Allowance or Jobseeker’s Benefit and are seeking permission to take a part-time course.**

## Part 1

## Your own details

1. Your PPS Number:

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2. Your Title: (insert an ‘X’ or specify)

Mr.  Mrs.  Ms.  Other 

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3. Your Surname:

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4. First name(s):

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5. Your birth surname:

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6. Your date of birth:

D	D	M	M	Y	Y	Y	Y							

## Contact Details

7. Your address:


8. Your telephone number:

LANDLINE														
MOBILE														

9. Your email address:


## Declaration

I wish to apply for the Part-time Education Option. I understand that I must continue to satisfy the conditions of being available for and genuinely seeking work. I understand that if I am offered work while on the course I will be expected to accept the job offer. I understand that if I am on a DSP payment which is time limited such as Jobseekers Benefit, it may run out whilst pursuing this course. I declare that all the information I have given is accurate and I will notify the department when my means or circumstances and/or those of my spouse, civil partner or cohabitant change.

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Signature (not block letters)

Date: 

D	D	M	M	Y	Y	Y	Y

**Warning:** If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.

10. Please give details of all second level and third level courses you have completed and year(s) you got each qualification:

Type of course:

Year obtained:   
Y Y Y Y

Qualification received:  
(Awarding body for  
example FETAC)

Type of course:

Year obtained:   
Y Y Y Y

Qualification received:

Type of course:

Year obtained:   
Y Y Y Y

Qualification received:

Note: a separate sheet of paper can be used for more details if needed.

Examples of qualifications include Junior, Intermediate or Leaving Certificate, FETAC level courses or third level courses such as HETAC level courses, Degree, Honours degree, H.Dip. Post Graduate Diploma or Masters (MA) or qualifications in any other country. The National Qualifications Authority of Ireland is the Irish centre for the recognition of international qualifications, known as Qualifications Recognition Ireland. The website is [www.qualrec.ie](http://www.qualrec.ie).



## Part 2

## Details of school, college or course provider

You must provide details in relation to the course you wish to pursue. You must provide a suitable cover letter from the institution providing the course confirming starting, finishing date, timetable and attendance required.

11. Name of school, college or course provider:

12. Address of school, college or course provider:

13. What is the course:  Second Level  Third Level Foundation  Third Level undergraduate or Access  Postgraduate

14. Is the course:  Part-time  Full-time  Distance

15. Please state:  
Title of course:

NFQ Level and type of qualification:

Awarding body: (example Hetac, Fetac, Btec or College)

How long is the course:  months  year(s)

Specify current year of course:  First  Second  Third  Fourth

Start date of course:

End date of course:      
D D M M Y Y Y Y

Pattern of weekly attendance:  day hours  evening hours  weekend hours

Work placement on this course (if any):

Start date of work placement:

End date of work placement:      
D D M M Y Y Y Y

16. Have you previously attended this course?  Yes  No

If 'Yes', please give details:

### Note:

You must continue to satisfy the conditions of being available for and genuinely seeking work. If you are offered work while on the course you will be expected to accept the job offer. Entitlement to Jobseeker's Benefit will continue to run down while pursuing this course.



## For official use only

To be completed by your local Intreo Centre

Local Intreo Centre code number:

Payment type:

CT days:

PTEO Granted:

 Yes  No

ISTS code 'PTEO' input to ISTS claim:

 Yes  No

Claimant notified:

 Yes  No

Other relevant information:

Signature of local officer

Date:

D D

M M

Y Y Y Y

### 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.

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

