IEF Fund   Application 55%
The Danish Engineer's Further Education Fund

Please return completed form to Annette Terp Andersen, IEF-Fonden, Kalvebod Brygge 31-33, 1780 København V. Tel. +45 33 18 47 65.

Name:	CPR-no.:
Address:	Telephone no.:
	Mobile no.:
E-mail:	

The amount will be deposited in your NemKonto

Course title:

Course provider:

Course venue address:

Course duration: From date: – 20   to date: –20   No. of course days:

COURSE GRANT:

Expense claim as per attached documentation: DKK_____

TRANSPORTATION:

Expense claim as per attached documentation: DKK _____
Transportation expenses equivalent to the cheapest available public transportation

ACCOMODATION:

Approved by: _____

Number of nights: _____ at DKK 150.00 =   kr. _____

The undersigned acknowledges and accepts the funds guidelines for receiving grants. The information I have provided here is accurate.

Date:

Signature:

Guidelines for receiving grants for further education for unemployed engineers and MSc. Graduates

Who is entitled:

• **Engineers or MSc Graduates who are registered as unemployed with an unemployment insurance fund.**

Engineers and MSc 's in terminated positions are also eligible for receiving the grant. Please provide documentation in support of your current employment status.

A 55% grant is available for:

• **Skills upgrading courses** held in Denmark or abroad. The grant is provided for technical skills, language skills and for personal development courses, seminars and conferences.

• **Active Group Courses and Courses arranged by IDA's professional networks.**

• **Transportation expenses related to the course.**

You are eligible to a 55% grant to cover expenses for transportation to the course venue, provided that the expense per trip (to and from venue) is DKK 30 or more.

In instances of education programmes of longer duration and where the transportation expense is under DKK 30 per day, you can apply for a subsidy covering a month's transportation expenses so long as this amounts to DKK 300 or more, based on the cheapest public transportation. **The subsidy is payable at the earliest one month in arrears.**

The grant includes payment of course fees and transportation expenses equivalent to the cheapest available public transportation. (2nd Class with Danish Rail, Bus, etc.) If it is inconvenient to use public transportation, it would be possible to receive a subsidy towards using own car. The subsidy is, **however**, set as an equivalent to public transportation costs cf. conditions stated above. **NB!** If several people share the same car to get to the course venue, it is **only the driver/owner** who is entitled to receive the subsidy.

If it is not possible to make the trip to and from the course venue in one day, you can apply for an accommodation subsidy in the amount to DKK 150 per day. **This is only possible by prior agreement with Annette Terp Andersen (tel. +45 33 18 47 65)**.

Books, meals etc., are **not** covered by the grant unless these are included in the total course fee.

The grant for education programmes is payable at the earliest upon commencement of the course.

Amounts under DKK 100 are not payable.

Note!! During a calendar year, it is only possible to get grants equivalent to **maximum DKK 7,000-** in total to cover course fees and related transportation expenses. It is not possible to transfer unused sums to the ensuing year.

Please allow 14 days for processing and handling.

Documentation:

All applicants must attach documentation proving their membership of an unemployment insurance fund. This documentation can be e.g. a copy of dagpengekort (job seekers allowance form) or a copy of oplysningsseddel (information form) from the unemployment insurance fund.

Please attach documentation for paid expenses. This can e.g. be receipts from course providers, receipts from bank/giro, account statements etc. For reimbursement of transportation expenses, please attach copies of tickets etc.
When using own car, please attach an estimate of equivalent expenses for use of cheapest public transportation.