

Policy on Staff Members Attending Internal Dublin Business School Courses

- Approval for educational courses will be at the discretion of the relevant Manager/Head of Department and will only be approved where there are spaces available on the course.
- Employees must register with the appropriate academic department prior to undertaking a course.
- Employees are not entitled to study leave for internal Dublin Business School courses.
- Attendance must not interfere with their Dublin Business School commitments.
- If an employee leaves employment with the college within one year of completion of their course, they will be liable to repay any external cost incurred by Dublin Business School in relation to their place on the course.
- If an employee leaves employment with the college prior to the completion of a course, they will be liable to repay the fees for the current year.
- The Manager/Head of Department must ensure that the employee signs this form and returns it to the HR Department prior to registering for a course.

I hereby acknowledge that should I resign my position with DBS prior to the completion of my course, I will repay to DBS the amount owed for the current year of study.

Staff Name: _____

Signature: _____

Course Title: _____

Course Start Date: _____ End Date: _____

Manager Signature: _____

Date: _____

Admissions sign-off by: _____

Date: _____