TRAVEL GRANTS 2018

Instructions and Application Form

Please read the following notes and the Frequently Asked Questions overleaf before completing the application form on Page 3.

ICAS introduced travel grants to help firms remote from Training Centres meet the additional cost of training.

Eligibility is based on the distance from a firm’s place of business (the student’s usual place of work) to the closest ICAS training centre offering block release classes.

For classes located in a city where the training centre is usually the hotel or conference centre, the distance should be treated as the firm’s place of business to the train station in the city concerned.

Travel grants fall into two categories:

- £20 per day for students travelling more than 40 miles to block release classes at TC and TPS only; and
- £40 per day for students travelling more than 70 miles and are required to stay overnight to attend block release classes at TC and TPS level.

This applies to all TC block release classes starting in September 2018 and TPS block release classes starting February 2018 (FR/Tax) and September 2018 (AF/ABS).

An application form is attached and must be returned completed and signed by the Training Principal within 28 days of completion of the course. Please submit one form per student travelling more than 40 miles.

The payment will be made by BACS to the firm and will be paid within 28 days of receipt of the form.
TRAVEL GRANTS 2018

Frequently Asked Questions

What if the student has to travel more than 70 miles, but cannot or does not want to stay overnight?
If the student travels more than 70 miles and decides not to stay overnight, the higher contribution will be paid.

What happens if the student is exempt from some of the TC subjects?
There is a full list of TC subjects on the application form. Please only claim for the subjects and number of days that the student will attend and travel to.

What happens if the student falls ill and does not attend or wants to re-attend some classes later on in the year?
Once the application form has been received by ICAS, we will check the details against the class register to ensure that the student is eligible for all of the days that have been indicated on the application form. Travel grants will only be paid for the days that the student attends. For re-attendance at a later course, a new application form must be submitted.

What happens if the student does not complete their studies?
As the application form is submitted retrospectively, you should only apply for days that the student actually attended.

When and how does the firm receive payment?
After the application has been submitted, ICAS will take approximately 28 days to approve and process the application. After this it will be passed to ICAS Finance department who will raise and issue a BACS payment within 28 days of receipt by ICAS Finance.

Can the firm apply for more than one student?
The firm can apply for any student attending a TC or TPS block class during the academic year who is eligible for a travel grant.

How often can a firm apply?
The firm can apply once per course for students attending TC or TPS. If the student joins the firm at TC level, the application can be made for the student attending TC classes and then again in the following year, for the student attending TPS classes. Applications should be submitted at the end of the last block (i.e., block 2 for TC and block 2 for TPS).

How do you decide whether the student is eligible?
Eligibility is decided by the travel distance. ICAS will assess the travel distance by means of a route planner.

Who do I contact if I have any more questions?
Should you have any further questions then please do not hesitate to contact Louise Hemmings on 0141 272 2610 or email lhemmings@icas.com.
TRAVEL GRANTS

Application Form - 2018

<table>
<thead>
<tr>
<th>Name of Firm:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td></td>
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<tr>
<td>Student Number:</td>
<td></td>
</tr>
<tr>
<td>Office Address of where student is based:</td>
<td></td>
</tr>
</tbody>
</table>

| Firm's Bank Name: |  |
| Firm's Bank Sort Code: |  |
| Firm's Bank Account Number: |  |
| ICAS Centre Attended: |  |

Distance from office to closest ICAS Block Centre:

Subjects Claimed (Please tick the relevant box or boxes. Exempt subjects should not be included):

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<th>Block</th>
<th>No of Days</th>
<th>Dates/No of Days Claimed</th>
<th>Block</th>
<th>No of Days</th>
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<td>Total No. of Days Claimed</td>
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</tr>
</tbody>
</table>

Total No. of Days Claimed

Signature Training Principal:

Please return to: Louise Hemmings
ICAS
2nd Floor
7 West Nile Street
Glasgow, G1 2PR
lhemmings@icas.com

For office use only:

- [ ] Distance Checked
- [ ] Attendance Checked
- [ ] Passed for Payment

Disclaimer:

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