



Circular Number: 0069/2024

To: The Managerial Authorities of Recognised Primary, Secondary,
Community and Comprehensive Schools
And
The Chief Executives of Education and Training Boards

Professional Master of Education (PME) Fee Refund Scheme

1. Introduction

1.1 The purpose of this circular is to set out for school management authorities, principals and teachers the provisions determining the eligibility criteria for the PME Fee Refund Scheme and to outline the application process.

1.2 The objective of the PME Fee Refund Scheme is to encourage newly qualified teachers (NQTs) who are registered with the Teaching Council and have completed a PME in 2024 to take up teaching roles, providing a minimum level of service, to help address the supply of teachers to schools. This payment is in recognition of the additional costs incurred by NQTs that have undertaken a PME.

1.3 This circular contains:

- General information
- Criteria for eligibility
- Application procedure
- Queries and review process

2. General information

2.1 A payment of €2,000, subject to statutory deductions as appropriate, will be made through the teacher payroll to each applicant who satisfies the eligibility criteria set out below.



2.2 This payment will not be pensionable and will not be subject to any pension deductions.

3. Criteria for eligibility

3.1 The criteria of the scheme to be confirmed by teachers in their application is as follows.

3.2 Applicants must be newly qualified teachers that have successfully completed a PME programme in the 2024 calendar year only and be registered with the Teaching Council under Route 1 or Route 2. A PME programme is defined as a post-graduate qualification in teacher education accredited by the Teaching Council for the purposes of post-primary registration under Route 1 (primary) or Route 2 (post-primary), in accordance with *Céim: Standards for Initial Teacher Education*.

3.3 Applicants must have completed the following minimum service in approved teaching posts in recognised primary or post primary schools during the 2024/25 school year either:

1. a minimum of 109 days in a primary school(s), or
2. a minimum of 100 days, or 440 hours in a post-primary school(s).

4 Application procedure

4.1 A process will open for the receipt of applications from January 2025. Applications must be received before 31 July 2025.

4.2 Applicants will be required to confirm their eligibility, including providing sufficient proof as required, as part of this process.

4.3 Once deemed valid, payments to applicants will issue as soon as possible after the 2024/25 school year.

5 Queries and Review Process

5.1 Queries in relation to the PME Fee Refund Scheme can be addressed to: PME_refundscheme@education.gov.ie.



5.2 Where it is determined that an applicant does not satisfy the eligibility criteria, they will have the opportunity to appeal the process. Details of the appeal process will be provided in the application form.

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19 September 2024