

ATTENDANCE AT CWA/ CTA/ DL CONFIRMATION AND CLAIM FORM

Part 1 must be completed in all cases.

Part 2 must be completed on completion of Civilian Work Attachment or External Training or Distance Learning.

Parts 2, 3 and 4 must be completed on completion of activity to claim refund of IRTC.

CWA/COURSE TITLE		
PART 1: PARTICULARS OF SERVICE LEAVER (SL).		
Service No:	Rank:	Name:
Unit:		
Unit Address:		Section:
		Telephone No:
PART 2: COMPLETION CERTIFICATE FOR ATTENDANCE ON CIVILIAN WORK ATTACHMENT OR EXTERNAL TRAINING OR DISTANCE LEARNING		
<p>Certificate (to be completed in full by organisation providing training or work attachment, but NOT for DL). For Distance Learning – SL must supply original receipted fees statements and a results letter/exam certificate.</p>		
<p>For CWA or CTA only: We certify that the above named has attended a resettlement training course and fully paid all relevant training costs or completed a civilian work attachment with this company/organisation, and was in attendance throughout the period detailed below: For Distance Learning only: SL self-completes Part 2 details below:</p>		
From:	To:	
Reason for absences - if known:		
Company/Organisation Stamp:		Name:
		Appointment:
Date:	Signature:	
PART 3: APPLICATION FOR REFUND OF INDIVIDUAL TRAINING COSTS (IRTC).		
Part 2 is completed and I attach a receipt for the fees paid by me for my Resettlement training course (and for DL a results letter/exam certificate in addition). I declare that the total that I have claimed in respect of resettlement training does not, with this claim, exceed the permitted maximum.		
Signature of SL:		Date:
PART 4: AUTHORISATION BY THE SERVICE RESETTLEMENT ADVISER (SRA).		
In addition to the £ advanced for this course (if applicable), the applicant has already received £ under the IRTC Scheme for previous courses.		
The course for which this claim is made was duly authorised on F363T and on F1746 where applicable, and takes account of any course undertaken at the CTP Resettlement Training Centre (RTC) or other CTP-authorized centre.		
I am satisfied that the claimant has made satisfactory progress/completed the course (see part 2). The total of all claims made by the claimant does not exceed limits, including any abatement of the allowance in respect of courses undertaken or booked at the RTC or other CTP-authorized centre. I approve the refund of £ against the RAC detailed below:		
UIN:	Cost Centre:	RAC:
Signature:	Name:	Date:
	Appointment:	