



Guidelines for SAFE education scholarships/grants

§1. Purpose

SAFE education scholarship has the intent to motivate and help union members and representatives develop their expertise in organizational and professional life.

Scholarships can be awarded for:

- a) Further education and competence development within a professional area
- b) Higher organizational training
- c) Qualification for a new profession in case of reassignment
- d) Quick professional and organizational update

§2. Scholarship size:

The SAFE Congress/National Meeting grants each year an amount to the education fund, that is further made available for educational purposes.

Scholarships can be awarded based on documented costs for study material, courses and exams fees.

The amount given in scholarships depends on the size of expenses, the number of applicants and the size of the education fund.

Each applicant can be granted up to 15 000 NOK per year from the education fund.

§3 Applicants

Scholarships can be awarded to members of the union who take courses while working and while paying regular submission. Members who have educational leave after AML, are laid off, unemployed or apprentices, can be granted courses if they have paid ordinary submission fees in advance. It is mandatory that the applicant is a full-paying member of SAFE and has been so (minimum of three months) in the last year, before the courses that the scholarship in question is applied for.

Passive members and retired members cannot apply for this type of scholarship.

§4. The application

Applications for the scholarship shall be sent to SAFE.

If the education/course is relevant for the applicant's current job/role, then the employer can apply for total or partly cover of the expenses. Those documents must be sent with the application.

Documentation from NAV is required if the applicant is unemployed and has applied for funds towards books and courses but has been rejected. If the applicant receives such support from NAV, one will not meet the eligibility criteria. There will not be, therefore, provided funds for any kind of safety courses for offshore, onshore or sea vessels. No financial support is given for refreshing of safety courses. There is also no financial support for housing and travel expenses.

It is not possible to apply for education grants for courses that have been completed a year or further back in time, from the date the application was received by SAFE.

§5. Documentation/payments

Each application is processed immediately. There are no application deadlines.

There are 4 payout dates per year: March 10th, June 10th, September 10th and November 10th.

Scholarships are paid when the documentation on expenses is available.

If one acquires funds that one is not entitled to from the education fund, it can lead to the loss of the right to apply for scholarship.

§6. Proceedings / complaint

The application is reviewed immediately by the administration to ensure that the application is fully completed. Furthermore, the application is handled on an ongoing basis by the education fund management group. The Federal Board is the appeal body for the awarding of grants. Any complaint must be made within 4 weeks after the applicant was notified of the result of the application.

§7. Guidelines

Guidelines for SAFE's scholarship scheme are adopted by the Federal Board.

Application form for education scholarships

Name: _____ Birth/person no: _____

Address: _____ Zip code/Town _____

Phone: _____ Email: _____

Employer: _____ Position: _____

Account number: _____

Last contingent payment: _____

Course details:

Name of the course: _____

When do/did you start the course: _____

When is/was the education completed: _____

Is your education relevant to your current position? **Yes** **No**

If so, you must apply for employer support and attach the answer.

Do you have educational leave under the provisions of the Working Environment Act?

Yes **No**

If yes, documentation from the employer must be attached.

Have you applied for other financial assistance? **Yes** **No**

Have you received education scholarships earlier, if yes when _____?

Yes **No**

Cost setup (remember that you can only list expenses for a year / 2 semesters)

Remember that the cost of buying / renting a PC and the Internet, as well as lost work profits, are not covered.

Examination fee: _____

Tuition: _____

Course fee: _____

SUM: _____

Layout of received support from the employer, or/and other:

Employer: _____

Other: _____

SUM: _____

The total cost applied for (Total costs deducted but may be received from employer / other)

Applying for NOK: _____

Attachments

Number of attachments: _____

(Documentation on courses, costs, as well as application / response / documentation from the employer). Only original receipts are accepted.

All fields in the application form must be filled in. Forms that are not completed correctly will not be processed, but returned to the applicant.

Grounds for application or other information

Place: _____

Date: _____

Applicant's signature: _____

The application is sent to:

E-mail: anita@safe.no

Or per mail:

SAFE PO Box 145

4001 Stavanger

