

**ADVANCED APPRENTICESHIP IN SPORTING EXCELLENCE
“HOW TO CLAIM...”GUIDE**

HOW TO CLAIMYOUR POSTAGE COSTS	HOW TO CLAIMYOUR TRAVEL/ACCOMMODATION COSTS
<p>When can I claim back my costs for postage? If you are requested to send your portfolio to the AASE Office or to your assessor you are entitled to claim back the costs incurred for postage.</p> <p>How can I claim back the costs for postage?</p> <ol style="list-style-type: none"> 1) Download the “Postage Refund Form” from the website or request the form by sending an e-mail to Lucy Allsop, lucy.allsop@swimming.org 2) Complete the form, attach your receipt of payment and send this to Lucy Allsop, 35 Granby Street, Loughborough. Leics, LE11 3DU. 3) You should then anticipate receiving your refund within two weeks of sending the postage refund form to the AASE Office. 	<p>When can I claim back for my travel/accommodation costs? You are entitled to claim back for all travel/accommodation costs incurred to the athlete only for travel to and from an AASE Workshop.(one journey there and one journey back)</p> <p>What are the terms and conditions?</p> <ol style="list-style-type: none"> 1) You can only claim for one journey to the destination and for one journey back home. 2) If you plan to use/book accommodation/airplane or taxi transportation you must first obtain authorisation from Michelle Kiff-Project Manager, michelle.kiff@swimming.org, as we may be able to book any rail/accommodation costs for you in advance. 3) Your mileage is refunded at a cost of £0, 15 per mile. 4) If you do not attach receipts for rail, taxi, plane travel then your refund will not be processed. 5) We do not refund car parking costs. <p>How can I claim back my travel costs?</p> <ol style="list-style-type: none"> 1) Download the “Travel & Accommodation Claim Form” from the website or request this from lucy.allsop@swimming.org. 2) Complete the form, attach any travel receipts if required (rail, taxi) and send the form to Lucy Allsop, 35 Granby Street, Loughborough, Leics, LE11 3DU. 3) You should anticipate receiving your refund within 3 weeks of sending the travel claim form to the AASE Office. However if you have not completed all the sections of the form this will cause delays in the claim process and therefore delays in payment.
<p>Who do I contact about postage cost refunds?</p> <p>Lucy Allsop-England Talent/AASE Administrator T: 01509 615442, F: 01509 237925 lucy.allsop@swimming.org</p>	<p>Who do I contact about travel refunds?</p> <p>Lucy Allsop-England Talent/AASE Administrator T: 01509 615442, F: 01509 237925 lucy.allsop@swimming.org</p>

***You are only able to claim back costs for travel, accommodation, postage and courses if you are an AASE athlete who is currently enrolled on the AASE programme.**

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HOW TO CLAIMYOUR COURSE COSTS/REFUNDS

LEVEL 2 COACHING	LEVEL 2 TEACHING	NATIONAL POOL LIFEGUARD QUALIFICATION
<p>Option A: You book and pay for the course yourself:</p> <ol style="list-style-type: none"> If you pay for the course yourself, then you will need to claim a refund from the AASE Programme. In order to claim a refund you must complete the “Course Refund Form” which is available upon request from <u>Eva Payates</u>. Send your completed “Course Refund Form” to <u>Eva Payates</u>, together with a receipt of payment and evidence of either a course booking confirmation or a certificate (if available). AASE will refund you a maximum of £650.00 for the Level 2 Coaching Course within two weeks of your claim. <p>Option B: AASE pays for the course for you:</p> <ol style="list-style-type: none"> If you would like for AASE to pay for the cost of this course, please send your course application form to <u>Eva Payates</u>. Your course application form will be submitted to the IOS with an authorised request of course payment from AASE. The IOS course administrators will send you an e-mail of a course booking confirmation and they will obtain payment from the AASE Programme. You will need to send us any related correspondence or evidence relating to this course so that we can keep this evidence in your athlete record up until your final certificate is received. 	<p>Option A: You pay for the course yourself:</p> <ol style="list-style-type: none"> If you pay for the course yourself, then you will need to claim a refund from the AASE Programme. Please note that AASE athletes are only charged £420.00 for the costs of a Level 2 Teaching course so please ensure that you state that you are an AASE athlete on your application form. In order to claim a refund you must complete the “Course Refund Form” which is available upon request from <u>Eva Payates</u>. Send your completed “Course Refund Form” to <u>Eva Payates</u>, together with a receipt of payment and evidence of either a course booking confirmation or a certificate (if available). AASE will refund you a maximum of £420.00 for the Level 2 Teaching Course within two weeks of your claim. <p>Option B: AASE pays for the course for you</p> <ol style="list-style-type: none"> If you wish for AASE to pay for the course, so that you do not incur any costs, you must send your course application form to <u>Eva Payates</u>. Your course application form will be submitted to the IOS with an authorised request of course payment from AASE. The IOS course administrators will send you an e-mail of a course booking confirmation and they will obtain payment from the AASE Programme. You will need to send us any related correspondence or evidence relating to this course so that we can keep this evidence in your athlete record up until your final certificate is received. 	<p>Option A: You pay for the course yourself, and the course costs less than £250.00:</p> <ol style="list-style-type: none"> If you pay for the course yourself, then you will need to claim a refund from the AASE Programme. In order to claim a refund you must complete the “Course Refund Form” which is available upon request from <u>Eva Payates</u>. Send your completed “Course Refund Form” to <u>Eva Payates</u>, together with a receipt of payment and evidence of your NPLQ assessment report (pink carbon copy), remember to send us your NPLQ certificate as soon as you have received it. AASE will refund you a maximum of £250.00 for the NPLQ course within two weeks of your claim. <p>Option B: You pay for the course yourself and the course costs more than £250.00:</p> <ol style="list-style-type: none"> Same procedure as Option A applies; AASE will only refund you a maximum of £250.00. <p>Option C: AASE Pays for the course for you and the course costs less than £250.00:</p> <ol style="list-style-type: none"> If you wish for AASE to pay for the NPLQ course and the course costs less than £250.00, then please book yourself a place on the course and provide the course administrator with our contact details, so that he/she can contact us to obtain payment details, or please send us the course administrator’s details and we can contact him/her to ensure that payment is completed urgently. You will receive an e-mail from <u>Eva Payates</u> confirming that payment details have been provided. <p>Option D: AASE pays for the course for you but the course costs more than £250.00:</p> <p>If you wish for AASE to pay for the NPLQ course but the course costs more than £250.00, you will first need to make a part payment and you will need to provide us with the course administrator’s contact details so that we can arrange to pay the remainder of £250.00 from the AASE Programme.</p>
<p>Who do I contact about course cost refunds? Eva-Maria Payates- AASE Programme Administrator T: 01509 615458, F:01509 237925 eva.payates@swimming.org</p>		