

REPEAT LEAVING CERTIFICATE YEAR 2
REPEAT LEAVING CERTIFICATE COURSE FEES

This form should be completed in respect of pupils who have sat the Leaving Certificate Examination and who will be repeating Leaving Certificate year 2 in accordance with the terms of paragraph 6.1 of Circular M02/95.

SCHOOL YEAR _____

NAME OF SCHOOL/VEC _____

ADDRESS _____

SCHOOL NO. _____

TYPE OF SCHOOL: Secondary I.I.; Vocational I.I.; Community I.I.; Comprehensive I.I.

TOTALS

(A)	Total number of pupils repeating Leaving Certificate Year 2 who have sat the Leaving Certificate and who have availed of the standard maximum period at senior cycle	
(B)	Number of pupils at (A) where the parents/guardians concerned are the holders of a current Medical Card	
(C)	Number of pupils at (A) liable for payment of the course fee	

TO BE COMPLETED BY SECONDARY/COMMUNITY/COMPREHENSIVE SCHOOLS

Total amount now enclosed: £ _____

Crossed Cheque No.: _____ Bank: _____

(Cheque should be made payable to "The Accountant, Department of Education")

Signature of Principal: _____ Date: _____

****Cheques from Voluntary Secondary and Community & Comprehensive Schools should be forwarded to Post Primary Administration 4, Department of Education and Science, Cornamaddy, Athlone, Co. Westmeath.**

TO BE COMPLETED BY VOCATIONAL EDUCATION COMMITTEES

Total amount collected: £_____

Signature of Chief Executive Officer: _____ Date: _____

Fee's collected by VEC controlled schools should be forwarded to the regional VEC concerned. VEC'S retain these fee's to their own accounts and notify Post Primary Administration 4 of the amount collected by completing this form, together with a remittance of the course fees, and forward to Post-Primary Administration Section 4, Department of Education, Cornamaddy, Athlone, Co. Westmeath by the 7 October of the year in which the pupils are repeating (or as soon as possible there-after)

***Note – VEC Schools or regional VEC's should not forward actual Repeat Leaving Cert Fee cheques to the Department of Education and Science.**

FOR OFFICE USE ONLY

Cheque £_____

Recd. _____

Ckd. _____

To A/B _____