

Counsellors nearby

Here you find a counselling centre. Please make an appointment!



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This project is funded by the European Social Fund of the European Union.

Impressum

Published by the

Federal Ministry of Education and Research (BMBF)
Division 321 „Lifelong Learning“
53107 Bonn

Orders

In writing to the publishers
Postfach 30 02 35
53182 Bonn
or by
Tel.: 01805 262302
Fax: 01805 262303
(0.14 euro/min. from German landlines)
e-mail: books@bmbf.bund.de
Internet: <http://www.bmbf.de>

Editing

Service und Programmstelle Bildungsprämie, c/o PT-DLR, Bonn
e-mail: bildungspraemie@dlr.de
Internet: <http://www.bildungspraemie.info>

Layout

DESIGN WORKS Guido Lindenau, Bonn

Printing

Gebr. Molberg GmbH, Bonn

Photo credits

Cover photo: Getty Images; inside page: BASF Coatings, 2005 – Photo database

Bonn/Berlin, January 2010

>> The continuing education grant: pays off



EDUCATION

Igniting ideas!

Education expenditure is a wise investment

Continuing education is important for a successful working life. Only people who stay „on the ball“ can secure and improve their chances on the labour market in the long term.

The Continuing Education Grant was introduced to enable more people to improve their job opportunities through continuing education – particularly those people who in the past have found it difficult to foot the cost of further training due to their limited income. It supports the funding of individual continuing vocational education.

**For further information call the free hotline
0800 2623 000.**

The Continuing Education Grant currently consists of two components:

The Grant Voucher

Employed persons are entitled to a grant voucher if their current taxable annual income does not exceed 25,600 euros (or 51,200 euros in the case of partners who are assessed jointly for tax purposes).**

People re-entering the labour market or mothers and fathers on parental leave are also entitled to a grant voucher. With the grant voucher, the Federal Government bears 50% of the cost of continuing education up to a maximum of 500 euros. Interested parties are entitled to a grant voucher once a year. The process involves a counselling session and is quick and non-bureaucratic. The individual can then submit the voucher when registering with an education provider and will receive a reduced bill.

Important: First receive counselling and then apply!

** This income ceiling is based on the Home Ownership Savings Premium (WoPG).

The Continuing Education Savings Plan

The „Continuing Education Savings Plan“ allows people to withdraw savings accumulated under the Capital Formation Act (VermBG) and use these funds to finance continuing education measures - even before the end of the blocking period. They do not lose their employee's savings premium. This makes it easier to finance more extensive and often longer further training courses.

Interested parties discuss with the counsellors what type of further training is best suited to their abilities and aspirations and receive a savings voucher. They then discuss the financial details with their financial services providers (building society, bank or insurance company).

Important: No income ceilings apply in these cases!



Every employee who has accumulated savings under the Capital Formation Act can take advantage of this component of the Continuing Education Grant. Both components can be combined. In other words one can use the Grant Voucher to reduce course fees and fund the remaining costs under the Continuing Education Savings Plan.

Checklist for a personal counselling session:

- ✓ **Finding a counselling centre!**
Interested parties can find their nearest counselling centre by calling the free hotline 0800 2623000 or taking a look at the map on the Continuing Education Grant homepage: www.bildungspraemie.info.
- ✓ **Arranging an appointment!**
All counselling centres can be contacted by telephone or e-mail. Interested parties can arrange a free individual appointment.
- ✓ **Putting one's documents together!**
It is essential to bring the following documents to the counselling session:
 - valid identification with photograph (ID card, driving licence, passport),
 - income tax notice from last year or the year before¹,
 - in cases where the person is not a citizen of the EU: a residence permit.

Clients receive a data protection declaration concerning the protection of their personal data at the counselling centre. Alternatively, they can download the declaration from the website of the Continuing Education Grant and bring a signed copy to the meeting.

- ✓ **Appointment made!**
Ideally clients should come to the meeting with clear ideas about the type of continuing education they would like to pursue. The counsellors support them in a dialogue and help them to select training measures and providers.

¹ People who do not have an income tax notice may submit a current pay slip.