# Invoice for the social benefits of the during training period on the vocational collegeIt is recommended that the application be completed electronically (in Word) and submitted for processing as an e-mail attachment. A handwritten application can be returned to the applicant if the processor cannot understand the handwritten text. The application for December must be submitted by 15.12. or if the period continues after the 15th, for the rest of the month, no later than January 5. After this, benefits from the previous year can no longer be applied for.

## **1. Apprenticeship student information**

|  |  |
| --- | --- |
| Student's name | Date of birth or student number |
|       |       |

|  |  |
| --- | --- |
| Student's email address | Bank account number in IBAN format |
|       |       |

|  |
| --- |
| The name of the student's own tutor |
|       |

## **2. The training period that took place at the vocational college (maximum of 2 period)**

|  |  |
| --- | --- |
| Name of vocational college | Operational unit or locality of the vocational college |
|       |       |

|  |  |  |
| --- | --- | --- |
| Content of the training period / name of the part of the degree | Start date | End date |
|       |      .20      |      .20      |
|       |      .20      |      .20      |

## **3. Benefits to be applied for**

***3.1. Training day-specific benefits***

|  |  |  |  |
| --- | --- | --- | --- |
| Student social benefit | Benefit / training day | Number of days | Total in euros |
| Daily allowance | 15 € / training day |       |       € |
| Family assistance | 17 € / training day |       |       € |
| Accommodation compensation | 8 € / training day |       |       € |

There is no right to training day-specific benefits if the student receives a salary during the training period.

Paid benefits are reported to the same Income Salary Register of the Finnish Tax Administration, where salary information is also reported.

[ ]  I have received a salary during the training period at the vocational college (No right to a benefit)

[ ]  I have not been salary during the period.

***3.2. Compensation for travel costs***

Fill in the address information of your home in Finland, if you are applying for travel allowance for trips between home and the vocational college.

|  |  |
| --- | --- |
| Home in Finland | Postal number and Post office |
|       |       |

A means of transport used for travelling

[ ]  bus [ ]  train [ ]  aircraft [ ]  public transport tickets or ticket purchase receipts are attached to the application.

[ ]  own car, private car (0,33 € / km)

|  |  |  |  |
| --- | --- | --- | --- |
| Student social benefit | Trip (home-college-home) | Number of trips | Total in euros |
| Travel allowance |       km |       |       € |

|  |
| --- |
| **Social benefit in total in euros** |
| **€** |

## **4. Social benefits applied for in total**

Send the completed application and copies of travel tickets or receipts by e-mail to the student's own tutor or to oppsiopimus@redu.fi. To send, use REDU's e-mail or your own e-mail, the details of which you have provided to REDU.

|  |
| --- |
| Application received date |
|       |

The study office that received the invoice records the receipt and sends the invoice to the student's own tutor for processing.

**5. The student's own tutor fills in**
[ ]  I have checked that the information about the training period presented in the application is correct.

[ ]  The student's training period information contains incorrect information, which has been corrected in the additional information below

[ ]  The application is returned to the student to correct missing or incorrect information.

|  |
| --- |
| Additional information |
|       |

|  |  |
| --- | --- |
| Date | Signature of the Student's own tutor (\*\* |
|      20.       |  |

After the processing notes, the Student's own tutor will send an invoice form for paying the benefits to the email address: oppisopimus@redu.fi . \*\*) As a signature, i.e. as a confirmation of checking the information, it is enough for the Student's own tutor to send the application via REDU's personal email.

**Tiliöinti** (opintotoimisto täyttää) *Accounting (to be completed by the study office)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tili | KP | Tunniste 1 | Tunniste 2 | Tunniste 3 | Euro | Alv |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

## **Apprenticeship student's social benefits**

Apprenticeship student's livelihood is secured during the training period and competence demonstration dat the vocational college.

**Daily allowance**

Daily allowance is paid if the employer does not pay a salary for the duration of the training or competence demonstration at the vocational college. This has been agreed upon when concluding the apprenticeship contract. The daily allowance is 15€ / training day.

If participating in the training or or competence demonstration at the vocational college does not cause loss of salary (e.g. the training day is a Saturday or another paid day off), the daily allowance is not paid.

If a student falls ill during the training period out at the vocational college, the student who is entitled to daily allowance will also be paid daily allowance for the sick days during the training period (if no salary is paid for those days).

**Family allowance**

If the student is entitled to daily allowance and has dependent children under the age of 18, a family allowance of 17 € / day is also paid.

**Accommodation allowance**

Housing allowance is paid, the training period at the vocational college is completed in a place other than the student's place of residence or place of work. Accommodation allowance is 8 € / day regardless of costs.

**Travel allowance.**

The student has the right to receive a travel allowance during and at the end of the vocational college at the college, if the one-way journey to the college is more than 10 kilometers or Compulsory student more than 7 km for a compulsory student

The trips are reimbursed on the principle of one round trip per training period. The training period refers to consecutive training days at the vocational college. One round trip/week if the training lasts more than a week. The payment is made according to the cheapest travel method, i.e. according to the ticket price of the available public transport. If public transport is not available, a mileage allowance is paid.

The benefits received by the student during the education organized at the educational institution are tax-free.

Textbooks and meals are paid for by the student.