



Attachment No. 6

RULES FOR THE REIMBURSEMENT OF TRAINING/VOCATIONAL COURSES FOR FOREIGNERS

within the framework of the project "**Opolskie Hospitable – Supporting social integration of third-country nationals**", implemented by the Polish Labor Department in Opole financed by the European Funds for Opolskie Regional Programme 2021-2027 (FEO).

§ 1

Conditions of participation

1. If the Project Participant identifies a need to increase or change his/her qualifications and/or professional competences, he/she may benefit from a refund of the training/vocational course.
2. The condition of applying for the possibility of reimbursement is submitting a declaration of enrolment to the project (Attachment 1a or 1b) together with consent for processing of personal data and presentation of a document confirming data included in the declaration, including fulfillment of conditions specified in § 2, point I of the Rules of Recruitment and Participation in the project.*

The completed declaration must be submitted no later than on the day of the consultation with a vocational counselor/intercultural counselor at the Centre for Integration of Foreigners to confirm the validity of the training path taken about the participant's professional predispositions and the needs of the labor market. The training/professional course should start after a positive opinion has been given by the career counsellor.

3. The reimbursement of costs of training/vocational courses can be used by adult project participants who were 18 years old on the day of starting the training/ course (date of birth is decisive).

* Persons conducting business activities are excluded from applying for the reimbursement cost



4. The training/course will take place during the project. The project runs from 01.10.2023 to 30.09.2025. During the project duration, a participant may submit an application with the required attachments for reimbursement **only once**.
5. All stages concerning participation in the training/course, i.e., submission of a declaration to join the Project, training/course, exam (if applicable), submission of an application for refunds must take place during the foreigner's legal stay in the Republic of Poland, certified by an appropriate document.
6. The last possible date to apply for refunds is September 20, 2025.
7. In the application for reimbursement of costs of vocational training/training, the project participant may indicate only costs which were incurred by him/her in connection with undertaking the training/training course including medical examinations and the cost of **only successfully passing the final examination** (if applicable).
8. In the case of driving courses, only the following categories are eligible for reimbursement. the following categories: C, C1, C1+E, C+E, D, D1, D1+E, D+E, T.
9. The training/course will end with the acquisition of competences and/or qualifications, confirmed by appropriate document.
10. The training/course will be implemented in accordance with the provisions of the document, i.e. "Basic information on obtaining qualifications under projects co-financed from the ESF +", which is an annex to the Guidelines for monitoring material progress in the implementation of programmes for the years 2021-2027, dated 12.10.2022 (available at **www.rpo.opolskie.pl**).
11. The training/course will be delivered in accordance with the Training Accessibility Standard for Cohesion Policy 2021 - 2027, as described in Annex 2 to the Guidelines for the Implementation of Equality Principles under the EU Funds 2021-2027 version dated 29.12.2022.
12. The Project Supplier shall refund to the Project Participant the cost of training/vocational course up to the amount of maximum **10 000.00 PLN gross** and the Project Participant covers costs exceeding this limit.
13. In order for the project participant to receive a refund of the training/course costs, he/she must submit the following documents within 14 (working) days from the end of the



training/course and after successfully passing the final exam (if applicable) at the seat of the Centre for Integration of Foreigners in Opole, 7 Damrota Street:

- 1) application for reimbursement of training/course costs (Attachment No 6.1 to these Rules),
- 2) copies of invoices/receipts for costs specified in the application, issued to the project participant who applied for reimbursement (originals to be inspected).

The invoice/receipt for training/professional training must indicate the date and name of the training/professional training. If the training/professional course ends with an examination for which a separate fee must be paid, the invoice/receipt must indicate the date and name of the examination. Fees (including advance payments) do not have to be paid by the person who applies for re-funding of training/vocational course costs.

- 3) proof of payment: in the case of a non-cash payment, a bank statement, in the case of payment in cash - proof of payment (receipt) or confirmation of payment on the invoice (to be paid 0.00 or "paid" in full).
- 4) a copy of the certificate/diploma/documentation confirming the completion of the training/course and attesting successful completion of the final examination (if applicable) and the acquisition of professional qualifications/competences (original to be submitted for inspection).

14. Refunds will be made within 14 working days from the date of delivery of all the correct documents referred to in paragraph 13 to the bank account number indicated in the refund application.

15. Requests for reimbursement for training/courses for project participants can be made continuously until the available funds are exhausted.

16. Submitting a declaration to join the project and a consultation with a vocational counselor/intercultural counselor is not tantamount to receiving a refund for the cost of the training/vocational course.

17. Applications are not permitted before the training/course has been completed and the final examination (if applicable) has been successfully passed.

18. The granting of refunds is determined by the order in which applications for refunds are submitted.



19. The final decision on reimbursement is made by the Head of the Foreigners' Integration Centre or a CIC employee designated by him/her.

§ 2

Final resolutions

1. The Voivodeship Labor Office in Opole reserves the right to make changes to these Rules, in particular, if this becomes necessary due to changes in the Project implementation rules or in the event of a written order to introduce specific changes from the Ministry of Funds and Regional Policy or other bodies authorized to control the implementation of the Project.
2. Any changes will be published on the Project website **wupopole.praca.gov.pl**, under the tab "Urząd" and will be effective from the date of their publication unless otherwise stated.
3. In the case of a decision of the Ministry of Funds and Regional Policy or other authorized bodies regarding the discontinuation/stopping of the Project, authorities regarding discontinuation/stopping of the Project, the Voivodeship Labor Office in Opole reserves the right to shorten the implementation period or stop the Project.

Attachment No 6.1:

Template of the application for reimbursement of training/vocational course costs