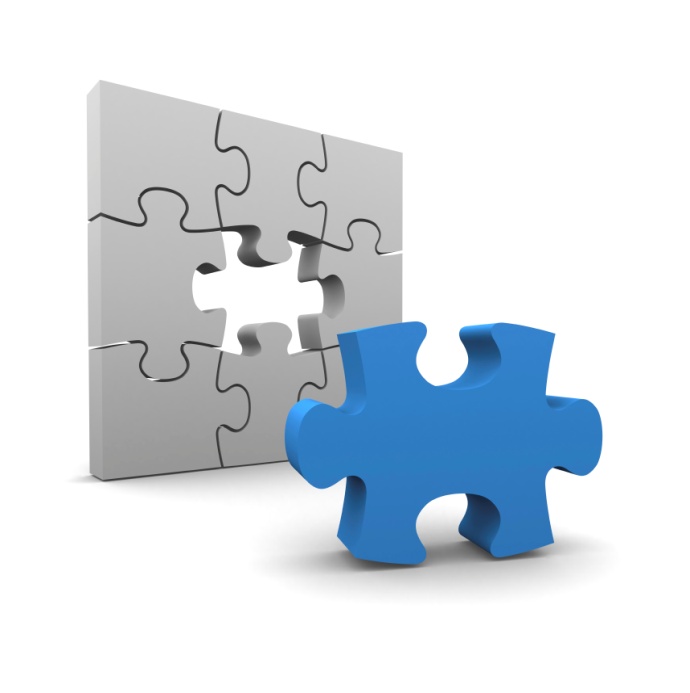
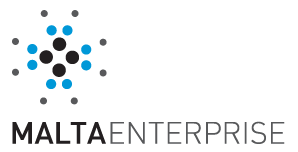
FAQs

Get Qualified

Version 1.3



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# Eligibility

## Can I apply for the scheme?

A qualification shall be considered eligible if the course satisfies one of the conditions enlisted in section 3.1 of the Incentive Guidelines.

## My course is being partially funded by a third party. May I apply for funding?

Yes. However, only the costs that are **not** being funded by any other source (national or international) would be considered as eligible for the scheme

## 1.3 What about if parents, guardians or any other individual pays for the course?

Yes. If eligible costs are paid by parents, guardians or other persons which are not the beneficiary, applicants must submit the [Declaration for Payments Paid by Third Parties](http://www.maltaenterprise.com/en/support/get-qualified)

## 1.4 If I benefit from the scheme, would I still be eligible for a university stipend?

The individual may benefit from the tax credit irrespective of being eligible for a stipend or not.

## 1.5 May I go study abroad?

Yes.

## 1.6 May I benefit from the scheme whilst working abroad?

Yes, if the tax is payable in Malta.

## 1.7 The course I am following has been graded as level 4 (or lower) by the National Commission for Higher Education (NCFHE) and falls under one of the subject areas in section 3.1 (a) of the Incentive Guidelines. Am I still eligible for a tax credit?

No. A qualification shall be considered eligible if approved as level 5 or higher by the National Commission for Further and Higher Education (NCFHE) grading structure. If the qualification is not level rated the qualification must be technically specialised in areas listed in 3.1b of the Incentive Guidelines.

## 1.8 The course I am following has been graded as level 5 (or higher) by the NCFHE but does not fall under one of the subject areas in section 3.1 (a) of the Incentive Guidelines. Am I still eligible for a tax credit?

A qualification shall be considered eligible if approved as level 5 or higher by the National Commission for Further and Higher Education (NCFHE) grading structure, and falls within the subject areas enlisted in section 3.1 (a) of the Incentive Guidelines.

However, courses classified as level 5 or higher under the MQF grading structure but not directly relevant to any of the subject areas outlined in section 3.1 (a), shall still be considered as eligible if as part of the applicant’s studies if the student submits a dissertation or thesis addressing one of the areas outlined in section 3.1 (a).

## 1.9 The course I am following has not been graded by the NCFHE and falls under one of the subject areas in section 3.1 (b) of the Incentive Guidelines. Am I still eligible for a tax credit?

Yes.

## 1.10 The course I am following has not been graded by the NCFHE but does not fall under one of the subject areas in section 3.1 (b) of the Incentive Guidelines. Am I still eligible for a tax credit?

No.

## 1.11 If a course is provided by two (or more) institutes, may I attend both?

Yes. However, both institutes need to sign the application form.

## 1.12 My course is offered online by correspondence. Am I still eligible for the scheme?

Yes, as long as the course and the application are in line with the Incentive Guidelines.

## 1.13 I am following a course approved by Get Qualified but I have taken an early retirement and would like to do another course after this one. Can the tax credits awarded be deducted from my partner’s tax payments?

Yes as long as your tax computation falls under the Married status.

## 1.14 I am married and followed a course approved under the Get Qualified but I am unemployed. Can the tax credit be deducted from my partner’s tax payments?

Yes as long as your tax computation falls under the Married status.

# Application Process

## 2.1 The course I would like to attend is not listed down in the list of approved courses. Does that mean that I cannot apply?

If the course falls within the subject list provided in section 3.1 of the Incentive Guidelines, you may apply. However, Application Number 2: [**Application for Courses to Be Considered As Eligible Under The Get Qualified 2014**](http://www.maltaenterprise.com/en/support/get-qualified) needs to be submitted.

## 2.2 The course I would like to attend is listed down in the list of approved courses. Which application form do I need to submit?

If the course is marked with an ‘\*’, the student may either register themselves or may also request the training provider (or the representative through whom they are enrolling) to register them in the Get Qualified system. For courses which are not marked with an ‘\*’ students may register themselves by accessing the portal by [clicking here](http://getqualified.maltaenterprise.com/login)

Once registered students will receive a username and password enabling them to access the online system and submit their application. Students are reminded that following registration they are still required to submit their application through the online system, this must be done within ONE year from commencement date of the course.

## When do I need to submit my application?

Students are required to apply for the tax credit within one (1) year of commencement of their course.

## 2.4 I would like to include a course provided through my institute in the list of approved courses. Which application form do I need to fill in?

Application Number 2: [**Application for Courses to Be Considered As Eligible Under The Get Qualified 2014**](http://www.maltaenterprise.com/en/support/get-qualified) needs to be submitted.

Nevertheless, this application should be followed by at least one student application within twelve (12) months from the approval issued by Malta Enterprise. Should no applications be handed in within the stipulated time-frame, the Corporation reserves the right to remove the course from the list of approved courses and to reject any re-submission of the same certification or qualification within the following twenty-four (24) months.

## 2.5 I failed from two (or more) different modules. May I apply for one resit per module?

Yes. Application Number 3: [**Resit Applications**](http://www.maltaenterprise.com/en/support/get-qualified) needs to be submitted.

## 2.6 I failed from one examination and I applied for a resit. However, I also failed from the resit. May I re- apply for the same examination?

No. Only the cost of one (1) resit per examination/assignment is eligible.

## 2.7 What additional documentation do I need to submit with my application form?

All the additional documentation requested is enlisted within each application form.

## 2.8 If a student has already obtained the certificate and cannot provide an acceptance letter, can he upload the certificate instead?

If a student is applying for the scheme and has already obtained the certificate and cannot provide his acceptance letter, he can upload the certificate instead of the acceptance letter.

## 2.9 I have entered the wrong credentials and the account is now locked. What can I do?

If a user inputs the wrong credentials for a number of times the account is locked and an email is sent to the registered email address of the account. The email consists of a generated link. Once the user clicks on this link, the account is unlocked within 24 hours and the user can log in again.

This is all done within the system itself. All the user has to do is click on the link generated in the email.

Note: Some mailboxes classify automatic emails as junk or spam, please check junk folders.

# Eligible Costs

## 3.1 What are the eligible costs?

Registration fees paid to the awarding body awarding the qualification.

Fees paid to the university, institution or other entity recognised by Malta Enterprise for the training and educational services leading to the approved qualification.

Fees payable in connection with examinations, including the cost of one (1) resit per examination/assignment required to achieve the approved qualification.

## 3.2 May I just apply for the examination fees or just the registration fees?

Yes.

## 3.3 I am starting a course but some of the modules I have already achieved, could I claim for the exemption reimbursement?

Yes.

# Payments

## 4.1 What is an enchased cheque?

Should the individual opt to pay by cheque, the institute needs to exchange the cheque for cash. A copy of the enchased cheque needs to be submitted to Malta Enterprise within three (3) months from successful termination of the course.

## 4.2 May I pay by cash?

Yes as per proof of payment conditions enlisted within the Application Form.

## 4.3 What kind of proof of payments do I need to submit?

Depending on the method of payment, applicants are requested to submit a copy of the encashed cheques, a copy of the bank transfers, or signed and stamped receipts by the respective institute/awarding body.

# Tax Credit

## 5.1 How do I claim my tax credit?

Once approved and all the requested documentation has been submitted in time, the individual may start claiming the tax credit as a deduction from the tax payable for the year of assessment for the relevant qualification obtained. On presenting the first claim for tax credit, the beneficiary must submit to the Commissioner of Inland Revenue the following documentation:

Self Assessment and RA10 form which forms will automatically be provided by the IRD

 Copy of the tax credit certificate issued by Malta Enterprises

 Copy of the certification issued by the Awarding Body/Institute.

 Declaration that the beneficiary is not being refunded from any other source for the tax credits being claimed.

## 5.2 What if I do not utilise all my tax credit within that year of assessment?

Any amount of tax credit not utilized by the beneficiary in that year of assessment may be carried forward and be set against the applicant’s respective tax liability within the subsequent ten (10) years of assessment.

**5.3 I am doing a course approved by Get Qualified but I have taken an early retirement and would like to do another course after this one. Can the tax credits awarded be deducted from my partner’s tax payments?**

Yes as long as your tax computation falls under the Married status.