

Incentive Guidelines

Get Qualified Scheme 2017 – 2023

Version 1 / 2021



MALTAENTERPRISE

Contents

- Contents 2
- 1. Introduction 3
 - 1.1 Scope 3
 - 1.2 Duration of the incentive 3
 - 1.3 Legal Basis 3
 - 1.4 Designated Authority 3
- 2. Definitions 3
 - 2.1 Awarding Body 3
 - 2.2 Termination/Awarding Date 3
- 3. Eligibility 4
 - 3.1 Eligible Qualifications 4
 - 3.2 Eligible Applicants 4
 - 3.3 Exclusion 4
- 4. Incentive Description 5
 - 4.1 Details of Incentive 5
 - 4.2 Eligible costs 5
- 5. Tax Credits Application 6
 - 5.1 Submission Deadline: 6
 - 5.2 Required Documentation: 6
- 6. Claiming the tax credit 6
- 7. Monitoring and Control 7
- 8. Contact Details 7

1. Introduction

1.1 Scope

The scope of this incentive is to support the personal development of individuals who aim to achieve qualifications and certifications required by industry. The incentive is applicable to students following a course of studies leading to a certification, diploma, degree or post-graduate degree courses. On successful completion, the student will benefit from a tax credit, hence recovering part of the costs incurred.

This incentive is mainly intended to support persons who have completed formal education and who are seeking to further their education in areas that are relevant to Maltese Industries.

1.2 Duration of the incentive

These Incentive Guidelines will remain effective until 31st December 2023 or until updated or amended by Malta Enterprise Corporation.

Legal Basis

1.3

Legal Notice 287 of 2021 enables Malta Enterprise to approve Tax Credits for students aiming to attain qualifications required by the industry.

Designated Authority

1.4

This incentive is administered by Malta Enterprise Corporation

2. Definitions

2.1 Awarding Body

For the purpose of these incentive guidelines, an awarding body is a body issuing qualifications (certificates, diplomas or titles) and that formally recognizes the learning outcome (knowledge, skills and/or competences) of an individual, following an assessment and validation procedure.

2.2 Termination/Awarding Date

For the purpose of these Incentive Guidelines, the termination date shall be the date listed down on the certificate and/or transcript issued by the Awarding Body, whichever is the earliest.

3. Eligibility

3.1 Eligible Qualifications

- a. A qualification shall be considered eligible if approved as level 3 or higher on the Malta Qualification Framework (MQF) grading structure¹. Further information may be found in section 4.1 of the guidelines.
- b. In case of specialized training which is not MQF level rated, the training will be evaluated on a case by case basis.
- c. The qualification or certification is to be granted on merit that is verified through a form of assessment that is specific to that qualification or certification
- d. Vocational Learning programmes, besides being occupation-specific, need to also include practical knowledge – that is, being based on practice or, at least, have a practical component, *preferably* included also in the assessment procedure. It is widely acknowledged that applied practice enhances the real acquisition of knowledge and skill.

3.2 Eligible Applicants

This fiscal benefit is available to the student or his/her parents as the case may be.

3.3 Exclusion

Non-eligible costs include seminars or conferences and SEC/MATSEC examinations, ECDL core, ECDL Advanced.

¹ The grading structure could be obtained from the NCFHE website -[www.https://mfhea.mt/](https://mfhea.mt/)

4. Incentive Description

4.1 Details of Incentive

The tax credit granted to successful students will be of 70% of the eligible costs yet the maximum value of tax credits will be capped in relation to the MQF level of the qualification as specified below:

MQF Level Qualification	Tax Credit Capping
3 (Vocational Certificates/Diplomas/Qualification)	€1,500
4 (Vocational Certificates/Diplomas/Qualification)	€2,500
5 (Undergraduate Diploma)	€3,500
6 (Bachelor Degree)	€12,500
7 (Post-graduate Degree, Diploma or Certificate)	€15,000
8 (Doctorate)	€25,000
Other Courses (specialized courses which are non MQF level-rated)	€2,000

4.2 Eligible costs

The following costs are eligible for tax credits:

- a. Registration fees paid to the awarding body awarding the qualification.
- b. Fees paid to the university, institution or other entity recognized by Malta Enterprise Corporation for the training and educational services leading to the approved qualification.
- c. Fees payable in connection with examinations, including the cost of one (1) re-sit per examination/assignment required to achieve the approved qualification.
- d. Bench fees consisting of expenses related to the tuition fees and exams including the use of resource expenses but excluding other costs such as, but not limited to flights and accommodation.

The maximum value of tax credits will be of 70% of the eligible costs and capped as per section 4.1. Moreover, the eligible costs will be calculated as follows:

- Eligible costs incurred directly from the **Awarding Body** awarding the qualification as indicated in the official documentation published by the Awarding Body.
- Eligible costs paid to a **third party organizations** recognized by the Awarding Body, the eligible value shall be the actual costs paid by the student.

5. Tax Credits Application

5.1 Submission Deadline:

Students are required to apply for the tax credit within two (2) years from the day on which the relevant qualification is obtained.

Malta Enterprise Corporation shall not consider applications in respect of a course of qualifications that commenced after 31st December 2023.

5.2 Required Documentation:

Within two (2) years from the day on which the relevant qualification is obtained, the beneficiaries must submit:

- The application Form which may be accessed from <http://maltaenterprise.com/support/get-qualified-2017-2023>
- Acceptance Letter from the Institute/Awarding Body
- Proof of Payments:
 - o Endorsed itemized statement of account from the Institute/Awarding Body
 - o in case of payments made in foreign currency – bank transactions to be provided as well
- Transcript/Certificate

On applying the student will also be stating that the beneficiaries' studies have not and shall not be reimbursed nor compensated for the whole or any part of the costs on which the tax-credit is being claimed from any source whatsoever.

Once an application is determined eligible, Malta Enterprise may still request any documentation which is deemed necessary to establish the actual eligible cost.

Malta Enterprise will issue a Tax Credit Certificate stipulating the value tax credit applicable. The applicant will be able to utilize the tax credit after being awarded the named certification.

6. Claiming the tax credit

The holder of the Tax Credit Certificate may start claiming the tax credit as a deduction from the tax payable for the year of assessment commencing on the 1st January of the year immediately following that in which the relevant qualification is obtained. Any amount of tax credit not utilized by the beneficiary in that year of assessment may be carried forward and be set against his/her respective tax liability within the subsequent ten (10) years of assessment.

On presenting the first claim for tax credit, the beneficiary must submit to the Commissioner for Revenue the following documentation:

- a) the Tax Credit Certificate issued by Malta Enterprise Corporation;
- b) a copy of a certificate and/or transcript issued by the Awarding Body (university or institution) confirming the beneficiary has successfully attained the qualification or certification approved in the Tax Credit Certificate issued by the Malta Enterprise Corporation; and
- c) a declaration that the beneficiary is not and has not been entitled from any source whatsoever to any reimbursement of or compensation for the costs claimed as a tax credit or any part of those costs to avoid double funding.

7. Monitoring and Control

Malta Enterprise Corporation and/ or the Commissioner for Revenue:

- i. may require evidence confirming that costs claimed have been incurred and the authenticity of the documentation substantiating the claim for the tax credit.
- ii. will revoke any approved and/or granted aid if any evidence is found showing that the beneficiary has abused of the right to this incentive.
- iii. may request the original certificates.

8. Contact Details

Further information on the scheme, as well as information and guidance on the filling in of the application form may be obtained by contacting the GET QUALIFIED Office during office hours.

Postal Address: Malta Enterprise Corporation
Gwardamangia Hill
Pieta' MEC 0001
Malta

Tel: 153

Email: getqualified.me@maltaenterprise.com

Website: <http://maltaenterprise.com/support/get-qualified-2017-2023>