

## **3.2**

### **POLICY**

### **FINANCIAL SUPPORT FOR STAFF STUDY**

*"To live, learn and love with Jesus, being the best we can be"*

Staff who wish to undertake tertiary-level study to further their own professional learning are welcome to apply for financial support to contribute towards their study costs.

Each case will be decided on its own merits with the following being taken into consideration:

1. The length of service of the staff member making the application;
2. The benefit to the school of the course of study the staff member is undertaking;
3. Scholarships or alternative funding support the staff member has applied for or is already receiving;
4. The number of papers the staff member is planning to undertake to complete the course of study;
5. The total spend, which will need to be in accordance with the annual budget.

Release time from teaching will not be part of the support provided.

Should funding be granted for study, the amount provided would be up to a maximum of 50% of the course costs and possibly subject to the following conditions should the Board wish to invoke either or both of these conditions:

- That in return for funding, the recipient would agree to continue at the school for a set amount of time following completion of the course. Should the recipient leave before that time, the Board has the right to request a full or partial reimbursement.
- The request for a full or partial reimbursement might also be applied in the case of failure to pass the course.

Should the Board wish to apply either or both of the conditions above, the recipient will be required to sign an agreement outlining these conditions as appropriate.

***Ratified June 2014***