



## **The Queen's Church of England Primary School**

*Encouraging every child to reach their full potential, nurtured and supported in a Christian community which lives by the values of Love, Compassion and Respect.*

# **THE QUEEN'S SCHOOL Tuition Reimbursement Policy**

Agreed by: Queen's School Governing Body  
Date: March 2019

Review Cycle: Three years  
Next Review Date: March 2022

All the Queen's School policies should be read in conjunction with the Equality Policy.

If you require a copy of this document in large print, braille, audio format or paper, please contact the School Office.

## **THE QUEEN'S CHURCH OF ENGLAND SCHOOL KEW TUITION REIMBURSEMENT POLICY AND PROCEDURES**

As part of our commitment to the on-going development of staff colleagues, The Queen's School will, at an appropriate point in the school financial year, and if the financial position of the school makes it possible, make available a sum of money in each funding period for the purpose of granting reimbursement of, or contribution toward, tuition fees for courses taken by staff in an educational field or related educational area.

The total amount available in each funding period, and the amount, if any, to be reimbursed to any applicant, is subject to the available budgeted funds and the number of applications. The decision to make an award, and the amount awarded, in respect of any application is entirely at the discretion of the Pay and Personnel Committee. The decision of the Pay and Personnel Committee shall be final.

### **To receive reimbursement, employees must:**

1. File a Request for Course Approval for Tuition Reimbursement Form to the Pay & Personnel Committee, with proof of payment of any course fees, or evidence of the course fee if not yet paid, by the established deadline date. Failure to meet the submission deadline will result in denial of Tuition Reimbursement.
2. Be certified as eligible by the Head Teacher, who will sign the Course Approval for Tuition Reimbursement Form. Please note that the employee is responsible for ensuring that the request form is received by the Pay & Personnel Committee by the submission deadline. Completed forms should be handed in to the school office addressed to the Pay & Personnel Committee c/o Chair of Governors.
3. Be in active service as an employee of the Queen's School at the time of request and time of reimbursement.
4. The application form will include a signed statement acknowledging that the applicant has read the tuition reimbursement policy and procedures and understands the circumstances under which they will be required to repay any monies received.

Forms:

The Request for Course Approval for Tuition Reimbursement Form is attached.

### **Deadline/Timing:**

The deadline for submitting the application for each academic year with proof of payment or, where the course fee has not yet been paid, evidence of the course fee payable, is 1st October. The applicant will be informed of any reimbursement by 31st December. Reimbursement will be paid within two weeks of the commencement of the following school term or following proof that the applicant has paid the course fee, whichever is later.

**Eligibility:**

Permanent employees are eligible to apply for the tuition reimbursement after one year of employment. Temporary and supply teachers are ineligible for tuition benefit.

**What will be reimbursed:**

The whole, or part of, the tuition fee element of the cost of the course. Teachers are responsible for paying registration, application fees and for books.

**Failure to meet the tuition reimbursement criteria:**

Employees will be required to repay the school tuition reimbursement received in the following circumstances:

- Employees with less than three years of continuous service receiving tuition reimbursement shall be required to remain an employee of the school for two complete school years following the year in which tuition reimbursement is received. Employees with less than three years of continuous service who leave their employment with the Queen's School shall return 75% of all reimbursement monies paid by the school in the previous two complete school years.
- Employees with three or more years of continuous service shall be required to remain an employee of the school for one complete school year following the year in which tuition reimbursement is received. Employees with more than three years of continuous service who leave their employment with the Queen's School shall return 100% of all tuition monies paid by the school in the previous complete school year.

**DATE: March 2019**

**FOR REVIEW: March 2022**

**THE QUEEN'S CHURCH OF ENGLAND SCHOOL KEW  
COURSE APPROVAL for TUITION REIMBURSEMENT FORM**

Name:

Position:

Course Title & Provider:

Duration of Course:

Nature of Course:

How this course will directly benefit your current role or future role(s) at the Queen's School:

I have read the **TUITION REIMBURSEMENT POLICY AND PROCEDURES** and agree that they form the terms governing a legally binding agreement between the Queen's School and me. I understand that this agreement includes, without limitation, terms specifying circumstances in which I may be required to repay any monies granted under the terms of this agreement and I confirm my acceptance of those terms.

**Applicant:**

**Date:**

**Headteacher Authorisation:**

**Date:**

**Payroll & Personnel Committee:**

**Amount to be awarded:**

**Date:**