



ORMISTON
SIX VILLAGES
ACADEMY



TRAINING SUBSIDIES FOR STAFF POLICY

Approved by the Principal: May 17
Date of next review: May 2018

TRAINING SUBSIDIES FOR STAFF

The attached policy makes provision for part funding by the Academy towards a professional training course.

This is a free standing agreement between the Academy and the individual concerned and is legally enforceable. Any breach would be enforceable through the County Court.

If you apply for, and are successful to be apportioned a contribution towards your professional development course (e.g. Masters) the Academy will require you to remain in the Academy’s employment for a two year period following completion of study. However, if you terminate employment before the end of this two year clause period then the contribution made by the Academy would need to be payable in full by you to the Academy.

If you wish to apply for funding please complete the attached form: Fundingsupport01

Finance Department

I[name] have attached a copy of my invoice
.....(course), and confirm that I have made arrangements for this to be paid.

I understand that 50% of these costs will now be refunded to me, from the academy.

Please make the cheque payable to.....

Signed.....

Dated.....

Please return completed form and copy of university invoice to Miss L White, Finance Director, Ormiston Six Villages Academy, Lime Avenue, Westergate, Chichester, West Sussex PO20 3UE

email: lwe@ormistonsixvillages.org.uk

