Personnel

Financial Assistance for Tertiary Study

Rationale

The Board wishes to encourage and support those staff engaged in professional learning and tertiary study in areas which will be of benefit to the school and to the individual staff member.

For the purpose of this policy, tertiary study shall refer to enrolment in papers or courses offered by educational institutions with the intention of completing a recognised NZQA formal qualification.

Purpose

To provide information and guidance to permanent employees of Northern Health School who wish to undertake further tertiary study in areas linked to their current employment responsibilities on financial assistance available from the Board.

Guidelines

a) In November of each year permanent staff will be invited to make application for support with tertiary fees in the following year. This will allow the Board to make budget provision.

b) Courses for which assistance is sought must be relevant to the employee's current duties at Northern Health School.

c) Formal agreement to reimburse according to the schedule must be given prior to the commencement of the course.

d) Subject to the approval of the annual budget, the Board may reimburse the applicant, at its discretion:
   - up to $5000 of course fees incurred in any one year where the field of study or research is specifically beneficial to the school.
   - The Board gives no guarantee that the employee will be awarded study assistance for ensuing years of study.

e) Financial assistance is for the approved course fee only. No assistance will be given for the purchase of books, travel or any incidentals linked to the course. This fee will be paid directly to the course provider.

f) Recipients must forward to the Board the results they have attained at completion of the academic year. In the event an employee is required to repeat course/s of study, course fees for the repeated course/s will be at the expense of the staff member.

Adopted February 2023

Presiding Member _____

Review Date February 2026