



**MONK'S WALK SCHOOL
KNIGHTSFIELD
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Relocation Scheme

December 2015

Purpose of Scheme

To provide financial assistance up to £5,000 with relocation costs for moves within the UK and from overseas.

Eligibility

The Relocation Scheme applies to all newly appointed Teachers appointed from 1 January 2016 who relocate their home to take up an appointment with Monk's Walk School, in order to significantly reduce their travelling time to work.

To be eligible for the Relocation Scheme, staff must have a permanent contract of employment or a fixed term contract of two years or more in duration.

If you are not sure of your eligibility for this scheme, you must seek clarification from the Finance Department.

Allowable Expenses

Reimbursement of relocation costs to include:

- 3 months' rent
- 1.5 months deposit
- Removal expenses for the reasonable cost of transporting furniture and household effects provided that at least two estimates have been obtained in advance and submitted to Finance with the relocation claim form.
- Travel costs (at economy class rates or equivalent)

Repayment Conditions

Should a member of staff in receipt of relocation expenses voluntarily leave Monk's Walk School within 36 months of appointment, a proportion of the money paid to them will be repayable in accordance with the table below:

12 months or less	12 – 24 months	24 – 36 months
100%	50%	25%

Claim Procedure

Claims for reimbursement will be processed on commencement of employment.

Claims should be made using the Relocation Claim Form (Appendix 1) with receipted invoices and documents attached, and submitted to the Finance Department.

Original receipted invoices and documents will be copied and returned to you. You are advised to retain copies for future reference.

No claims will be processed without the relevant receipts.

Appendix 1:

Relocation Claim Form

Please note that expenses will only be reimbursed if accompanied by original receipts/invoices.

Employee name:	
Position:	

Type of expense	Receipt attached	Amount

I certify that these expenses were necessarily incurred in my relocation and I attach the receipts associated with my claim.

I understand that in the case of leaving Monk's Walk School before completing at least 1 years' service I will be required to the repay the expenses claimed in full.

Signed: Date: