

Policy

Title: FINANCIAL SUPPORT FOR TRAINING IN EXTERNAL QUALIFICATIONS

Ref: HR/ER

Last updated: 8 February 2013

Staff at the University of Southampton are supported on a wide range of external training which lead to a recognised qualification.

In recognition of the personal shared benefit, the University is, subject to School/Professional Services Group agreement, often willing to support staff undertaking such courses through contribution to fees, release for class attendance and study leave.

The amount of support will be agreed between the Head of Academic Unit/Director of Professional Service and the individual.

Financial support will be met from the School/Professional Service Group budget.

Where the University makes a contribution to fees, the following conditions will apply:

1. Contributions less than £750

If the University contribution is less than £750 the individual will be expected to stay within the employment of the University for 12 months after successful completion of the certified programme.

In the event of leaving the University's employment within 6 months of completing the training the individual will be liable for 100% of the cost incurred by the University.

If the individual leaves the University's employment between 6 months and 12 months after completing the training they will be liable for 50% of the cost incurred.

2. Contributions more than £750

If the University contribution is £750 or more, the individual will be expected to stay within employment of the University for 24 months after successful completion of the certified programme.

In the event of the individual leaving the University's employment within 12 months of completing the programme, the individual will be liable for 100% of the cost incurred by the University.

If the individual leaves the University's employment between 12 and 24 months after completing the training, the individual will be liable for 50% of the cost incurred.

3. Non-completion of training

If the employee voluntarily leaves the programme prior to its completion while remaining in the employment of the University then, depending on the individual circumstances, any University contribution to fees will be payable.

4. Repayment

The Head of Academic Unit/Director of Professional Services will arrange for the repayments to be made on receipt of the individual's notice to leave the University or notification of leaving the course. Costs may be

deducted directly from the individual's salary. The reasons for leaving will be taken into consideration when determining the amount to be repaid.