

## **Terms and Conditions**

*To check your eligibility for the Learn For You (LFY) scheme, please refer to the Terms and Conditions below:*

### **1. Eligibility**

1.1. To access LFY, applicants must be employed in a professional services staff role graded up to and including Salary **Band 5**, have completed a minimum of **six months** continuous service and successfully completed their review period.

1.2. Staff on fixed term contract will be eligible provided that the learning activity has commenced before the expiry of their contract of employment.

### **2. Scope of Funding**

2.1. The scheme covers the cost of a learning activity or course up to £300. It does **not** cover travel, out-of-pocket expenses or overseas courses.

2.2. Funds are limited; therefore, applications are managed on a first come, first served basis.

2.3. The scheme can only fund a learning activity that links to your wellbeing, career or personal development goals. We reserve the right to decline funding for applications where there is no explicit link to one of these areas. Please see section 4 below for more information on the types of learning that can be funded via this programme.

2.4. Applicants can only apply for funding for one learning activity per academic year. The learning activity must commence within the same academic year.

2.5. Learning activities costing more than the £300 may be funded, provided the applicant covers the remaining balance.

2.6. Funds from previous academic years are not transferable.

### **3. Application and Payment Process**

3.1. Please submit your application electronically here: [Learn For You Application Form](#); if you do not have access to a device, please see our webpage for a hard copy.

3.2. Applications must be submitted at least six weeks prior to the start of the activity; however, applications may take up to four weeks to process.

3.3. Payments will be made by **invoice only** and must be issued by the provider. All payments will be made directly to the provider; payments to staff members are not permitted.

3.4. Funds must be redeemed within two months following the approval of the application. Failure to do so will require applicants to reapply for consideration.

## **4. Additional Information**

4.1. *Learn for You* is a **discretionary scheme**. The School reserves the right to amend the scheme at any time.

4.2 The applicant must be the direct participant of the learning activity.

4.3. Examples of activities which can be funded by the scheme:

- **Wellbeing related funding**: gym or leisure centre memberships, sports memberships, yoga/Pilates/dance classes, martial arts, pottery, cooking/baking classes, etc
- **Personal development related funding**: language classes, art classes, personal studies, driving lessons, etc
- **Career and professional development** (not role related): computer literacy, data literacy, first aid, coaching/mentoring, conference attendance, short courses, etc