

POLICY STATEMENT ON RELOCATION EXPENSES

1 INTRODUCTION

This statement provides newly recruited employees of the College with information about potential financial assistance regarding relocation expenses.

2 ELIGIBILITY

- 2.1** All staff joining the College for the first time and appointed at Grade 7 and above may be eligible for payment of some relocation expenses (subject to due consideration and approval Employees must have a permanent contract of employment or a fixed term contract of three years or more.
- 2.2** In order to qualify for relocation expenses the appointee must be moving their main residence to a place within 30 miles or one hour's travelling distance from the College campus where they normally work. Their previous main residence must be outside reasonable daily travelling distance of the College campus where they normally work.
- 2.3** The maximum amount available for relocation expenses is at the discretion of the head of Department and Director of Human Resources. The maximum amount is typically no more than £5000. The maximum amount may be pro-rated for part-timers.
- 2.4** All relocation expense payments are subject to the approval of the Head of Department and the Director of HR.

3 HOW TO APPLY

- 3.1** All applications must be supported by the Head of Department and submitted to HR via the [application form](#). You must provide full details of the relocation expenses on the application form, together with evidence of expenses.
- 3.2** Relocation expenses will be reimbursed in respect of the following expenditure, subject to documentary evidence of expenses, i.e. receipted accounts:
- i. Legal expenses incurred in connection with the sale and purchase of property (including survey fees);
 - ii. Stamp duty and estate agents fees;
 - iii. Costs of moving household furniture and effects (two estimates from removal contractors should be attached to the claim); and
 - iv. For any other anticipated expenses, prior approval should be sought from the Head of Department and Director of Human Resources as to whether they qualify for reimbursement.

4 REPAYMENT CONDITIONS

- 4.1** If an appointee leaves within one year of appointment they will be required to refund the total amount paid. If the appointee leaves with between one and two year's service they will be required to refund 50% of the total amount paid.