



## Study Support Policy and Procedure

### Introduction

1. The Michael Lonsdale Group inclusive of (Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael J Lonsdale (Electrical) Ltd and E7 Building Services Ltd, will support its employees in undertaking courses of study or examinations relevant to their employment and their existing qualifications.
2. If you are looking to do a course then you must speak to your line manager in the first instance to discuss the cost and time commitment.

### Process

3. Following initial discussions with your line manager you are asked to complete the study support application form providing as much detail as possible. On review of the form a decision will be taken as to the financial contribution that the Michael Lonsdale Group will make along with clear guidelines around the time that you can take to complete the course, study and sit your exams. Time away from the office may be a combination of paid and unpaid days.
4. In most circumstances all course and examination fees will be paid with conditions set out which include your attendance on the days at the college/university that you are expected to attend and that you complete the assignments, any practical activities and exams required. Where there are specific requirements within the course you will be expected to adhere to these to secure full financial support.
5. Once an agreement is reached you will be sent a letter to confirm the commitment made and expectations of you. You will be asked to sign the letter as part of the arrangement.

### Employee Commitment

6. You will be liable to pay for all costs that are outside the course and examination fees; these will include resource materials.
7. Fully participate in the course, attending the required lectures, seminars and events.
8. Provide updates to your line manager with regards to your progress.
9. Advise the Michael Lonsdale Group of any on the job support required or specific tasks that must be completed as part of the course.
10. Provide your line manager with enough notice when you wish to take time to study or sit any exams.

### Course Completion and Conditions

11. When you have completed your course and received your qualification/award there will be conditions and requirements in place should you leave the employment of the Michael Lonsdale Group.



# MICHAEL LONSDALE GROUP

- a. Should you choose to leave the organisation before completion of the course then you will be liable to pay for all fees to date.
  - b. Should you leave the organisation within the first 6 months of course completion, you will be liable to pay 75% of the total fees paid.
  - c. Should you leave the organisation within the first 12 months of course completion, you will be liable to pay 50% of the total fees paid.
  - d. Should you leave the organisation within 18 months of completing the course, you will be liable to pay for 25% of the total fees paid.
12. If in the event your role is made redundant, we will stop financial support towards the course. However, we will provide you with reasonable notice and detail of this during the redundancy consultation period.

## Changes to the policy

13. The Michael Lonsdale Group reserves the right to amend the policy at any time.

Name: Gary Herbert

For and on behalf of the

Michael J Lonsdale Group Board of Directors

(Michael J Lonsdale Limited/ Michael J Lonsdale (Electrical) Limited E7 Building Services Limited)

Position: Managing Director

Date: 28<sup>th</sup> November 2021



# MICHAEL LONSDALE GROUP

## Study Support Application Form

Name	
Job Title and Department	
Line Manager	
Course Title	
University/College Detail (including address)	
Summary of the course, attendance requirements, length of course, number of exams etc	
Proposed Start Date	
Course Fees and Exam Fees Cost	
Employee Signature	
Date	

Decision and Cost Agreement – completed by Line Manager/Director

Course Fees to be paid	
Study Leave Approved (paid/unpaid) Detail of agreed period of time	
Exam Day(s) Approval (paid/unpaid)	
Approval Signature and Date	