Professional and Career Development Loan Policy

Version 1.0 / August 2021

Contents

Professional and Career Development Loan Policy

1. Context

The University of Lincoln is committed to supporting individuals who wish to take up further programmes of study or development to enhance their career. This policy replaces the salary sacrifice work related training policy which supported only University of Lincoln programmes. This policy enables individuals to look undertake other programmes of study with other providers for example: own chartered body.

provide an interest-free loan to assist employees with the cost towards undertaking further study.

This scheme may be used where further study is undertaken which is not within local / Departmental budget.

2. Conditions of Scheme

The following conditions are a requirement of the scheme:

2.1 The interest-free loan must be used solely towards the cost of the programme of study.

2.2 The applicant must be a current employee of the University of Lincoln, on either a permanent or a fixed-term contract with an end date at 12 months after the date of the first loan repayment.

2.3 The University is only involved in granting the loan and ensuring it is repaid. The University has no authority on the application process and does not accept liability for refusal of the application.

2.4 The programme of study must be in line and relevant to the work the employee is undertaking in their current role.

6. Appendix 1

<u>University of Lincoln Professional and Career Development Loan Application</u>

Name	
Job Title	
College / Department	

Programme of study title

6. Appendix 1

Professional and Career Development Loan Policy

Line Manager Approval: **Date:**

Head of College / Head of Area Approval: **Date:**

Authorised forms to be passed to the Payroll Services Team for processing.

Internal Use Only

	Date	Initials
Payroll Notified		
Individual Emailed		
HR Representative Notified		
Advance paid to individual		
Repayment Pay Element set up		

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Owner	Last Reviewed
Payroll Services	