

## **POLICY FOR THE FUNDING OF FURTHER EDUCATION OF STAFF**

1. The International School of Geneva supports the lifelong learning of all staff employed in the Foundation and to this end encourages further professional development to help the school achieve its educational aims.
2. To this end the Foundation pledges to give financial assistance to any teacher or member of staff wishing to complete a postgraduate degree in education through the Institute of Learning and Teaching.
3. The annual contribution towards the fees for such postgraduate degree courses will be CHF 1000 per annum over a period of three years.<sup>1</sup>
4. This contribution will come out of the Foundation Central Professional Development budget.<sup>2</sup>
5. When staff are billed by the University, they should pay the fees and then send proof of payment to the Director of Education. 1000 CHF will then be paid into their accounts.

*This policy is written in English and French. The English version should take precedence in case of discrepancy between these two texts.*

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<sup>1</sup> The maximum number of staff that can benefit from this subsidy is 15. Should there be more staff enrolled in any given year, the sum of CHF 15,000 will be divided by the total number of students and the resulting sum will be allocated to each student (for example, 30 students would each receive CHF 500 per annum[15 000/30 = 500]).

<sup>2</sup> Under exceptional circumstances (operating budget deficit, substantial decline in enrollment, etc) this contribution will be modified or withheld.