



## 3411 CONTINUING EDUCATION ASSISTANCE

Policy Type: Human Resources Manual  
Applies To: All Staff  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
Adopted: 08 2021  
Revisions: 09 2024  
12 2024

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This policy was previously a subsection of 3106 Professional Development Policy. (Revised 09 2024)

### 1. CONTINUING EDUCATION ASSISTANCE PROGRAM FOR EDUCATIONAL STAFF

- (a) LCS will pay for part of, or a portion of a Masters Degree or certification program for administrators, teachers or educational support staff with a minimum 4 years of service at the school up to a maximum of \$20,000.
  - 1.a.1. Special consideration may also be extended to post-secondary training certificates or courses that serve a particular need of the school.
  - 1.a.2. Faculty members must submit their application (Form 3411) prior to January 1 of the year they intend to enrol in a graduate program.
  - 1.a.3. Applications will be reviewed and approved by the strategic leadership team and Head of School.
  - 1.a.4. LCS may consider waiving the 4 year of prior service for an applicant who has previous independent school service and/or the program or certification is assessed to be meeting a specific or urgent need for the school.
  - 1.a.5. The Head of School and Director of Finance and HR will make all final decisions. Decisions are final, however applicants can reapply after 24 months and/or submit a revised application.
- (b) The program must be an accredited and certified program. The program of study must be in an education related field.
- (c) Priority will be given to programs which serve a particular area of need in the school including but not limited to: curricular leadership, instructional design, special education, mathematics or science education, literacy, or counselling.

## 2. TERMS OF THE AGREEMENT

- (a) The faculty member must complete the program of study within 48 months of beginning.
- (b) If the faculty member's employment ends (through breach of contract, mutual agreement or teacher-initiated termination) before the completion of 4 years of service (or equivalent) from the date that the program or certification is completed and/or final payment is made (revised 12 2024), the faculty member will reimburse LCS according to the following schedule:
  - 0-12 months = 100% of full amount
  - 12-24 months = 75% of full amount
  - 24-36 months = 50% of full amount
  - 36-48 months = 25% of full amount
- (c) The school will limit the number of faculty currently enrolled in the program according to fiscal priorities and ability to ensure that the commitment can be met.
- (d) The school reserves the right to terminate the plan at any time in the event the faculty member has an unsatisfactory evaluation or is disciplined for unprofessional conduct.

### RELATED POLICIES.

3106 PROFESSIONAL DEVELOPMENT POLICY

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Reviewed: 12 2024