

World Learner School



Policy: **663 SPONSORSHIP POLICY**

Effective: 3.19.01

Revised: 8.23.10
 6.4.18
 3.22.21

Sponsorship is defined as an agreement between a World Learner School staff member and World Learner School under which the staff member attends additional specific training and World Learner School pays the tuition for that training. This training is identified as a need for WLS as determined by the Director in order to maintain the school's mission.

The Board of Directors recognizes the need for additional professional preparation for selected members of the World Learner School staff. Any number of persons may be granted sponsorship for training at any time, provided that the following conditions are met:

1. Two years of continuous service with the World Learner School are required to establish eligibility.
2. The purpose of the sponsorship must be clearly identified as serving a need of the school and a planned program of professional growth shall be submitted with the application for sponsorship.
3. The application shall bear the positive recommendation of the Principal and/or personnel committee.
4. The Sponsorship Committee must receive full verification of the cost and schedule of the course of study to be undertaken by the staff member being sponsored prior to approval of the sponsorship agreement.
5. The employee must enter into a contractual agreement upon approval of sponsorship whereby World Learner School will pay for tuition (no other fees) for the course of study according to the following schedule:

<u>Payment</u>	<u>Amount</u>	<u>Time Frame</u>
1st	25% of total course tuition	Upon receipt of first tuition billing
2nd	25% of total course tuition	Six calendar months after certification
3rd	25% of total course tuition	June 1 of first complete school term worked following certification; minimum of six months after 2nd payment
4th	25% of total course tuition	1 calendar year after 3rd payment

6. The employee understands that a position commensurate with their education may or may not be available upon return.
7. The employee understands that if for any reason he/she is not employed by World Learner School during a school term which falls within the schedule of this policy, this policy is not in effect for that period of non-employment. The employee's sponsorship contract will resume when/if the employee is next contracted (begins work) during a school term at World Learner School.
8. The annual budget provides for World Learner School's financial commitment.

The application process will be open to eligible employees on the following cycle:

1. Announcement by the Sponsorship Committee of the availability of sponsorship for training.
2. Sponsorship Committee reviews all requests and schedules meetings with applicants as needed.
3. Sponsorship Committee makes a recommendation to the Board of Directors.
4. Written confirmation is made to the applicant granted sponsorship the day following board confirmation. The committee arranges for the signing of a formal agreement.

The committee's recommendation to the Board of Directors shall be based on any or all of the following criteria:

1. Length of service with the World Learner School.
2. Appropriateness of the planned course of study.
3. Availability of an adequate replacement.
4. Subjective judgment of the involved parties.
5. Alternate dates and/or sponsorship candidates may be considered at the Board's discretion.

The staff member returns subject to the approved Personnel Handbook of the World Learner School. Nothing herein shall be construed to mean that an employee, by virtue of meeting the conditions of eligibility, has a right to sponsorship for training.

If, in the event, the employee does not meet the certification guidelines according to the timeline of the training institution and fails to earn certification, the employee will be required to repay all payments within 3 months of failure.