MATHEMATICS TEACHER
Relocation Assistance Scheme

The Relocation Assistance Scheme for new appointments is not a contractual benefit and The JCB Academy exercises its discretion whether to offer relocation assistance to new appointments.

Reimbursement is available for qualifying costs which include:

- The costs of buying or selling a home.
- Moving costs.
- Buying certain things for a new home.
- Bridging loans.

The above are only qualifying costs when:

- A new employee is moving area to commence employment with The JCB Academy.
- The new home is reasonably close to The JCB Academy and the old home is not.
- The costs are paid before the end of the tax year that's after the one in which the employee started their job.

Travelling and removal costs would normally include the employee's cohabitant partner and their unmarried dependant children under the age of sixteen or in full-time education or other approved full-time training at the time of appointment. The employee must claim reimbursement within HMRC time limits.

Further information can be found here https://www.gov.uk/expenses-and-benefits-relocation

The maximum sum which can be claimed in respect of relocation assistance is £8,000. The JCB Academy anticipates that relocation expenses reimbursed will fall within the categories which HMRC allows to be paid without a charge to tax. It is therefore expected that this assistance will contribute to the following expenses:

- Solicitors' fees in respect of sale and purchase.
- Search, survey and property enquiry fees.
- Mortgage arrangement/redemption fees.
- Estate agents' buying/selling fees or advertising costs.
- Removal costs.
- Storage costs to a maximum period of 26 weeks.
- Stamp duty.
- Valuation fees.
- Conveyancing.
- Land registry fees.
- Registration fees.

If in doubt about the eligibility of relocation costs, please contact the HR Manager on 01889 506100 or by email to recruitment@jcbacademy.com

Making a claim

A relocation expenses claim form (available from the HR Department) should be submitted to the HR Manager. To meet HMRC regulations, which allow the payment of relocation expenses without taxation being incurred, all claims for payment must be accompanied by proof of expenditure. HMRC rules require that the sum has to be claimed by the end of the tax year following the commencement of employment.

Repayment conditions

The JCB Academy would seek reimbursement in the event of the employee leaving employment earlier than expected, that is:

Resignation during first year of employment	100%
Resignation during second year of employment	66%
Resignation during third year of employment	33%

The sum must be repaid to The JCB Academy no later than the final day of employment and will be deducted from the employee's final salary payment. Should this be insufficient to cover the outstanding debt, the individual will reimburse The JCB Academy immediately by some other means acceptable to The JCB Academy.