




HR011	Student Teacher Support Policy
Purpose	To outline how the Free Reformed School Association (FRSA) will assess requests from mature age students for assistance as they undertake university studies to enter the career of teaching.
Authority	
Policy	The Board promotes the career of teaching and will consider financial requests for mature age students.
Delegation	Board
Related Policies	HR012 Study Incentive HR002 Staff Recruitment
Date approved	Nov 2009; Nov 2012; Nov 2016; May 2018
Next Review Due	November 2020
Review Authority	Governance
Keywords	Living allowance; student teachers; education students; mature age; financial support; support

Authorised by:	
Board Chairman	H Dykstra
Date:	May 2018



The following outlines the procedure that is to be followed as the Free Reformed School Association (FRSA) Administration and Board deal with requests from mature age students:

1. Enquiry from Potential (Mature Age) Student

FRSA Administration will receive an enquiry direct or via the Board Secretary. FRSA Administration will contact the student and organise an initial visit. They will discuss and answer the questions as much as possible.

FRSA Administration will keep in contact with the potential student and assist them as much as possible in making a decision.

After making a decision the potential student will be advised to make a formal written request for financial assistance to the Board.

2. Student Teacher Support

The request from the potential student will be discussed by the Board. Before the Board can make a decision the following steps have to be undertaken (these steps will be organised and monitored by FRSA Administration):

a. Interview – Interview Panel

This interview should be held with the applicant and an interview panel. The interview panel should consist of one Principal and Administration Manager (see Recruitment Policy). The interview should focus on the motivation of the student, their views on reformed education and other related aspects.

b. Staff Planning – Education and Strategy Group (ESG)

The ESG is to decide whether there is a future need for the area of education the applicant intends to pursue. ESG has staff planning (which includes items such as average resignations and average graduate students) as a regular item on its calendar and will make a recommendation after assessing the matter.

c. Financial Request – Administration Manager (AM)

The applicant will be required to send in a yearly budget showing his income, expenses and shortfall and to declare that this reflects the actual situation. The applicant must also submit an annual statement of assets, other investments and outstanding financial commitments such as loans.

AM will check the applicant's budget, will check if the proposed level of financial support will fit in the FRSA budget and will confirm its findings in writing with a recommendation based on the financial needs of the potential student.

3. Recommendation to Board

FRSA Admin will collate the three recommendations and place on the Board agenda.

4. Board

The Board will make a decision and will inform the applicant and FRSA Administration.

5. Progress – ESG

ESG will appoint a mentor who will monitor the progress of the student. The initiative lies with the student to inform the Board on their progress and results on a regular basis. In the beginning of Term 4 the

progress of the student will be discussed at the ESG and ESG will recommend to the Board if financial support should continue.

6. Agreement

After Board approval the Administration Manager will formalise the agreement with the student teacher (see appendix 1).



Appendix 1

Student Teacher Support Agreement

Agreement between

Free Reformed School Association (Inc)

and (name of student)

The Free Reformed School Association (FRSA) hereby agrees to assist (name of student) in his/her studies by providing a loan of \$(amount) per annum (indexed annually according to CPI) commencing (date) for a period of four (4) years being the normal period required to complete a (name of degree) degree.

The purpose of the financial support is to enhance the availability of Reformed teachers to the FRSA.

The payments will be made at intervals agreed to by both parties.

The assistance is provided with the following conditions:

1. The total money paid constitutes a loan to (name of student) at zero percent interest.
2. (Name of student) will pursue his/her studies diligently in the agreed course, being a (name of degree) degree at (name of institution).
3. Reports on progress in studies will be submitted to the FRSA each completed semester. The (name and school of Principal) will be the contact person.
4. Ceasing or withdrawing from the enrolled course of study shall be reported immediately to the FRSA. Failure in more than one unit which can result in an extension of the course beyond the normal four (4) year duration will result in a review of this agreement by the FRSA.
5. The loan will be waived progressively once (name of student) completes his/her (name of degree) degree and makes him/herself available to work as a Teacher for the FRSA under the normal conditions covering the employment of a full or part time Teacher. The loan will be considered reduced by an annual amount equal to 25% (33% if study support is for three (3) years) of the original outstanding loan following each full year of completed employment. The loan is "paid" in full after four (4) years continuous employment.
6. In the event (name of student):
 - a. does not complete his / her studies OR
 - b. does not make him/herself available for a teaching position with the Free Reformed School Association OR
 - c. ceases to be a member in good standing in one of the Free Reformed Churches during the study period OR
 - d. ceases to be a financial member of the Free Reformed School Associationthen no further payments are made by the FRSA to (name of student) and the loan is required to be repaid progressively over a reasonable period of time, not exceeding four (4) years.
7. Notwithstanding paragraph (5) and (6) the provision of financial support for (name of student) by the FRSA does not in any way obligate the FRSA to offer employment to (name of student) at the completion of his / her studies whether a teaching position is available or not.
8. In the event the Free Reformed School Association does not, or cannot, offer a suitable position (name of student) at the end of his / her completed studies, the loan will be waived in full.

Signed:

Jacques Kortenoeven
Administration Manager

Name of Student:

Date: