



The National Teaching Service (pilot) relocation policy

The total relocation cost under this policy is capped at £10,000 (incl. VAT). Participants should check eligibility for support and seek approval for expenses from the National College for Teaching and Leadership (NCTL) before incurring any costs in reliance on this policy.

General policy

This policy applies to National Teaching Service participants who are relocating or commuting to take up a teaching post at least 50 miles, as the crow flies, from their current residence. The total relocation package available for an eligible participant under this policy shall not exceed:

- £10,000 (incl. VAT) for those buying a new property in order to relocate their primary residence in the area of their new school
- £7,500 (incl. VAT) for those renting a home in the area of their new school
- £2,000 per annum (incl. VAT) for those commuting to their new school

Reimbursement for relocation is limited to actual expenses incurred by the participant, as well as their spouse, co-habitee, partner, family members and dependents living with the participant at the primary residence. All expenses must be accompanied by supporting documentation such as receipts and invoices and approved by NCTL.

Participants should familiarise themselves with contents of this policy and should check with NCTL eligibility and any entitlement to support before incurring any expenses in reliance of this policy.

Exceptions to this policy may be possible but prior written approval from NCTL is required before any expense is incurred, either in determining eligibility for relocation support or the extent of any expenses covered. Exceptions will be considered on a case-by-case basis.

We reserve the right to amend or withdraw this policy at any time. Details of any changes to this policy will be available at www.gov.uk/guidance/national-teaching-service-for-teachers-and-middle-leaders.

Our preference is that the participant will move to and become part of the community within which their new school is based. Accordingly we may provide support under this policy to assist with the costs of selling their current main residence and purchasing a new property. However, where this isn't possible we may provide support to assist in ending an existing lease and renting a property in the area of their new school or support for commuting expenses for those wishing to commute daily to their new school.

Entitlement to support will stop if the participant resigns from their employment or if it's terminated for reasons including poor performance and misconduct. Should this occur within the term of the

National Teaching Service programme, barring exceptional circumstances, the participant will be required to reimburse us for some or all of the relocation expenses. Reimbursement is as follows:

- within 12 months of commencing employment – 100% of the amount of relocation support paid
- between 12 and 24 months – 50% of the amount of relocation support paid
- between 25 and 36 months – 25% of the amount of relocation support paid

Expenses covered

Movement of household goods

This includes the:

- cost of normal household moving and packing services
- normal cost of storage for household goods

No assistance will be provided for the following:

- purchase of fixtures, appliances, equipment or materials for new residence
- tips or gifts to moving company employees
- any services performed by you, your dependents or relatives
- moving or shipment of items such as cars, construction materials, livestock, boats, shrubs, or similar items requiring special handling
- removal or installation of permanently fixed items such as lighting fixtures, fencing, patios, fireplaces, etc
- assembly or disassembly of swing sets, pool tables, waterbeds, outdoor fixtures, appliances, etc

Moving to new residence and temporary housing

This includes:

- initial travel costs to move to the participant's new location at the most economical price possible
- reasonable and actual expenses incurred for the cost of lodging for up to 6 weeks for those buying a new residence

Sale of residence and purchase of new residence

This includes:

- if the participant chooses to sell their primary residence, they can claim for the estate agency fee up to a maximum of 3%
- if the participant chooses to buy a new primary residence, they can claim for stamp duty at a maximum of 2.5%

While the above costs can be claimed, the total relocation package cannot exceed £10,000 (incl. VAT) for those buying a new residence.

No reimbursement will be given for cleaning, maintenance, installation, or repair costs in either the old or the new residence.

The above is a non-exhaustive list and we may pay for other items which will be considered on a case-by-case basis. Prior approval will be required.

Rental assistance

This includes:

- the penalty charge for breaking the participant's rental contract, after they've attempted to have this waived
- estate agency fees in securing a rental property

No reimbursement will be given for:

- an end of let cleaning charge
- rent or a deposit

While the above costs can be claimed, the total relocation package cannot exceed £7,500 (incl. VAT) for those moving to a rented property.

The above is a non-exhaustive list and we may pay for other items which will be considered on a case-by-case basis. Prior approval will be required.

Dependents

Support may be given for the relocation of immediate family and dependents – this needs to be incorporated into all of the above expenses.

Trip to find accommodation in the new location

Support may be given for reasonable expenses incurred while visiting the new location to find accommodation and familiarise themselves with the area.

Commuting to work in the new location

If the participant chooses to commute to work using their own car, mileage will be paid at the public transport rate (cars) of 25p per mile.

If the participant chooses to commute to work using public transport, they'll be eligible to claim the full cost of any fares incurred using the cheapest method possible, eg purchase of season ticket, standard class only.

While the above costs can be claimed, the total relocation package cannot exceed £6,000 (incl. VAT), capped at £2,000 per year up to a maximum of 3 years for those choosing to commute. We may be prepared to pay commuting costs in other ways which will be considered on a case-by-case basis. Prior approval will be required.

Drawing on the relocation package in advance and approvals

NCTL are unable to provide payments to cover relocation costs in advance of an expense being incurred. Where this may cause participants financial hardship please contact NTS.ENQUIRIES@education.gov.uk.

HMRC tax requirements

As a condition of receiving relocation support from NCTL the participant shall take full responsibility for payment of any and all taxes due in respect of any amounts paid to them. We don't give advice on taxation and will have no responsibility for paying any taxes on the relocation package.

Some relocation costs up to £8,000 are exempt from reporting and paying tax and National Insurance. These are called 'qualifying' costs. For qualifying costs over £8,000, you may have to report and pay tax and National Insurance. For costs over £8,000, there are some qualifying costs and non-qualifying benefits which need to be reported and paid. This is summary information only. For more information see www.gov.uk/expenses-and-benefits-relocation/overview.

The above information is provided for information only and participants should seek their own advice if they have any questions about the taxation of any sums received under this policy.

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