



**NAG 3 & 4
PERSONNEL
FINANCE**

**REIMBURSEMENT OF THERAPISTS' REGISTRATION FEES
POLICY**

Rationale: Therapists employed by the school have to pay registration fees that are considerably higher than the fees payable by other staff members. Providing financial assistance to such therapists to meet their fees will assist the school in attracting and retaining suitably qualified therapists.

Purpose: To establish the basis on which the school will provide such financial assistance.

Policy: At the end of each school year, the school will reimburse part of the registration fees paid to their respective professional bodies by speech language therapists, occupational therapists and physiotherapists employed by the school.

1. The therapist applying for reimbursement must produce a receipt for the fees paid in respect of which reimbursement is sought.
2. The amount of the reimbursement shall be calculated as follows:
 - a. The qualifying amount shall be the fees paid by the therapist less an amount equal to the registration fees payable by teachers in the same year.
 - b. Where the therapist has been employed at the school for the whole of the year on a full-time basis, the reimbursement will be equal to the qualifying amount.
 - c. Where the therapist has been employed at the school for less than the whole of the year the reimbursement shall be calculated at 25% of the qualifying amount for each term in the year that the therapist has worked at the school.
 - d. Where the therapist is not employed on a full-time basis the reimbursement shall be calculated by multiplying the qualifying amount by the FTE proportion that the therapist has been employed at the school.
 - e. Where the conditions in both of paragraphs c and d above apply to the therapist, then both factors shall be applied in calculating the reimbursement.
3. Adoption of this policy does not bind the Board to its continuation in future years and the Board may at any time cancel or amend the provisions in this policy.

Ratified

BOT:

Principal

Date:

Review date:

Chacey

J. Podol

30/07/19

May 2021