

## LONGLEY PARK SIXTH FORM COLLEGE

### RELOCATION PACKAGE: SENIOR POST HOLDERS

The Corporation have agreed to pay agreed relocation expenses up to a total of £8,000.00.

To qualify for this package the post holder must vacate a main residence at least 50 miles from the College, and move to a main residence within 15 miles of the College, within 12 months of appointment. Relocation expenses specifically identified in the list below will be paid in arrears on production of receipts. Expenses incurred beyond the maximum figure, and/or for items not on the approved list will not be reimbursed. All receipts must be with the College Finance Manager within 18 months of appointment. Claims received after this date will not be met.

The list of approved relocation expenses includes:

- Solicitor/legal and estate agency fees and commissions related to the sale of the vacated property
- Solicitor/legal fees and survey costs for the purchased property
- Rent for temporary accommodation within 15 miles of the College incurred during the first 6 months after taking up the post - but NOT deposits paid on rented accommodation
- Removal expenses related to the move between the above properties
- Storage costs incurred between sale and purchase
- Any other directly relevant expenses agreed in advance and approved in writing by the Chair of the Corporation, up to the stated maximum.

It should be clearly understood that the Relocation Package is designed to contribute towards relocation expenses and is not expected to cover the full costs of any move.