

TO BE COMPLETED BY CLAIMANT IN BLOCK CAPITALS

Name	Post held
School	Date Position Began

DETAILS OF PROPERTY SOLD, PURCHASE AND MORTGAGE FACILITIES

	Property Sold	Property purchased
Property Address

Postcode
Price	Sold £	Purchase £
Mortgage		
Amount advanced	Original £.....	New £.....
Monthly repayments	£.....	£.....
Date of purchase completion

DECLARATION BY TEACHER

- (i) I certify that the above details are correct and that I have read and understood the attached terms and conditions of the mortgage supplement scheme
- (ii) I undertake to repay to the County Council the whole or part of the mortgage supplement should I terminate my employment within the three year period of the scheme, as specified in the terms and conditions of the mortgage supplement scheme
- (iii) I attach the necessary documentation as specified in the terms and conditions

Signed Date

SUPPORTED BY HEADTEACHER

Recommended for approval Date

I am aware that payment will only be met by the scheme if the Teacher is eligible and the school has purchased cover for the year in question.

APPROVAL FROM EDUCATION DEPARTMENT

Approved..... Date

Signed By Human Resources Service Centre Manager on behalf of the Director of Education

When complete, the form should be sent to Financial Services for calculation of any mortgage supplement due and notification of the applicant, and then processing by Payroll.

1. The Mortgage Supplement Scheme for Teachers and Lecturers applies to all Headteachers, Deputy Headteachers, and to all Teachers in DfES shortage subject areas and those designated as such by the LEA. These are currently Mathematics, Science, English and Drama, Technology, Modern Languages, Information Technology and Religious Education. The Mortgage Supplement Scheme is an additional benefit available to staff at schools that subscribe to the West Sussex LEA Removal and Resettlement Scheme.
2. In exceptional cases, the scheme may be extended to posts other than those listed above, with the prior agreement of the Director for Education and the Arts. In such cases the school must demonstrate any particular difficulty in recruiting. Normally this will require a post to have been advertised nationally on a minimum of three separate occasions without attracting a suitable response.
3. The Mortgage Supplement Scheme does not apply to staff who transfer between schools within West Sussex, or to appointees moving from Overseas.
4. For candidates selected for interview, applications for a mortgage supplement should be referred to the Human Resources Service Centre (EducationTeam) by the Headteacher or, in the case of a Headteacher appointment, by the Chairman of Governors. The Human Resources Service Centre (EducationTeam) will then consult the Financial Services Manager who will advise on the provisional calculation of the mortgage supplement payable.
5. The Mortgage Supplement Scheme is designed to help eligible Teachers who are moving from a County with a low average housing cost to West Sussex. If the average cost of housing is not more expensive in West Sussex then the calculations will not result in a payment being due.
6. Teachers are only eligible for consideration of a mortgage supplement if they incur additional monthly mortgage repayments following a move into West Sussex. Documentary evidence of the sale and purchase price and evidence of the mortgage repayments on both properties must be produced before final approval can be given.
7. The allowance will be calculated using national house price indices as provided by the Halifax plc. The allowance will be paid over a three year period and will represent a contribution towards the additional monthly mortgage payments required to cover the difference between the average price within the County of origin to that of West Sussex. The maximum contribution, based on a normal repayment mortgage, will be calculated as the additional interest that would be payable on the difference between the average house prices as set out in condition (7). The rate of interest used will be the Standard Variable Mortgage Rate as quoted by the Halifax plc at the time of calculation. This will not be subject to variation during the three-year term of the allowance.
8. The actual allowance paid to the Teacher during the first twelve months will be calculated as 75% of the maximum contribution payable as set out in condition (7). This initial allowance will be payable from the date of appointment or the purchase date of the property (whichever is later).
9. The allowance will be reduced to 50% of the maximum contribution payable in year 2 and then to 25% for in year 3. At the end of the third year the allowance will cease.
10. Example:

• Average House Price – County of Origin	£100,000
• Average House Price – West Sussex	£130,000
• Difference	£30,000

- Maximum Contribution Payable = Difference x Halifax Standard Variable Mortgage Rate, as current at time of calculation £2,100
(Assuming 7.0% Mortgage Rate)
- Year 1: 75% of Maximum Contribution £1,575
- Year 2: 50% of Maximum Contribution £1,050
- Year 3: 25% of Maximum Contribution £525

Current information regarding Standard Variable Mortgage Rates and Halifax House Price Indices and can be obtained from the following internet web site:

a) <http://www.halifax.co.uk/mortgages/importantinfo.shtml>

Note: Variable Rate (1) is used for the purpose of calculation

b) <http://www.hbosplc.com/economy/LatestRegionalSummary.asp>

11. The approved allowance payable under the scheme will be taxable and subject to superannuation contributions.
12. Schools should supply the Mortgage Supplement Application form, MSI, to appropriate Teachers when recruited. The forms, which incorporate the conditions of the scheme, are available to schools by contacting the Human Resources Service Centre (EducationTeam).
13. When completed by the applicant, and then supported by the Headteacher, the MS1 form should be returned to the Human Resources Service Centre (Education Team), The Grange, County Hall, Chichester, PO19 1RQ for approval. If the application is from a Headteacher then the Chairman of Governors should support it. The Financial Services <Manager will then make the final calculation and provide information of the actual sum payable due to the Teacher.
14. If a Teacher in receipt of a mortgage supplement allowance terminates his/her employment during the period in which such allowance is being paid, the total allowance will be repayable to the Local Authority.
15. All other enquiries regarding the scheme should be made through the Human Resources Service Centre (EducationTeam).