

University of Sussex

GUIDELINES ON TUITION FEE WAIVER FOR UNIVERSITY OF SUSSEX STAFF

The following guidelines identify the basis upon which the decision to waive fees will be made for University of Sussex staff who apply to undertake a programme of study run by either the University of Sussex or the University of Brighton.

- 1 Staff development undertaken within the fee waiver agreement is encouraged by the university, and is likely to arise in two ways:
 - i) as an agreed outcome of appraisal/probation review
 - ii) as a proposal from a staff member
- 2 The approval of such applications by the manager will depend on operational requirements, but will generally be given.
- 3 The waiver applies to tuition fees only. Charges for external registration, examination entry, residentials and materials (eg handbooks, discs) must be paid in full either by the member of staff, or, at their discretion, the unit within which that member of staff works.
- 4 Fees will be waived for part-time programmes of study only
- 5 No Fee Waiver will be given to students on Continuation Status.
- 6 For University of Brighton courses, fee waivers are confined to **taught** part-time programmes.
- 7 Any agreement to waive fees will be limited to one financial year. A member of staff must re-apply for fees to be waived for any subsequent year.
- 8 Fees will be waived for a maximum of one programme of study per year per member of staff.
- 9 Any fee waiver agreement must fall within a member of staff's existing contract of employment i.e the employment contract must cover the whole academic year for which the waiver is requested.
- 10 Part-time staff who wish to apply for fee waiver must have an existing contract of employment with a minimum of 0.5 FTE status and of one year's duration or more. Those with 0.5fte or above will attract a full fee waiver. If the contract is for less than 0.5fte, then it is deemed that the primary relationship with the university is as a student, and no fee waiver will be given.
- 11 An exception to this will be made for CCE staff, where the unit subsidise the Fee Waiver scheme through offering places to other staff of the university. In their case, subject to support from the Head of Department, and confirmation that the programme of study is directly relevant to their post, the 0.5 minimum will not apply.
- 12 Fee waivers will normally be limited to one fee waiver place per programme, or 10% of the total number of students on a programme of study, whichever is the greater. This limit may be exceeded at the discretion of the School/Department providing the programme. Special arrangements will apply to cost-recovery programmes, which may differ from this
- 13 In the case of courses which have to fully fund the places, mainly CCE and SLI courses at Sussex, then application must be made direct to the department and will be subject to individual negotiation.

- 14 Staff must gain the approval of an appropriate manager within the School/Division, and evidence that approval as part of the application procedure.
- 15 Staff applying for a fee waiver within the University of Sussex should complete the 'Postgraduate Fee Waiver Form' obtainable in hard copy form only from the Postgraduate Office, Sussex House.
- 16 Staff applying for a fee waiver at the University of Brighton should complete one of Brighton's standard student application forms together with a sponsorship form, accompanied by evidence of their University of Sussex employment status (eg original contract of employment).
- 17 Any queries on the fee waiver agreement should be directed to your Personnel Officer/Assistant

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