

# Schools Membership Plus Fee Discount

The University of Essex is offering a tuition fee discount of 25% to members of staff at our Schools Membership Plus institutions who wish to undertake a postgraduate taught course with us.

## Terms and conditions

### Who is eligible?

To be eligible for this award you must meet all of the following conditions:

- register in the academic year 2019-20 for the first year of a full or part-time postgraduate taught course
- be entirely self-funding your studies (including through student loans)
- be a member of staff (full-time or part-time) at a Schools Membership Plus institution as evidenced by a letter from your employer

### Exclusions

You are **not eligible** for the discount, even if you meet the criteria above, if you fall into any of the following categories:

- progressing directly from an undergraduate degree awarded in summer 2019 (if this applies to you, please see our [Alumni Loyalty Discount](#) which you may be eligible for)
- taking a course at East 15 Acting School
- taking a Graduate or Postgraduate Diploma or Certificate, further exchange study, modern language modules, credit accumulation study or professional development modules
- progressing from a pre-sessional English course taken at the University of Essex

### How do I apply?

If you have stated on your application that you are currently employed by a Schools Membership Plus institution then you will automatically receive this discount, upon receipt of a letter from your employer confirming this.

If you did not include this information in your application for a place, please email [pgquery@essex.ac.uk](mailto:pgquery@essex.ac.uk) with a letter from your employer.

Once this evidence has been checked and the award is approved, the fee discount will be applied at the point of confirmation by the Graduate Admissions Office, and will be applied as a reduction of 25% on the annual tuition fee for each year of study for your course.

### How will I be informed of the award?

If we identify eligibility based on your application details, the award will be included in your offer letter from the University of Essex. If you believe you are eligible and have not received notice of the award please contact the Graduate Admissions Office by emailing [pgquery@essex.ac.uk](mailto:pgquery@essex.ac.uk).

### Can I combine this with other Essex awards?

This award cannot be held in conjunction with other University of Essex tuition fee discounts or scholarships. If a student is eligible for this and other Essex discounts or scholarships, only the greater is given. Holders of any award which involves the payment of tuition fees by a third party are not eligible for this discount as they are not self-funding the whole tuition fee.

## **How will I be paid?**

This award will only be made available as a discount on the tuition fee that is payable on registration at the University.

## **What happens if change my course?**

You will still be entitled to the discount if you change your course providing that you continue to be registered on an eligible course as defined above.

## **What if I defer my place to the next academic year?**

This award is only offered to students commencing their studies in the 2019-20 academic year.

## **Resolution of disputes**

Acceptance of this award constitutes acceptance of these terms and conditions. Registered students should contact the Student Funding Team in the first instance for guidance regarding this award. In cases not covered by the above terms and conditions, or where a student claims exceptional circumstances, or disputes a decision not to make payments due under an award, final appeals on decisions regarding eligibility must be made via the Student Complaints process. The Academic Registrar or his/her nominee will review the case and his/her decision will be final.

*These terms and conditions apply to the academic year 2019-20. The University of Essex reserves the right to update these terms and conditions as necessary.*