1. **Fee waivers for staff**

1.1 As an academic community committed to lifelong learning, the University aims to ensure that opportunities are available to staff during their time in employment that will allow for intellectual and personal development. One way in which continuous learning and development can be actively supported is through the waiving of tuition fees for specific courses.

1.2 Members of staff have an entitlement to fee waivers for some degree courses providing certain conditions are met (see below). Members of staff are defined as full or part-time staff who are employed by the University of Essex, the University of Essex Students' Union, University of Essex Campus Services or Wivenhoe House Hotel who are:

- On a permanent contract;
- On a temporary or fixed term contract as long as the contract duration exceeds the length of the course.

1.3 Note: Full and part-time students who are employed by the University will not accrue service entitlement to a future fee waiver.

1.4 This policy does not include the right to time off during normal working hours.

2. **Eligible Courses**

2.1 The following degree courses which are awarded by the University and delivered at its campuses in Colchester, Southend or Loughton are eligible for the concessionary fee waiver.

- Part-time undergraduate honours degrees or Foundation degrees (as available).
- Part-time postgraduate taught courses leading to a Masters degree, a Postgraduate Diploma, a Postgraduate Certificate, a Graduate Diploma or a Graduate Certificate.
- Part-time postgraduate research degrees leading to MA or MSc by Dissertation, MPhil, MD or PhD.

2.2 Courses validated by the University and delivered by one of its partner institutions are not covered by this policy. The University’s individual agreement with each of its partner institutions may specify whether University employees are entitled to any concessions on the cost of courses delivered by partners, together with any eligibility criteria which must be met. Details of the University’s partner institutions can be found at http://www.essex.ac.uk/partners/.

2.3 The waivers do not apply to courses offered by the Business and Management Training Centre or Language courses offered under the Open Language Programme, for which separate arrangements apply.

2.4 There are no fee waivers for full-time degrees or for individual modules. The concession cannot be applied retrospectively for a programme of modular study which may lead to one of the awards described in 2.1.

3. **Fees**

3.1 Where a member of staff meets the eligibility criteria set out in section 4 below, the University will waive the full tuition fee which would normally be payable as published in the University’s tuition fees listings at www.essex.ac.uk/fees, determined by the chosen course, the academic year and the person’s fee status. The University tuition fees for all courses and fee statuses are normally published 12 months in advance of the start of the academic year.

3.2 The University will not waive any additional charges or expenses incurred as a result of studying on the course, for example library fines, tuition materials, late registration fees or reassessment fees. If the member of staff successfully completes the course and is eligible to attend Graduation, the normal charges will apply and are the responsibility of the eligible member of staff.

3.3 Eligible members of staff undertaking a research degree will have fees for the completion period waived.
4. Eligible Staff

4.1 Academic Staff with a contractual requirement to undertake research and Research Officer/Fellow staff who are paid on Grade 7 or above are eligible for the concession from the time they take up their post with the University (as long as the length of their contract exceeds the length of the course).

4.2 The concession is available to all other staff (as defined in paragraph 1.2) who have been in continuous employment with the University for at least two years at the time their course commences.

4.3 The concession is pro-rata to the proportion of time worked by the eligible member of staff whilst they are studying on the course e.g. a full-time member of staff will be entitled to a full concession as determined by section 3, a part-time member of staff on a 0.4FTE contract will be entitled to 40% of the entitlement prescribed by section 3.

4.4 If a member of staff changes post within the University and the proportion of time the employee is contracted to work changes then the fee concession will be changed accordingly, with effect from the beginning of the next term. If a member of staff leaves the University then the concession will cease with immediate effect.

4.5 Retired members of staff who have at least ten years’ service with the University of Essex at the time of their retirement will be entitled to a fee concession in accordance with the provisions above. The concession will be proportional to the nature of their contract prior to their retirement as specified in 4.3 above.

5. Application for fee waiver

5.1 A member of staff wishing to take a course at the University must take the following steps:

- apply to the Admissions Office using the standard admissions procedure
- inform the Admissions Office at the time of application that they are a member of staff
- complete the University of Essex Staff Fee form available from Human Resources.

6. Procedure for completion of eligibility checks

Human Resources will carry out employment status checks and inform the Admissions Office of the outcome. The Admissions Office will calculate the fee and inform the Registry. Human Resources will notify the Registry of any relevant changes to the staff member’s employment contract.

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