

University of Sussex Staff Discount for Online Masters Courses
Staff Discount Terms and Conditions June 2020

Preamble

Employees at the University of Sussex are entitled to a discount off the standard tuition fees for full online Masters level programmes. The University has determined that the discount is 20% but reserves the right to vary this. The following terms and conditions apply to all employees who wish to enter onto online Masters courses and receive the discount. For further information on the online courses offered by the University please visit <https://study-online.sussex.ac.uk/>

Definitions

The following definitions apply to these terms and conditions:

Course: means any current online masters programme unless (expressly excluded from the staff discount scheme by the University in line with clause 4.2) and **Your Course** means Your chosen online course of study for which You have accepted an Offer

Discount: 20% or such other reduction to the Fees as in authorised by the University at the time of Your Offer and as particularised in the Offer Letter

Fees: means the fees for the Course as set out in Your Offer Letter

Offer: means an offer of a place on Your Course together with an Offer Letter

Offer Letter: means the letter from the University to You with confirmation of an Offer of a place on Your prospective chosen Course, the Fees and the Discount

Contract: means the Course Terms and Conditions, Offer Letter, Prospectus and these Staff Discount Terms and Conditions

Course Terms and Conditions: means the terms and conditions for Your Course

Prospectus: means the online prospectus for Your Course in the year of entry

Staff Discount Terms and Conditions: means these terms and conditions

University: University of Sussex.

“You” or “Your”: means an individual who is employed by the University and intends to apply for a Course

1. Variation in Discount

1.1 The University reserves the right to alter or amend the Staff Discount Terms and Conditions at any point including but not limited to a withdrawal, reduction or increase of the Discount.

1.2 The University will take reasonable steps to inform employees as soon as possible of any change to or withdrawal of the Discount.

1.4 A Discount which has been specified in an Offer Letter shall apply notwithstanding any variations in the amount of the Discount or its withdrawal.

1.3 In the event of any conflict, the terms of an Offer Letter shall take precedence over the Staff Discount terms and Conditions.

2. Eligibility for Discount

2.1 To be eligible for the Discount You must:

2.1.1 satisfy the Course entry requirements as set out in the Prospectus and/or Your Offer

2.1.2 receive an Offer of a place on Your Course

2.1.3 be employed by the University and have a contract of employment in place with the University as at the start of Your Course

2.1.4 not have already accepted an Offer of a place or be registered on another course of postgraduate study at the University

2.2 If Your employment with the University is terminated for any reason after You have accepted an Offer but prior to the start date of Your Course, You will not be eligible for the Discount and the full amount of the Fees shall be due and payable.

2.3 A Discount is available in addition to any scholarships awarded but cannot be used in conjunction with any other offer.

2.4 Discounts are always offered at the discretion of the University. The University may, acting reasonably, refuse to offer a Discount if it considers that any of the eligibility criteria in clause 2.1 have not been met or if the University reasonably considers that in the circumstances it would be unfair to offer a Discount.

3. Application of Discount

3.1 The Offer Letter will set out the Fees for Your Course and the Discount which will be applied to the Fees. When the Offer is accepted, these Staff Discount Terms and Conditions shall form part of Your Contract with the University for Your Course.

3.2 For all courses where fees are paid on a modular basis, the Discount shall be applied to the Fees payable for each module.

3.3 The Discount which will be applied to the Fees shall be specified in the Offer Letter. A Discount is not available if you transfer from another course of study at the University where you were not in receipt of a Discount. If You choose to study on another Course, the University cannot guarantee that You will receive a Discount for that Course.

3.4 The Discount is subject to compliance with these Staff Discount Terms and Conditions and the Contract. If there is a breach, then clause 6 of these Staff Discount Terms and Conditions shall apply and the Discount shall be withdrawn and the Fees shall be due and payable without the application of the Discount.

4. Exclusions

4.1 The Discount is for a reduction in Course fees only and cannot be applied for any maintenance or other living costs. No cash or other alternatives are available.

4.2 The University reserves the right to exclude at its discretion specific courses from eligibility for the Discount including, but not limited to, oversubscription. Offer Letters for any Courses which are not eligible for the Discount will not contain any reduction in the Fees.

5. Your Obligations

5.1 You agree that You shall meet any conditions set out in the Offer Letter.

5.2 You agree that You shall pay all Fees when due to the University in accordance with the Offer Letter.

5.3 You agree to register on Your Course by or on the date specified in Your Offer Letter. If You do not, then the University does not guarantee that a Discount will be available for a later start date and will be subject to the policy in force at the time.

5.4 After You have accepted an Offer You are required to notify the University if Your employment at the University is terminated for any reason (including but not limited to resignation, redundancy or dismissal). You will not be eligible for the Discount if Your employment terminates prior to the start date of Your Course.

5.5 If required by the University to verify Your employment status with the University (including but not limited to Your employee number) You shall provide the information requested within 5 working days. Failure to do so may result in the withdrawal of the Discount.

6. Withdrawal and Repayment Events

6.1 The Discount may be withdrawn by written notice if, in the opinion of the University acting in good faith, You have not complied with the obligations set out in these Staff Discount Terms and Conditions, and/or any terms of the Contract and/or the Offer Letter including but not limited to payment of the Fees.

6.2 If the Discount is withdrawn pursuant to clause 6.1 You will be liable for the full Fees for Your Course as set out in Your Offer Letter and the Discount shall not be applied. Withdrawal of the Discount shall take effect from the date of the written notice.