

POSTGRADUATE FEE WAIVER FOR UNIVERSITY OF SUSSEX STAFF

- University of Sussex employees are entitled to apply for a tuition fee waiver (which may be full or part) to study a **part-time postgraduate course**. For eligibility and requirements see: the **Fee Waiver Agreement Guidelines** on the Staff Development website at: <http://www.sussex.ac.uk/staffdevelopment/docspolicies>.
- The waiver will be charged to the budget of your School or department so approval is needed from your Head of School/ Unit and Finance Manager before your application can proceed further.
- Any agreement to waive fees will be limited to one financial year. You must reapply for fees to be waived for any subsequent year. Please indicate below if you are a new applicant or currently registered on a part-time course.

After Sections A, B and C have all been completed please send the form to the appropriate office:

- **New applicant: Admissions Office in Sussex House**
- **Current student/ re-application: Student Progress and Assessment Office in Sussex House**

Human Resources will send a copy of this form to the applicant/ student confirming the outcome of the fee waiver request.

SECTION A – TO BE COMPLETED BY APPLICANT / STUDENT

TICK (✓) ONE:

New applicant Currently registered on part-time course > Registration number.....

Surname..... Forename(s).....

COURSE DETAILS

Title of course.....

School..... Academic year for which you are applying for a fee waiver.....

EMPLOYMENT DETAILS

Position..... School/Unit.....

Correspondence address.....

Employment start date..... Employment expected end date..... Is post full- or part-time ?



SECTION B – TO BE COMPLETED BY HEAD OF SCHOOL/ UNIT & FINANCE MANAGER

(After completion please return form to the applicant / student)

Please sign below to indicate approval of the application **and** for the fee waiver to be charged against your budget.

Signature of Head of School/Unit..... Date.....

Amount of fee waiver (tick (✓) one and complete % if partial waiver): Full (100%) Partial (.....%)

Budget Code..... Finance Manager's Signature..... Date.....



SECTION C – TO BE COMPLETED BY THE APPLICANT / STUDENT

(When Sections A and B are complete, sign below & return to appropriate office in Sussex House – see top of form)

Applicant/ Student's Signature..... Date.....



Official use only: Admissions Office / SPA Office complete and pass to HR

Tick (✓) if part-time course: Signature..... Date.....



Official use only: HR to complete, retain a copy for personnel file and send copies to: (1) Applicant/student, (2) Admissions or Student Progress & Assessment Office, (3) Student Accounts Office, (4) Staff Development Unit.

Entitled to 100% Fee Waiver (✓): Yes No > Entitled to part fee waiver (indicate amount):.....%

Signature..... Date.....