

**STAFF FEE WAIVER AND DEVELOPMENT FUNDING GUIDANCE**  
**MAH Faculty Leadership Team: 12.12.2023/Item 5/APPROVED**

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**1. Guidance**

- 1.1 Minor edits to existing guidance to clarify that: (a) Fee waivers for postgraduate study can only be granted where they meet faculty strategic and business needs; and (b) Partial fee waivers will usually be preferred, in order to maximise the number of staff who can receive support. The same principles will be applied to all requests for funding relating staff development, (including training and skills development).
- 1.2 Relevant subject heads will be consulted to give their view on applications from people they line manage.
- 1.3 The EDI impact of decisions will be monitored and reported annually to SLT.

**2. Process**

- 2.1 There was previously no agreed process for awarding fee waivers. To improve equality of access and transparency of decision-making, the following is recommended.
- 2.2 A key aim of the annual round of Achievement and Development Reviews (ADRs/appraisals), which concludes in October, is to identify future development needs, which may include further study. With this goal in mind, the Faculty will advertise an opportunity to apply for a fee waiver, in accordance with the attached guidance early in November.
- 2.3 A small panel will convene to assess applications and make awards. It is suggested that the panel consist of the Associate Dean for People, Culture and Inclusion; the Associate Dean for Education and Students; a Subject Head; and, the Head of Professional Services; plus an EDI representative. No member of the panel may apply for a fee waiver while they are serving on the panel.
- 2.4 Applicants must obtain the approval of their line manager before applying, which must include an agreement to allow any required study leave time.
- 2.5 Waivers will be agreed by the end of the autumn semester, to allow applicants to apply for courses to start at the beginning of the following academic year.
- 2.6 Applicants who wish to apply for an extension of their waiver, must re-apply in the following year's round. Continuation of a waiver is not guaranteed, but is subject to the decision of the panel, who may ask applicants to demonstrate satisfactory progress in their studies. Changes to the Faculty's financial position may also require waivers to be reduced in value, or discontinued.
- 2.7 The following requirements, which have been applied when fee waivers have been granted in the past, will be retained:

**Reimbursement of course fees**

The staff member will be required to reimburse the University the costs of the course fees if they:

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- Voluntarily withdraw from or terminate the course/programme of study prior to completion without the Employer's prior written consent
- Are dismissed or compulsory discharged from the course/programme of study
- Decide to leave the employment of the Faculty during the course of study or the University within 3 years of completing the course. If the latter you will be required to repay the course fees as outlined below:

Duration	Repayment %
Within <b>1 year</b> of completing the course	<b>100%</b>
Within <b>2 years</b> of completing the course	<b>75%</b>
Within <b>3 years</b> of completing the course	<b>50%</b>

- Where withdrawal or failure to attend is due to ill-health then the above conditions do not apply and this should be discussed and agreed separately with the line manager.
- Exceptions are made where changes to employment is due to redundancy.

