

## Fee Waiver

**Please note that there is no longer a reciprocal fee waiver scheme for both University of Brighton and University of Sussex courses for University of Sussex Staff. The waiver scheme is currently under review and may be subject to change/withdrawal.**

### Current guidelines

Please note the position at the moment is that:

### Existing Guidelines on Tuition Fees for University of Sussex Staff

- University of Sussex employees are entitled to apply for a fee waiver to study a part-time postgraduate course at the University of Sussex. The fee waiver may be full (100%) or a partial waiver.
- **Please note that for University of Sussex courses the costs of any fees to be waived to staff will be charged to the employee's Head of School/Unit. Employees are entitled to apply for their course fees to be paid directly by their Head of School or Professional Services Department. This may be full 100% or partial percentage of fees. There is no 'fee waiver' as such. Rather it is the Department/School paying rather than the individual. Therefore approval is therefore needed from the Head of School/Divisional Director before any application can proceed.**
- For existing applicants, please note that any agreement to waive or offer reduced fees is limited to one financial year. Therefore, if you are currently studying or have been offered a place and your course is longer than a year, there is no guarantee that subsequent fees will be waived/reduced.
- The fee waiver applies to tuition fees only. Charges for external registration, examination entry, residential and resources must be paid in full either by the member of staff or, at their discretion, the School/Division within which that member of staff works.
- Any decision regarding approval will also take into consideration whether the proposed programme of study is directly relevant to the applicant's post.
- Any fee waiver agreement must fall within a member of staff's existing contract of employment i.e. the employment contract must cover the whole academic year for which the waiver is requested.
- Part-time staff who wish to apply for a fee waiver must have an existing contract of employment with a minimum of 0.5 FTE status and of one year's duration or more. If the contract is for less than 0.5 FTE then it is deemed that the primary relationship with the University is as a student, and no fee waiver will be given.
- Fee waivers will normally be limited to one waiver place per programme or 10% of the total number of students on a programme of study, whichever is greater.
- Staff must gain the approval of an appropriate manager within the a school/division, and evidence that approval as part of the application process
- Staff applying for a fee waiver at the University of Sussex should complete the "Postgraduate Fee Waiver Form" on the SDU website
- Any queries on the fee waiver agreement should be directed to your HR Adviser