

2022/23

# Discretionary Staff Fee Remission Procedure

EFFECTIVE FROM 1 AUGUST 2022

## Summary

This document outlines the qualifying criteria for Edge Hill staff who may benefit from a reduction in tuition fee.

## Glossary of Terms

There are no glossary terms to define.

## Purpose

To set out the criteria and application process for Edge Hill staff to apply for tuition fee remission.

## Procedure

In the spirit of encouraging personal development in personal time i.e. outside contracted hours of work, the University has agreed the following qualifying criteria for 50% fee remission for part-time study of under/postgraduate taught provision during and 20% fee remission for part-time postgraduate research. This procedure refers to programmes directly studied here at Edge Hill University.

## Qualifying Criteria

### Edge Hill/Students' Union staff must:

- be on a permanent (substantive) contract *OR* have at least 12 months remaining of their current fixed term contract;
- work a minimum of 7 hours per week;
- have been employed at Edge Hill for 12 months or more at commencement of the study programme;
- undertake study outside contracted working hours and
- be studying for personal development / interest i.e. not as a requirement of the job role.

### Edge Hill staff on Associate Teaching contracts must:

- work an average of 5 hours per week over a 36 week period (ie 180 hours);
- have been on contract to Edge Hill for 12 months or more at commencement of the study programme;
- have been issued with a contract for teaching hours for the year in which fee remission is requested;
- undertake study outside contracted working hours and
- be studying for personal development / interest i.e. not as a requirement of the job role.

### Partnership staff teaching on Edge Hill award programmes:

- there must be a formal and current Partnership agreement between Edge Hill and their employer for delivery of the programmes leading to an Edge Hill award;

- the applicant must have Edge Hill Registered Tutor Status;
- the applicant must have delivered on an Edge Hill programme for 12 months or more and
- the applicant must continue to teach on an Edge Hill programme in the academic year for which fee remission is requested for a programme of study.

Notes: Staff must meet all elements of the criteria and will not be entitled to any further tuition fee discount. Staff registered on a designated full-time programme are not normally eligible for the remission. Staff who are temporarily seconded from another organisation are not normally eligible for the remission.

**The fee remission form can be accessed on the Human Resources homepage within the Learning and Development section. In all cases, staff should submit their application each year to: [StaffWellbeingAndDevelopment@edgehill.ac.uk](mailto:StaffWellbeingAndDevelopment@edgehill.ac.uk)**

**Students' Union applicants should request a letter of support from the Chief Executive Officer, Students' Union.**

**Staff must re-apply for each year of study, to ensure the currency of qualifying criteria can be confirmed to Academic Registry. Please note this is the only way in which applications can be considered for tuition fee remission.**

## Key to Relevant Documents

This procedure does not refer to other documents.

## Annexes

This procedure does not contain any additional information.

## Endmatter

Title	2022/23 Discretionary Staff Fee Remission Procedure
Policy Owner	Assistant Registrar: Fees, Scholarships & Bursaries
Approved by	Pro Vice-Chancellor University Secretary
Date of Approval	31 January 2022
Date for Review	