

## 2018/19 DISCRETIONARY STAFF FEE REMISSION SCHEME

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 scheme refers to programmes directly studied here at Edge Hill University.

### Qualifying criteria

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

- be on a permanent (substantive) contract;
- work a minimum of seven 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 five 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.

**In all cases, applicants should send their funding application each year to:**

**Learning & Development – [LearningandDevelopment@edgehill.ac.uk](mailto:LearningandDevelopment@edgehill.ac.uk)  
Students' Union applicants should request a letter of support from the head of**

**HR, 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 progressed for tuition fee remission.**