



Fee Waiver Scheme Guidelines

Application for Financial Support for Undergraduates and Postgraduate Study Fees

Introduction

As an academic community which is committed to lifelong learning, the University aims to ensure that opportunities are available for staff to continue to learn and develop during their employment. Whilst most staff development focuses on enabling staff to undertake current and future work at the University effectively and efficiently, the Fee Waiver Scheme provides a wider opportunity for staff development that may not necessarily relate directly to their area of work.

Eligible staff are encouraged to undertake courses offered by the University of Stirling. External courses may be considered however this is only if they are not available within the University. Staff should follow the normal student enrolment process to obtain their place on a course and can then apply to the Fee Waiver for financial assistance. Please complete the Fee Waiver Application Form and attach a copy of the enrolment document along with the course fees confirmation.

Aim of the Fee Waiver Scheme

The Fee Waiver Scheme has been designed to encourage the development of all eligible staff, full and part-time, permanent and fixed term, in line with the University's commitment to staff development and equality of opportunity.

Application Eligibility

Applications will be considered for non-probationary staff to attend one mainstream course at any one time without having to pay the associated tuition fees under the following criteria:

Duration of Employment Contract
The member of staff must have an ongoing contract of employment with the University and this contract must exceed the full duration of the programme of study. If this is not the case, the applicant is required to submit written confirmation from their Head of Faculty/ Directorate / Line Manager that the contract will be continued to cover the complete timeframe of the course. The fee waiver is allocated on a pro rata basis and is calculated in accordance with hours of work.
Programmes of Study
Staff can apply for taught programmes of study at Undergraduate or Postgraduate level as well as Postgraduate study by research. Staff may enrol for sub-degree programmes but these fees must be met by the individual or their department.
Level of Financial Support
The maximum levels of support is: <ul style="list-style-type: none"> • University of Stirling courses, up to 100% of course fees. • Other institutions, up to 50% of course fees (less any amount funded from any other source). <p>Please note that all course fees are depending on contracted hours of employment.</p>
Additional Expenses
This scheme covers standard course fees but not additional expenses for books/specialised materials or residential/travel expenses incurred

Eligible Activities

The following are illustrative of fee waiver funding activities / outputs:

- A completed module / course exam results confirmation to be send to OD per year
- Final course / programme completion certificate / transcript to be send to OD at the end of the programme of study.
- A copy of each year's enrolment confirmation
- A copy of each years programme fees confirmation

Please note that:

Staff on probation are not eligible to apply for the Fee Waiver scheme, until they have successfully completed their probationary period. It is expected that staff should complete 12 months service at the University of Stirling, before applying for the Fee Waiver scheme.

Application Procedure

The University strives to support as many fee waiver applications as possible. However this is dependent upon funding allocations and there is no automatic entitlement to financial support from this scheme. Priority is given to staff who demonstrate benefit to the Faculty/Directorate or University, and the individual.

Fee Waiver Applications;

Application for Fee Waiver should be made using the appropriate current standard University form available from the HR & OD website and be accompanied by the up to date course / programme fee's associated with the course / programme of your choice.

The Fee Waiver process is outlined below:

- 1 Discuss the proposed course of study with Head of Faculty/Directorate and/or Line Manager, for example during your Achieving Success conversations / meeting (but not restricted to this).
- 2 Follow the normal student enrolment procedure with Student Recruitment and Admissions for chosen course of study
- 3 Complete the Fee Waiver Application Form. **This form must be completed and a separate application made for each year of a degree programme, along with confirmation of course fees.**
- 4 Pass the completed form to Head of Faculty/Directorate /Line Manager to complete Part 2 in support of application. Applications without your manager's support will not be processed. If a line manager is unable to support an application, this should be fully discussed with the member of staff.
- 5 Forward the form to Organisational Development for processing, via the OD mailbox – organisationdevelopment@stir.ac.uk
- 6 OD will confirm to applicants the outcome of their application. **Applications from staff who have already started a degree programme and are applying for subsequent years will be given priority and other applications will be considered as they are received, subject to budget.**
- 7 Very exceptional, out of cycle applications may be considered where budget is available.
- 8 Alterations to a fee waiver application which has already been approved may be changed due to unforeseen circumstances. In these cases the member of staff must notify OD immediately. **Please notes that these changes may not always be accepted due to budge implications.**

Timetable and critical dates for 2017/2018.

	Date
Fee Waiver Scheme opens for applications	1 st August 2017
Deadline for applications to be submitted to OD – via OD mailbox organisationdevelopment@stir.ac.uk . Late applications will not be considered and will be carried forward to the following year.	30 th June 2018
Fee Waiver committee meets to consider applications	July 2018
Outcomes communicated to all applicants	Early August 2018

Successful applicants will be expected to report their progress annually. Continuation of support is dependent on satisfactory progress. Funding cannot be carried over, i.e. funding is allocated for the academic year in which the course/conference takes place or the fee pertains. Retrospective applications will not be accepted.

Leaving Employment and the Repayment of Funding

Withdrawal from an Agreed Place

In the event of withdrawing from a unit/course it is important that the member of staff follows the normal student notification procedure and informs the HR & OD Department so that records are updated and there are no invoicing queries.

Early Termination of Fee Waivers

Financial Support for Course Fees will cease immediately when a member of staff's contract of employment ends and their employment with the University ceasing.

If the employee chooses to leave employment with the University within one year of completing their course there is a requirement to reimburse the University for the fees on a proportionate basis as follows:

Leaving Date	Repayment Percentage
Leaving employment part-way through the course	100% of financial assistance
Leaving employment upon completion and within 12 months of completion	75% of financial assistance
Leaving employment upon completion and within 24 months of completion	50% of financial assistance
Leaving employment upon completion and within 36 months of completion	25% of financial assistance