



Employee Fee Waiver

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Aim

As an academic community committed to lifelong learning, the University aims to ensure that opportunities are available to all during their time in employment that will allow for intellectual and personal development. One way in which to show our commitment to continuous learning and development for our colleagues is through the waiving of tuition fees for many of the degrees the University offers.

1. Policy Statement

1.1 This policy outlines which degrees are covered by the Employee University Fee Waiver Policy and any criteria which may need to be met in order to be eligible to claim. The purpose of the policy is to explain an employee's rights and responsibilities and ensure that support is provided when an individual chooses to embark on a development opportunity.

2. Scope

2.1 As an employee at The University of Essex, the University of Essex Students' Union, University of Essex Campus Services, Wivenhoe House Hotel or a Knowledge Transfer Partnership Associate you have a right from the first day of your employment at the University to qualify to apply for fee waivers for some degree courses providing certain criteria outlined in this policy are met.

2.2 You must be on either a permanent or fixed term contract, which can be on a part-time or full-time basis. Fees will be covered in full for the duration of your contract. If you wish to apply for a course which exceeds the length of your contract (eg the course is 3 years and your contract is 2 years) it is important to understand on application that the individual and not the University will be responsible for funding the remaining year(s). This funding may be met by you personally, the department or a third party.

2.3 If you have retired from the University of Essex and have at least 10 years' service on retirement you are entitled to apply for a fee waiver in line with the criteria outlined in this policy.

2.4 If you join the University as a student and are then employed by the University while still a student you will not be eligible for a fee waiver unless you are a Knowledge Transfer Partnership (KTP) Associate. However, if you are a student and then complete your studies and take up employment with the University, you would be eligible for a fee waiver for any future courses in the same way as other employees, for the duration of your employment.

If you leave employment with the University of Essex the fee waiver will cease with immediate effect.

2.5 This policy does not include the right to time off during normal working hours. Where teaching takes place during a normal working day, individuals may discuss with their line manager whether they could be given time to attend as part of their development or consider flexible working options – please refer to the [University's Flexible Working Policy](#) for more information. It will be important to consider that teaching times may change from term to term.

2.6 The following degree courses awarded by the University and delivered at its campuses in Colchester, Southend or Loughton are eligible for the fee waiver:

- Part-time undergraduate Honours degrees or Foundation degrees (as available).
- Part-time postgraduate taught courses leading to a Masters degree, a Postgraduate Diploma, a Postgraduate Certificate, a Graduate Diploma or a Graduate Certificate.
- Part-time postgraduate research degrees leading to MA or MSc by Dissertation, MPhil, MD, PhD or Professional Doctorate

2.7. If you are a Knowledge Transfer Partnership (KTP) Associate you may apply for full-time study to your Faculty Dean Postgraduate. Due to the unique characteristics of the KTP role you may qualify for full-time study by following an atypical approval route (see appendix 1). KTP Associates are employees of the University on fixed-term contracts who work in a company or organisation with which the University has a Knowledge Transfer Partnership.

2.8. If the course is validated by the University and delivered by one of its partner institutions, it will not be covered by the Employee Fee Waiver Policy. However the University's individual agreement with each of its partner institutions may specify whether University employees are entitled to any concessions on the cost of courses delivered by partners, together with any eligibility criteria which must be met. Details of the University's partner institutions can be found at essex.ac.uk/information/university-partnerships

The fee waiver cannot be applied retrospectively to any modules already completed.

3. Roles and responsibilities

3.1. Employees are responsible for:

- Identifying a course they may be interested in
- Considering how this fits in with their current role requirements
- Discussing with their line manager how the degree will support their development and progression
- Planning with their manager how they will manage their time when working and studying
- Completing and submitting a course application form

3.2. Managers are responsible for:

- Encouraging and discussing fee waiver opportunities with individuals in their development discussions
- Considering if it is operationally viable for an employee to attend their chosen course and continue with their role, this may include looking at flexible working options.
- Agreeing a fee waiver
- Supporting their direct reports and regularly discussing the balance between work and study

3.3. The Admissions Office is responsible for:

- Considering submitted applications
- Providing feedback on applications and communicating an Admissions decision (this is made solely on the basis
- of whether an application meets course criteria, and is independent of whether a fee waiver has been agreed by a line manager)
- Processing a fee waiver

3.4 Faculty Dean Postgraduate are responsible for:

- Endorsing full-time study options for KTP Associates

3.5. People and Culture are responsible for:

- Sign-posting colleagues to information related to employee fee waiver applications and further support

4. Application for an employee fee waiver

4.1 If you wish to take a course at the University it is important to take the following steps:

- Discuss with your line manager
- Apply to the Admissions Office using the standard admissions procedure
- Once an offer is made complete the University of Essex Employee Fee Waiver form

4.2 If teaching takes place during work hours, you will need to discuss with your line manager if alternative arrangements are possible. Line managers will need to consider if it is feasible to either grant time off for development or allow flexible working. This will take into account whether work can be rearranged and if undertaking the course will provide benefits for the role.

5. Fees

5.1. If as an employee you meet the eligibility criteria set out in section 2 the University will waive the full tuition fee which would normally be payable as published in the University's tuition fees listings at essex.ac.uk/fees, determined by the chosen course, the academic year and the person's fee status. The University tuition fees for all courses and fee statuses are normally published 12 months in advance of the start of the academic year.

5.2 The University will not waive any additional charges or expenses incurred as part of an employee studying on the course, for example library fines, tuition materials, late registration fees or reassessment fees. If the employee successfully completes the course and is eligible to attend Graduation, the normal charges will apply and are the responsibility of the eligible employee.

5.3 Eligible employees taking a research degree will have fees for the completion period waived

6. University sources of support and information

- Faculty Dean Postgraduate
- essex.ac.uk/postgraduate
- pgquery@essex.ac.uk
- pgresults@essex.ac.uk

7. Related University policies and procedures

- [Admissions procedure](#)
- [Employee fee waiver form](#)
- Appendix 1 a typical employee fee waiver flow chart
- [Flexible working policy](#)
- [Essential Training](#)

8. Equality Impact Assessment

8.1 We are committed to meeting our obligations under the Equality Act 2010, which requires the University show no discrimination as required by law on account of age, disability, gender reassignment*, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The University will always act lawfully and this may include taking action to support people with particular protected characteristics, including disability and sex. In addition to its obligations under the EA, the University shall adopt policies, practices, and procedures that define expected standards of behaviour and specify any additional characteristics, beyond those required by law, to which protection is provided, for example, in relation to political belief, social background and refugee status.

*The University's policies, practices and procedures specifically extend to all gender identities including trans, non-binary and gender non-conforming people.

8.2 Our [Equality, diversity and inclusion policy](#) sets out our approach, in the context of our institutional mission, values and objectives as set out in our Strategic Plan, our People Supporting Strategy, our Education and Research Strategies and equalities legislation.

9. Monitoring

People, Culture and Inclusion Advisory Group will monitor the impact of this policy. People, Culture and Inclusion Advisory Group's purpose is to ensure legal compliance and monitor on behalf of USG, the implementation of the University's people strategies, policies and practices, including those relating to equality, diversity and inclusion (EDI); promote dissemination of good people management practice throughout the University and draw to the attention of USG any areas of concern requiring attention.

Appendix 1

An atypical approval route for KTP Associates who wish to apply for full-time study

Before applying for full time study it is important that the KTP Associate has read the Employee Fee Waiver Policy and discussed their intentions with their line manager. Both parties must consider if the study is closely aligned to their role and achievable whilst carrying out their work commitments.

1. Discuss the balance of work and full time study with your line manager
2. Complete a course application form and submit to Postgraduate Admissions for approval pgquery@essex.ac.uk
3. Complete an employee fee waiver application form and send to your line manager for completion
4. Manager approves and sends fee waiver application form to their Faculty Dean Postgraduate to gain approval for full time study
5. If approved Faculty Dean Postgraduate sends fee waiver application form to pgresults@essex.ac.uk. If declined feed back to the line manager.
6. Postgraduate Admissions apply the waiver to the applicant's record and issue new letter showing zero tuition fees.

Policy information

Title: Employee Fee Waiver Policy

Policy Classification: Policy

Security Classification: Open

Security Rationale:

Nominated Contact: Head of Academic and Professional Practice

Responsible UoE Section: People & Culture

Approval Body: University Steering Group

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