



Employee Tuition Fee Waiver

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Publication date:	January 2025
Amended:	24 February 2025
Review date:	June 2027

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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 Tuition 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 and exclusions

2.1. The Employee Tuition Fee Waiver Policy applies to all permanent, full time, part time and fixed term employees at the University of Essex regardless of length of service. Employees at the University of Essex Students' Union, University of Essex Campus Services (UECS), Wivenhoe House Hotel or a Knowledge Transfer Partnership Associate 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. Tuition 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 (e.g. the course is three years and your contract is two 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 join the University as a student and are then employed by the University while still a student you will not be eligible for a tuition fee waiver unless you are a Knowledge Transfer Partnership (KTP) Associate. This includes student visa holders on a part-time course that will not be able to work. However, if you are a student and then complete your studies and take up employment with the University, you would be eligible for a tuition fee waiver for any future courses in the same way as other employees, for the duration of your employment.

- 2.4. If you leave employment with the University of Essex the tuition fee waiver will cease with immediate effect. The [Tuition Fee Payment and Liability Policy](#) outlines how outstanding fees will need to be paid by former employees.
- 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. If an individual is on a long-term absence whilst studying on a course with a Fee Waiver, they would be expected to follow the policy on leave of absence relevant to their course.
- 2.7. The Employee Tuition Fee Waiver benefit does not apply to employees on a career break.
- 2.8. Employees are expected to complete their course but will not be expected to pay outstanding fees if they are not able to complete it.
- 2.9. An Employee Tuition Fee Waiver is available where there is a clear and relevant link to a person's role. If an employee applies to study a course that is not related to their role, then engaging with a Tuition Fee Waiver would be classed as a taxable benefit and they will be liable to pay for the taxable benefit via a P11D Form. In these circumstances, the person should seek advice from People & Culture.
- 2.10. 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 tuition fee waiver in line with the criteria outlined in this policy. This would be classed as a taxable benefit as outlined in para 2.9.
- 2.11. The Employee Tuition Fee Waiver policy is only applicable to courses of study (not modules).

3. Conditions of the Employee

Tuition Fee Waiver

- 1.1.1. 3.1. The following part-time degree courses awarded by the University and delivered at its campuses in Colchester, Southend or Loughton are eligible for the tuition fee waiver:
 - 3.1.1. part-time undergraduate Honours degrees or Foundation degrees (as available). The University does not currently offer any part-time undergraduate courses. If there is a [full-time undergraduate course](#) that you would like to study part-time, you should enquire directly with the [Department](#) to explore whether the course could be delivered part-time or via modular study. This would be subject to approval by the Faculty Dean. It may not be possible to accommodate such requests and approval must be sought prior to an application for

admission being submitted so you are encouraged to discuss it with the Department as early as possible if you do wish to make such a request.

- 3.1.2. if approved by the Faculty Dean, written confirmation of this approval should be submitted to Undergraduate Admissions at the point of application; Course Records/ QUAD will then arrange for the appropriate course code and structure to be put in place before a formal offer of admission can be made. The deadline to apply for an undergraduate course under an exceptional part-time arrangement starting in the Autumn Term would typically be during early Summer Term to provide sufficient time for the relevant arrangements to be made.
- 3.1.3. part-time postgraduate taught courses leading to a Masters degree, a Postgraduate Diploma, a Postgraduate Certificate, a Graduate Diploma or a Graduate Certificate (including awards studied part-time by modular study).
- 3.1.4. part-time postgraduate research degrees leading to MA or MSc by Dissertation, MPhil, MD, PhD or Professional Doctorate.
- 3.1.5. further information about [part-time postgraduate courses](#) is available on our webpages.
- 3.2. 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.
- 3.3. If the course is validated by the University and delivered by one of its partner institutions, it will not be covered by the Employee Tuition 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 on our webpages.
- 3.4. The tuition fee waiver cannot be applied retrospectively to any modules already completed.
- 3.5. Successive Employee Tuition Fee Waiver applications are not normally supported. Exceptional cases will be managed by the Faculty Dean Postgraduate via the atypical approval route process.

4. Roles and responsibilities

4.1. 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 line manager how they will manage their time when working and studying
- completing and submitting a course application form

4.2. Line managers are responsible for:

- encouraging and discussing tuition 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 and sources of wellbeing support
- agreeing a tuition fee waiver
- supporting their direct reports and regularly discussing the balance between work, study and wellbeing

4.3. 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 tuition fee waiver has been agreed by a line manager)
- processing a tuition fee waiver

4.4 Faculty Deans Postgraduate are responsible for:

- endorsing full-time study options for KTP Associates
- endorsing applications for a successive Employee Tuition Fee Waiver

4.5. People & Culture are responsible for:

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

5. Application for an employee tuition fee waiver

5.1. 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 Tuition Fee Waiver Form

5.2. 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.

6. Fees

6.1. 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.

6.2. 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.

6.3. Eligible employees taking a research degree will have tuition fees for the completion period waived.

7. Equality Impact Assessment

- 7.1. The University has conducted an Equality Impact Assessment on this policy and is satisfied that its application should not result in a differential and negative impact on any groups of employees identified under the Equality Act 2010.

8. Monitoring

- 8.1. The People, Culture and Inclusion Advisory Group (PCIAG) will monitor the impact of this policy.

9. Related University policies and procedures

- [Admissions procedure](#)
- [Employee Tuition Fee Waiver Form](#)
- Appendix 1 atypical employee tuition fee waiver flow chart
- [Flexible working policy](#)
- [Essential Training](#)
- [Tuition Fee Payment and Liability Policy](#)
- [Career Development Fund for carers](#)
- [Employee Apprenticeships](#)

10. University sources of information

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

- pgresults@essex.ac.uk

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 Tuition 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 Tuition Fee Waiver Application Form and send to your line manager for completion
4. Line manager approves and sends Tuition Fee Waiver Application Form to their Faculty Dean Postgraduate to gain approval for full time study
5. If approved Faculty Dean Postgraduate sends Tuition 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.

Document Control Panel

Field	Description
Title	Employee Fee Waiver Policy
Policy Classification	Policy
Security Classification	Open
Security Rationale	Open
Policy Manager Role	Head of Academic and Professional Practice
Nominated Contact	develop@essex.ac.uk
Responsible UoE Section	People & Culture
Approval Body	University Steering Group
Signed Off Date	June 2024
Publication Status	Published
Published Date	21 June 2024
Last Review Date	24 February 2025
Minimum Review Frequency	3 yearly
Review Date	June 2027
UoE Identifier	0189

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