1. Fee waivers for staff

1.1 As an academic community committed to lifelong learning, the University aims to ensure that opportunities are available to staff during their time in employment that will allow for intellectual and personal development. One way in which continuous learning and development can be actively supported is through the waiving of tuition fees for specific courses.

1.2 Employees have an entitlement to fee waivers for some degree courses providing certain conditions are met (see below). Employees of the University of Essex, the University of Essex Students’ Union, University of Essex Campus Services or Wivenhoe House Hotel must be:

- On a permanent employment contract;
- On a fixed term employment contract as long as the contract duration exceeds the length of the course.

1.3 Individuals who join the University as students and are then employed by the University while still a student will not be eligible to a fee waiver. However, if those students then complete their studies and take up employment with the University, they would be eligible for a fee waiver in the same way as other employees.

1.4 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. It will be important to consider that teaching times may change term to term.

2. Eligible Courses

2.1 The following degree courses which are 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 or PhD.

2.2 Courses validated by the University and delivered by one of its partner institutions are not covered by this policy. 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 http://www.essex.ac.uk/partners/

2.3 The waivers do not apply to Continuing Professional Development (CPD) courses or Language courses offered under the Essex Modern Language Certificates (EMLC) for which separate arrangements apply.

2.4 There are no fee waivers for full-time degrees or for individual modules. The concession cannot be applied retrospectively for a programme of modular study which may lead to one of the awards described in 2.1.
3. **Fees**

3.1 Where an employee meets the eligibility criteria set out in section 4 below, the University will waive the full tuition fee which would normally be payable as published in the University’s tuition fees listings at [www.essex.ac.uk/fees](http://www.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.

3.2 The University will not waive any additional charges or expenses incurred as a result of 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 member of staff.

3.3 Eligible employees undertaking a research degree will have fees for the completion period waived.

4. **Eligible Staff**

4.1 All employees are eligible for the concession from the time they take up their post with the University (as long as the length of their contract exceeds the length of the course).

4.2 If a member of staff leaves the University then the concession will cease with immediate effect.

4.3 Retired employees who have at least ten years’ service with the University of Essex at the time of their retirement will be entitled to a fee concession in accordance with the provisions above.

5. **Application for fee waiver**

5.1 A member of staff wishing to take a course at the University must take the following steps:

- Discuss with your line manager.
- Complete the University of Essex Fee Waiver form.
- Hand in this form to your Line Manager.
- Apply to the Admissions Office using the standard admissions procedure.
- Inform the Admissions Office at the time of application that they are a member of staff.

5.2 If teaching takes place during working hours, employees will need to discuss with their 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 to allow flexible working. This will take into account whether work can be rearranged and if undertaking the course will provide benefits for their role.

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