



Fee Remission Policy Staff Development Department

Updated 20/03/2012

Version 1.7

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1.0 Introduction

York St John University (YSJ) is committed to creating an equitable, developmental and motivating working environment and continuing personal and professional development is seen as one of the main routes to achieving this. In order to support staff involvement in the take up of learning opportunities, this policy has been devised and identifies where fees for programmes of study will be supported.

The document aims to clarify which tuition fees may and may not be funded by the Staff Development Department and includes guidance for Faculties / Departments on determining the allocation of their own staff development funds.

Staff are encouraged to initially source programmes of study provided at YSJ and this policy states where fees will be waived and provides the process of application for fee remission.

This document sets out YSJ policy on:

- The circumstances in which YSJ may pay tuition fees for members of staff engaging in programmes at YSJ or external providers for the purposes of *career enhancement and current job role development*.
- The circumstances in which YSJ may pay tuition fees for members of staff engaging in programmes at the YSJ for the purposes of *personal development/interest*.
- The circumstances in which YSJ will require the reimbursement of fees should an individual leave before programme completion or if an individual leaves YSJ employment up to 2 years after programme completion.

Please Note: This policy is subject to budget constraints. All applicants will be considered however not all will be successful. It would be advisable to contact Staff Development when making initial enquiries about programmes in order to establish current budget position.

2.0 Scope

The provisions of this document apply to arrangements made with members of staff submitting applications for consideration for funding from 15 November 2010. York St John University will honour all existing arrangements which it has made with members of staff under the terms and conditions of previous fee remission documents.

3.0 Definitions

For the purposes of this document:

3.1 Career enhancement and current job role development:

- If a post requires a qualification to be completed after appointment; this will be a contractual obligation.
- If a post does not require a qualification, but it is in the interests of the University for the programme to be undertaken e.g. aligns to the Faculty/ Department strategic plan.
- If a member of staff has a clear development plan which links the chosen qualification to either their current role or the role above, i.e. it is needed for progression.

3.2 Personal development / interest:

- If a member of staff wishes to undertake a qualification in order to further their own personal interests which are not directly related to either the Faculty/Department strategic plan or their current job role.

4.0 Policy for YSJ Programmes of Study

Subject to the agreement of the Director of Department/Dean of Faculty YSJ will:

- Remit all fees for undergraduate programmes at YSJ.
- Pay up to 100% of fees for postgraduate programmes taken at YSJ for the purposes of career enhancement and current job role development. Staff Development will fund 50% of the fees and the individual's Faculty / Department or the individual will fund up to 50%

The Dean of Faculty will have the final decision regarding the number of places to be made available to members of staff on programmes in her/his Faculty.

In considering the relevance of fee remittance the member of staff's line manager is required to consider:

- That the programme is relevant to the member of staff's current role or future career aspirations as identified through the PDR process.
- The Faculty/Department can provide support to the member of staff in the workplace if appropriate.
- That the member of staff has demonstrated a firm commitment to completing the programme.

- That the member of staff is willing to reimburse 100% of the fees for post graduate programmes if they voluntarily leave the programme before it ends.
- That the member of staff is willing to reimburse the fees for post graduate programmes if they leave YSJ employment, in line with the scale detailed within 10.1

4.1 The Application Process for YSJ Programmes:

- The member of staff wishing to study completes the relevant application form for the programme and the relevant appendix (as detailed in 7.0). The appendix requests clear evidence from the member of staff as to the benefits they will gain as an individual and the benefits YSJ will gain as a result of completing the programme.
- Through the PDR process the member of staff must seek approval from their line manager.
- If approved, the application form for the programme and the appendix are sent to Admissions or the Programme Administrator (e.g. for Modern Foreign language short courses), who ever is appropriate, to be logged.
- Once logged, the application form and appendix are forwarded to the Dean of the Faculty where the programme of study will be undertaken. Ideally, all applications should be with the appropriate Dean a minimum of 6 weeks prior to the start date of the programme. All requests for programme places will be considered by the relevant Dean of Faculty. It is at the discretion of the Dean to agree how many places are available for staff per academic year.
- The decision on fee remission for undergraduate YSJ programmes rests with the Dean of Faculty where the programme of study takes place. The decision on fee remission for postgraduate YSJ programmes for purposes of career enhancement and current job role development rests with the Deputy Director of Human Resources (Staff Development) and the individual's Dean of Faculty/Director of Department. All fee remission applicants will be advised immediately of the outcome of their application by their line manager.
- The application form and appendix, showing the decision on the remission of fees, are sent to Admissions or the Programme Administrator (e.g. for Modern Foreign Language short courses), who will take their appropriate action. They will then send a copy of the application form and the appendix to the Staff Development Department for monitoring and evaluation purposes. Staff Development will notify Finance of the decision.

5.0 External Programmes of Study

Applications for programmes delivered by external providers will only be considered if they are not available at YSJ.

- YSJ Staff Development Department will pay 50% of fees for external undergraduate and postgraduate programmes for the purpose of career enhancement and current job role development. The individual's Faculty / Department or the individual will fund up to 50%.
- YSJ will not pay for external undergraduate and postgraduate programmes for the purpose of personal development.

Approval for any external programme would be required from the member of staff's Dean of Faculty/Director of Department and the Staff Development Department.

In considering the relevance of fee remittance applications Directors of Departments/Deans of Faculties are required to consider:

- That the programme is relevant to the member of staff's current role or future career aspirations as identified through the PDR process.
- The Faculty/Department can provide support to the member of staff in the workplace if appropriate.
- That the member of staff has demonstrated a firm commitment to completing the programme.
- That the member of staff is willing to reimburse 100% of the fees for programmes if they voluntarily leave the programme before it ends.
- That the member of staff is willing to reimburse the fees for programmes if they leave YSJ employment in line with the scale detailed within 10.1

5.1 The Application Process for External Programmes of Study

- Through the PDR process an appropriate programme of study is selected which relates to career enhancement and current job role development.
- If the member of staff's line manager supports the application the member of staff must complete the relevant application form for the programme and Appendix B, this requests clear evidence of benefits to the member of staff and York St John University, from the member of staff's and organisation's perspectives. Both forms must be sent to the member of staff's Dean of Faculty/Director of Department and Staff Development Department for approval.
- PhD applications will be forwarded to the Research Degrees Sub Committee for consideration and this Committee will make the decisions on which PhD applications are funded by the central Staff Development department budget.
- All applicants will be advised of the outcome of their application for fee remission by their line manager.
- Where approved, the application for the programme will be returned to the member of staff, who is responsible for sending it to the external provider.

6.0 Policy Summary

YSJ Programmes			
Programme	Reason for Study	Policy	Appendix
Undergraduate	Career enhancement and current job role development / Personal development/ interest	YSJ will remit fees (Fees will be remitted by the Dean of Faculty where the programme of study takes place)	Appendix A
Postgraduate	Career enhancement and current job role development	Staff Dev will pay 50% of fees and the individual's Faculty/Department or the individual will fund up to 50%	Appendix B
Postgraduate	Personal development/ interest	YSJ will not pay fees	N/A
External Programmes			
Undergraduate & Postgraduate	Career enhancement and current job role development	Staff Dev will pay 50% of fees and the individual's Faculty/Department or the individual will fund up to 50%	Appendix B
Undergraduate or Postgraduate	Personal development/ interest	YSJ will not pay fees	N/A

Please Note: This policy is subject to budget constraints. All applicants will be considered however not all will be successful. It would be advisable to contact Staff Development when making initial enquiries about programmes in order to establish current budget position.

Please note the following rules will apply:

- The member of staff must undertake any required examinations or other forms of assessment associated with their chosen qualification, for both career enhancement and personal development purposes. York St John University will provide support for only one repeat assessment or examination. If the member of staff fails to take the required examinations/assessment 100% of the fees may be charged.
- Staff will be paid to attend those parts of their programme, which overlap with their work time when the programme of study is for the purposes of career enhancement and current job role development as defined in 3.1. However they will not be given time off in lieu to compensate them for time spent on the programme outside of work time. Time off for exams will be given at ½ a day per exam. Study leave

will be agreed at the discretion of the line manager.

- Staff will not be paid to attend any part of their programme if this is for the sole purpose of personal development/interest. Staff will be expected to make up the time they miss if the programme of study falls within their normal working hours. Where this is not possible the individual should take holiday, this will be agreed at the discretion of the line manager.
- All fee remission requests for the purposes of career enhancement and current job role development must be clearly identified through the appraisal process, and will be considered before the requests for personal development/interest.
- If the applicant leaves the programme of study before its completion the individual will need to refund 100% of the programme fees

7.0 Further Support for YSJ and External Programmes of Study

YSJ may provide the following additional support for programmes which are funded through the Fee Remission Policy.

- 100% reimbursement for registration charges, examination fees, field trip and residential charges in accordance with programmes at York St John when the programme of study is for career enhancement or current job role development. This will be negotiated individually.

However YSJ will not:

- Reimburse members of staff for any additional charges e.g. travel, subsistence etc
- Reimburse members of staff for registration fees to professional bodies.

8.0 Eligibility

Fee remission is available to:

- All permanent members of staff both full and part time.
- All temporary members of staff both full and part time where the contract length exceeds the length of the programme. This will be through individual negotiation.

If a member of staff commences employment at York St John and is already enrolled onto a programme at YSJ, remission of fees will be considered in line with this policy.

9.0 Leaving YSJ Employment

When a member of staff leaves YSJ employment after completion of a programme of study it is the responsibility of their Director of Department / Dean of Faculty to notify the Staff Development Department. Staff Development will then liaise with the individual and relevant Faculty and take the appropriate action in line with this policy.

9.1 Level of Reimbursement

If member of staff leaves YSJ employment within:	% to pay back
0 – 6 months of programme completion	100%
7 months – 1 year of programme completion	75%
13 months – 18 months of programme completion	50%
19 months – 2 years of programme completion	25%

10.0 Documentation

All appendices are available to download from the Staff Development webpage on the YSJ Website. Copies can also be obtained from the Staff Development Department, please contact the Staff Development Coordinator or e-mail: staff.development@yorks.ac.uk

Application for Remission of Tuition Fees for Undergraduate Programmes at York St John University (APPENDIX A)

Personal Details

Name	
Job Title	
Faculty/Department	
Line Manager	
Type of employment contract	

Programme Details

Programme title			
Programme code			
Student Number			
Programme Fees			
Faculty of study			
Start Date			
End Date			
Application form for programme completed?	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		

I understand and agree to the conditions set down in York St John University Fee Remission Policy.	Signature of applicant	Date
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I am willing to reimburse 100% of the fees if I fail to take the required examinations/assessments associated with this programme.	Signature of applicant	Date
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Logged by Admissions or the Programme Administrator (e.g. for MFL)	Signature	Date
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Decision on Fee Remission

Decision of Dean of Faculty where programme of study is to take place	Authorisation given to remit fees	Yes/No
Please specify the cost centre & project code (if applicable)		
Dean's signature		
Date		

Admissions / Programme Administrator (MFL)

I confirm the appropriate action has been taken	
Signed	Dated

APPENDIX A (Continued)

Supporting Evidence

Applicant's case for support – please detail clear evidence of benefits to self and York St John University.

Line Manager's comments – a) relevance of study to applicant's current work/career progression.

Line Manager's comments – b) relevance of study to the Department/Faculty strategic plan.

**Approved by
line manager**

Yes/No

Signature of line manager

Date

Application for Remission of Tuition Fees (APPENDIX B) for:

- **Postgraduate programmes at YSJ**
- **Undergraduate and Postgraduate External Programmes**

For career enhancement and current job role development

Personal Details

Name	
Job Title	
Faculty/Department	
Line Manager	
Type of employment contract	

Programme Details

Programme title	
Type of Qualification	
Place of Study	
Programme Fees	
Start Date	
End Date	
Sponsorship letter required?	

Application form for programme completed?	Yes	No
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I understand and agree to the conditions set down in York St John University Fee Remission Policy and that it remains my responsibility to pay any balance of fees not funded by the University	Signature of applicant	Date
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I am willing to reimburse 100% of the fees if I leave the programme before completion or if I leave York St John University's employment I will reimburse the fees in line with the scale below.	Signature of applicant	Date
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If applicant leaves YSJ within:	% to pay back
0-6 months of programme completion	100%
7 months – 1 year of programme completion	75%
13 months – 18 months of programme completion	50%
19 months – 2 years of programme completion	25%

APPENDIX B (Continued)

Supporting Evidence

Applicant's case for support – please detail clear evidence of benefits to self and York St John University.

Line Manager's comments – a) relevance of study to applicant's current work / career progression.

Line Manager's comments – b) relevance of study to the Department / Faculty strategic plan.

Approved by line manager	Yes / No	Signature of line manager	Date
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APPENDIX B (Continued)

Decision on Fee Remission

Decision of your Dean of Faculty/Director of Department (The policy states that the Faculty/Department or the Individual will fund up to 50%)	Authorisation given to remit fees	Yes / No
	Percentage funded by Faculty/Department	%
Please specify the cost centre & project code (if applicable)		
	Percentage to be funded by individual	%
signed		
date		
Decision of Deputy Director of Human Resources (Staff Development)	Authorisation given to remit fees	Yes / No
	Percentage agreed to fund	%
Please specify the cost centre & project code (if applicable)		
signed		
date		

Staff Development to return application form to the applicant's Director of Department / Dean of Faculty and applicant's line manager to notify the individual of the decision

Applicant notified of decision	Yes / No
Signed by Head of Department / Dean of Faculty	
date	