# STAFF TUITION FEES

Application for Tuition Fees Assistance from General Funds towards the cost of an undergraduate or postgraduate programme or course(s) of study

The revised Staff Tuition Fees Policy was approved by the University Court on 28 June 2005. The Policy is available at [www.abdn.ac.uk/staffnet/documents/stafftuitionfees\_policy](http://www.abdn.ac.uk/staffnet/documents/stafftuitionfees_policy). This form must be completed by all staff who wish to register as a student embarking on a new programme of study on or after 1 August 2005.

Name: Staff ID No: Student ID No (if known):

**Position Held:** **Date of Appointment:** **End Date of Contract:**

**Proposed programme or course(s) of study:**

**Start Date:** **Expected Duration:**  **wks/mths/years**

**Name of Supervisor……………………………………………………………………………………………………………………………….**

**If a taught programme or course, days/times at which attendance is required:**

Reason for making the application (state relevance to current work and the skills/knowledge you hope to learn/enhance):

I hereby accept that any award made to me is made under the Staff Tuition Fees Policy, and may be refundable in certain circumstances (see Policy Note 6)

Signed: Date:

**Recommendation from Head of School, or Head of Section in the case of the Administration and other Support Services:**

I confirm that:

1. where required, the above has been employed by the University for at least 12 months (see Policy Note 4); **and**
2. (a) the content of the programme or course(s) requested has been identified as part of a training needs analysis and would enhance the member of staff’s capacity to perform his or her current or planned future duties within the University; and (b) that it would be in the institutional interest for the member of staff to attend the programme or course(s) concerned (see Policy Note 5); **and**

(iii) the member of staff has not previously received support with tuition fees (subject to paras 6 and 7 in the Policy document); **and**

(iv) the member of staff accepts that they may be required to repay to the School all or part of any assistance received with tuition fees if their employment with the University is terminated (a) before completing the normal period of study or (b) within 18 months of having completed the normal period of study for a programme or course(s) (see Policy Note 6).

Signed: ………………………………….………………………………………………… Date: ……………….……………….………………...

**Registry** is asked to charge tuition fees to the following School budget \*:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Business School |  | Law |  | Psychology |
|  | Divinity/History/Philosophy (DHP) |  | Social Sciences |  | Engineering |
|  | Education |  | Biological Sciences |  | Geosciences |
|  | Language, Literature, Music & Visual Culture (LLM&VC) |  | Medicine & Nutrition |  | Natural & Computing Sciences |
|  | Administration & Support Services (Please provide Section & full budget code eg 3509 157 CF10124 CF10124-11) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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***\**** *Please tick the appropriate box*

Amount (£) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *if less than the standard part time rate applicable (see Policy 3 & 4)*

(The completed form should be forwarded to Tuition Fees, Registry, 2nd Floor Edward Wright Building or emailed to tuitionfees@abdn.ac.uk)