

## 25% Staff Postgraduate Tuition Fee Discount

### Academic Year 2016-17

Leeds Beckett University is delighted to offer a discount on postgraduate tuition fees for 2016/17 for eligible staff.

#### Details

The Staff Postgraduate Tuition Fee Discount is a 25% reduction of the annual tuition fees for eligible staff who commenced their postgraduate course after August 2014 and are undertaking postgraduate study in during the 2016/17 academic term.

#### Eligibility Criteria

To be eligible for the 25% Staff Postgraduate Tuition Fee Discount you must:

- Have started an eligible postgraduate course at Leeds Beckett University in August 2014 or later
- Be a current permanent employee of Leeds Beckett University at the point your tuition fee becomes liable (Members of staff on Fixed Term contracts can receive the discount during their period of employment so long as they are employed at the point of enrolment for that year)
- Be studying a postgraduate course of study in 2016/17
- Arrange for confirmation to be provided to the Fees Team (details are provided below in relation to how to do this see 'Application Process')

#### Application Process

The discount will not automatically be applied to members of staff. **You will be required to re-apply for the discount in each year of your course.** Any student who thinks they meet the criteria is required to contact [hroperations@leedsbeckett.ac.uk](mailto:hroperations@leedsbeckett.ac.uk) to request that the following details are confirmed to the Fees Team:

- Your name
- Staff Number and Student ID number
- Course
- Confirmation of employment with our university (including the student's employment start date with Leeds Beckett University)

**Please note:** The Fees Team will only accept confirmation of your employment status directly from the HR Operations Team.

### Payment

You will not be separately notified of your discount but if you are eligible your tuition fee liability will be reduced by 25%.

### Exception List

Members of staff who commenced their postgraduate study prior to 1<sup>st</sup> August 2014 will not be eligible to receive this discount.

'Associates' of the university will not be eligible to claim this discount.

In addition, the following postgraduate programmes are not eligible for the Staff Postgraduate Tuition Fee discount;

- Postgraduate study which does not lead to a certified qualification e.g. postgraduate study for credit only.
- Professional study which may include some postgraduate level study but overall is determined to be at undergraduate level and for which undergraduate fees are charged e.g. ACCA Programmes, CIM Prof Cert/Dip, IPR advanced Cert.

### General

A member of staff in receipt of the Staff Postgraduate Tuition Fee Discount may be eligible to receive a scholarship or bursary offered by the University. However, staff may only claim one discount. The 25% Staff Postgraduate Tuition Fee Discount will be applied to the fee liability after deduction of any bursary or scholarship.

The University reserves the right to vary or withdraw the discount at its sole discretion. If you have any queries or require further information please contact [fees@leedsbeckett.ac.uk](mailto:fees@leedsbeckett.ac.uk)

