

## **25% Staff Postgraduate Tuition Fee Discount**

### **Academic Year 2015-16**

Leeds Beckett University is delighted to offer a discount on postgraduate tuition fees for 2015/16 entry for eligible staff.

#### Details

The Staff Postgraduate Tuition Fee Discount is a 25% reduction of the annual tuition fees for eligible staff who are commencing postgraduate study.

#### Eligibility Criteria

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

- Be a current employee of Leeds Beckett University
- Be studying a postgraduate course of study in 2015/16
- Arrange for confirmation to be provided to the Fees Team (details below of your status as an employee of Leeds Beckett University)

#### Application Process

The discount will not automatically be applied to members of staff. Any student who thinks they meet the criteria is required to ask their line manager to send an email to [fees@leedsbeckett.ac.uk](mailto:fees@leedsbeckett.ac.uk) confirming the following information:

- Your name
- Staff Number
- Student ID number
- Course
- Confirmation of employment with our university

Alternatively, the member of staff can ask Human Resources to confirm the information above to the Fees 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.

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 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)