

IOE Remission of Fees Policy

1. This policy sets out the fee remission arrangements for IOE staff who wish to undertake a programme of study at the Institute.
2. The purpose of the fees remission scheme is to encourage staff employed by the Institute to undertake a programme of study at the Institute, if so admitted under the Institute's normal admission regulations. The programme of study should be identified as part of the annual SRD process and support the developmental needs of the member of staff.
3. The fees remission scheme is available to all full and part-time staff who have a current contract of employment for a defined FTE which has been in place for a minimum period of 12 months at the point of enrolment.
4. Current staff who are seconded to other organisations will be eligible for fee remission. Staff who are seconded into the IOE will not be eligible for fee remission as they are not IOE employees.
5. Staff who register as part-time students on IOE degree or diploma programmes and who have been continuously employed by the Institute for at least one year before their registration as a part-time student will be entitled to remission of relevant tuition fees as noted in the table below, if the course is deemed relevant for the proper performance of their duties at the IOE or for their career development:

FTE employed	% of fee remitted	% of fee payable by staff
More than 0.6	100%	0%
0.6	100%	0%
0.5	80%	20%
0.4	60%	40%
0.3	40%	60%
0.2	20%	80%
Less than 0.2	0%	100%

6. Fee remission does not include payment of examination entry fees, re-sit fees and charges and fees in connection with fieldwork, these have to be paid by the member of staff.

7. Fee remission will not be granted to staff who enter into contracts of employment or service when already registered as a student.
8. Fee remission will be granted for each academic year as approved, and will be subject to application.
9. Staff who register for a Doctoral degree are entitled to have their fees remitted for a maximum of 5 years from the date of first registration. Staff registering for other programmes at the IOE are entitled to have their fees remitted for a maximum of 3 years (including any necessary repeat years) from the date of first registration.
10. Staff who have been granted fee remission under this policy may take up to a maximum of 5 days' study leave per annum (pro rata for part-time staff). The timing of this leave must be agreed in advance with the line manager, in light of operational requirements.
11. The new fees remission policy will take effect from academic year 2014-15 and will affect staff who are applying for fee remission for courses starting in 2014-15, or for the first time. Staff who are already on an existing fees remission policy will be entitled to follow that policy until the end of the course or the expiry of time limit (6 years for Doctoral School programme, and 4 years for other programmes).
12. Staff who begin a course and subsequently go on maternity leave or long-term sickness absence may have their entitlement to fees remittance carried forward to the next academic year.
13. Staff who leave the IOE, for reasons other than redundancy (either under voluntary or compulsory schemes), within 2 years after the completion of their programme of study will normally be required to repay fees remitted under this policy, as follows:

Repayment of 50% of remission granted where a staff member leaves in the first year after completion;
25% of remission where a staff member leaves in the second year after completion.

This requirement may be waived at the discretion of the Pro-Director (Strategy and Organisation).

14. Remission of fees is dependent on funding availability. This will be confirmed by the Pro-Director: Strategy and Organisation as part of the annual review process (described below).
15. Registry shall be responsible for deciding whether staff qualify for remission under these rules. Confirmation will be obtained from Human Resources regarding the contractual status of the applicant.
16. Where an application for fee remission is refused, the member of staff shall be provided with a written statement of the reason for refusal by Registry.

The policy will be annually reviewed.

Procedures for Applying for Remission of Fees

1. General information on the policy and an application form can be obtained from the HR pages on the intranet.
2. Staff who wish to apply for remission of fees should complete the application form, including a statement from their Head of Department confirming that the course applied for is relevant for the performance of their duties or for their career development and submit it to Registry by the stated deadline for autumn, spring or summer enrolment.
3. Staff will be notified of the outcome of their application within 4 weeks of submission by Registry.
4. At enrolment, the member of staff should complete the application for the course.
5. After enrolment, Registry will confirm acceptance for the course and course fee.
6. Registry will send the complete list of staff who qualify for fee remission to Finance.
7. The regular review and application of this policy will be managed by the HR department. Registry will be responsible for maintaining records on the number of applicants from staff for fee remission and programmes of study.

HR Department
May 2014