

# Sponsorship and Partial Fee Exemption Scheme – a guide for applicants

Further information, including detailed timings, is available on the [People Directorate website](#). Timings below are indicative.

## 1. DO YOUR RESEARCH

**Ahead of your appraisal**, familiarise yourself with the [scheme](#) - including eligibility criteria.

## 2. DISCUSS WITH YOUR LINE-MANAGER

Normally at your **Appraisal**

## 3. OBTAIN ENDORSEMENTS FROM YOUR LINE MANAGER AND COMPLETE APPLICATION FORM

Your Line manager must complete some sections of the form.

**Are you a continuing applicant?** Gather evidence of completion of all required forms of assessment.

## 4. SUBMIT YOUR APPLICATION FORM – June/July

Follow the local procedure as advertised by your Faculty/Directorate.

## 5. PANEL CONSIDERS YOUR APPLICATION

Each Faculty/Directorate has its own assessment panel. If applying for an external programme, application will need to be approved by DVC/COO.

## 6. RECEIVE NOTIFICATION OF THE OUTCOME – August

Both you and your line manager will be notified. If successful, upload application form under Document Records in your Horizon profile

### 7 (a) STUDYING AT THE UNIVERSITY OF GREENWICH?

You must adhere to the [relevant University conditions](#).

**Student Finance** will be notified which will allow you to enrol on your course.

Notify **Payroll** so any money you are contributing towards your fees can be deducted from your salary.

### 7 (b) NOT STUDYING AT THE UNIVERSITY OF GREENWICH?

To enable your tuition fees to be paid, please submit the following to your Faculty's/Directorate's finance representative:

1. Evidence that your application under the scheme has been approved.
2. A copy of the invoice from where you are studying.