**Sponsorship and Partial Fee Exemption 2024-2025**



**Scheme** **Application Form**

This application form should be completed after discussion with your line manager within the context of your wider personal development plan identified at appraisal. Once endorsed by your line manager the application should be submitted following the procedure advertised by your own Faculty and Directorate.

**A new application is required for each year of study. Continued sponsorship or partial fee exemption will be dependent upon successful and timely completion of all required forms of assessment as well as the availability of funding.**

Please refer to the Sponsorship and Partial Fee Exemption Scheme guidelines, addendum and Flowchart for Applicants on Horizon Learning when completing this form. If successful, you should upload the form onto your Horizon profile by clicking on Me>Document Records>Add>Partial Fee Form

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| **1. Personal details** | | |
| Name: |  | Faculty/Directorate: |
| Job title: |  |  |
| University email address: |  | Tel. ext.: |
| Payroll number: | Banner ID: | University employment start date: |

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| **2. Study programme details** | | | | | |
| Title: | |  | | Faculty: | |
| Name of institution: | |  | | Start date: | Finish date: |
| Mode of study: | Part time **Yes / No** | | Other **Yes /No**  (please provide details) | | |
| First year of study? **Yes / No** | | If **No**, evidence of successful completion of required forms of assessment needs to be attached to the application. Please tick to confirm that it is attached. | | | |

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| **3. Attendance costs** |
| Full published study programme fee\* (insert amount): Number of credits\*\*:  \*where programme fees are annual please state the full fee for the academic year; Please consider carefully as it may affect the fee amount. Any if the programme is for one year or less in duration, please give the full current later additions will be invoiced at a later date once fees programme fee. reconciliation at financial year end has taken place.  \*\* **Sponsorship applicants** should seek approval of the line manager and the  relevant PVC/Director before increasing the number of credits studied. |
| Please circle below the form of support you are applying for: |
| **Sponsorship Partial fee exemption**  For study (internally or externally) identified at appraisal For study on internal programmes for personal and which has a clear benefit to the University development or interest |
| If applying for Partial Fee Exemption support or Sponsorship support for an external programme of study, please indicate if you will pay your contribution of the cost of the programme by salary deduction. **Yes / No If yes, please complete Section 7 and send to Payroll Office** |

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| **4. Benefits of study** | |
| **4.1 To be completed by the member of staff** (max 250 words) | |
| Please outline your main objectives in attending this programme of study, including its relevance to your longer-term career goals and the benefits and relevance to the University/Faculty/Directorate/student experience. If the programme of study is external to the university, please explain the significant strategic impact and benefit it will bring to the university and individual, how the programme directly relates to the university priorities, sub-strategies or enabling strategies and why it cannot be studied internally | |
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| How will the learning be applied in practice? | |
| How will you manage your workload alongside the programme of study? | |
| Date: | Signature: |
| **4.2 To be completed by the line manager** (max 250 words) | |
| Please outline the expected benefits to the member of staff and the departmental/team business priorities as well as the benefits and relevance to the University/Faculty/Directorate/student experience.  (please refer to appraisal objectives and KPIs as appropriate) | |
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| How will the learning be applied in practice? | |
| How will you support the member of staff manage their workload alongside the programme of study? | |
| Name: | Signature: |
| Job title: | Date: |
| **4.3 Endorsement by PVC/Director** | |
| I confirm appropriate funding amount has been ring-fenced in the budget (1/ \_ \_ \_ \_ \_/ \_ \_ \_ \_ /75461/) to support Sponsorship for ……………………………….. | |
| Name: | Signature: |
| Job title: | Date: |

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| **4.4 Endorsement by Deputy Vice Chancellor/Chief Operating Officer** | |
| I accept/decline this application for studying at an external institution | |
| Comments: | |
| Name: | Signature: |
| Job title: | Date: |

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| **5. Panel Decision** | |  |  |
| Application meets criteria for:  (Please delete as appropriate) sponsorship partial fee exemption | |  |  |
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| Application is accepted declined | |  |  |
| Chairperson’s signature: | Date: |  |  |

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| **6. Terms and Conditions- Repayment of Fees** | | | |
| **Sponsorship repayment conditions (if and when applicable)** | | | |
| **Status** | **If studying at the University of Greenwich** | | **If studying elsewhere** |
| failure to complete the required assessment/examination within expected timescales | The individual should reimburse the university the percentage paid by the university for the programme of study on which the member of staff has enrolled to date.  The University reserves the right to waive the repayment arrangements in exceptional individual circumstances | | The individual should reimburse the university the full amount paid by the university for the programme of study on which the member of staff has enrolled to date.  The University reserves the right to waive the repayment arrangements in exceptional individual circumstances |
| leaving the university’s employment of own volition during the programme of study | The individual will be required to pay back:   * the full published fee for the entire programme of study at Bachelor level or below; * the full published cost incurred to date if a Masters or research programme of study | | The individual should reimburse the university the full amount paid by the university for the programme of study on which the member of staff has enrolled to date |
| leaving the university’s employment of own volition within 2 years of completion | The individual will be required to pay back 20% of the full published fee for each year of study when sponsored under the Scheme | | The individual will be required to pay back 20% of the full amount paid by the university |
| if employment terminated for cause during the programme of study | The individual will be required to pay back:   * 50% of the full published fee for the entire programme of study at Bachelor level or below * 50% of the full published fee for a Masters or research degree | | The individual will be required to pay back 50% of the amount paid by the university |
| if employment terminated for cause within 2 years of programme of study completion | The individual will be required to pay back 20% of the full published fee for each year of study when sponsored under the Scheme | | The individual will be required to pay back 20% of the amount paid by the university |
| if taking voluntary redundancy | Member of staff would be eligible to continue studies for the rest of the current academic year; thereafter should they wish to continue their studies they would follow the non-staff student process and no longer receive sponsorship from the university | | Member of staff would be eligible to continue their studies for the remainder of the academic year; thereafter should they wish to continue their studies they would follow the non-staff student process and no longer receive sponsorship from the university |
| if being made compulsorily redundant | Member of staff would be eligible to continue their studies for the remainder of the academic year; thereafter should they wish to continue their studies they would follow the non-staff student process and no longer have sponsorship from the university | | Member of staff would be eligible to continue their studies for the remainder of the academic year: thereafter should they wish to continue their studies they would follow the non-staff student process and no longer receive sponsorship from the university |
| **Partial fee exemption repayment conditions (if and when applicable)** | | | |
| failure to complete the required assessment/examination within expected timescales | | The difference between the full published fee and the amount paid for the programme of study on which member of staff has enrolled to date. The university reserves the right to waive the repayment arrangements in exceptional individual circumstances | |
| leaving the university’s employment of own volition during the programme of study | | The difference between the full published fee and the amount paid for the programme of study on which member of staff has enrolled to date | |
| leaving the university’s employment of own volition within 2 years of completion | | 20% of the full published fee for each year of study under the Scheme | |
| if employment terminated for cause during the programme of study or within 2 years of programme of study completion | | The difference between the full published fee and the amount paid for the programme of study on which member of staff has enrolled to date | |
| if taking voluntary redundancy | | Member of staff would be eligible to continue their studies for the remainder of the academic year; thereafter should they wish to continue their studies they would follow the same process as non-staff students and no longer receive the reduced cost of the programme of study | |
| if being made compulsorily redundant | | Member of staff would be eligible to continue their studies for the remainder of the academic year and thereafter should they wish to continue their studies they would follow the non-staff students process and no longer receive the reduced cost of the programme of study | |
| **I confirm that I have read and understood the above terms and conditions and that I agree to repay any fees as applicable under the Scheme.**  **Applicant’s signature: Date:** | | | |
| \*The University reserves the right to waive the repayment arrangements in exceptional individual circumstances.  **DATA PROTECTION ACT (1998):** The information which you give will be used only for the purpose of the administration of the Scheme. It will not be disclosed to any third party, except within the terms of data protection legislation. It will be kept securely and will be kept no longer than necessary**.** The University reserves the right to amend, vary or withdraw the Scheme at any time. | | | |

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| **7. Partial Fee Exemption or External Sponsorship – Payment details** |
| **Partial Fee Exemption**  **Please complete this section of the form if you are applying for Partial Fee Exemption at the University of Greenwich and want to pay your contribution of the programme by salary deduction.**  I, (insert name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  request for the non-exempt portion of the fee (insert amount) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  to be deducted from my monthly salary in equal monthly instalments of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  over \_\_\_\_\_\_\_\_\_\_\_ months (up to10) starting from 28th \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month and year).  Payroll number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature: Date:**  **Line Manager Signature: Date:**  **Director/PVC Signature: Date:** |
| **External Sponsorship**  **Please complete this section of the form if you are receiving sponsorship for a programme of study at an external institution.**  How will the programme be paid: please tick as appropriate:   |  |  | | --- | --- | |  | 1. Directorate/Faculty pay the proportion of the fees outlined in the scheme and I pay the remaining fees directly to the external institution |  |  |  | | --- | --- | |  | 1. Directorate/Faculty pay 100% of the fees to the external institution and I reimburse the university the proportion of the fees outlined in the scheme |   **If you selected a, please complete the following:**  My Directorate/Faculty will pay £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the fees to the external institution from Budget Code  1/ \_ \_ \_ \_ \_/ \_ \_ \_ \_ /16402/ and I, (insert name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will pay  the remaining fees £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ directly to the external institution  **Signature: Date:**  **Line Manager Signature: Date:**  **Director/PVC Signature: Date:**  **If you selected b, please complete the following:**  My Directorate/Faculty will pay 100% of the fees £ \_\_\_\_\_\_\_\_\_ from Budget Code 1/ \_ \_ \_ \_ \_/ \_ \_ \_ \_  /16402/ to the external institution and I (insert name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  reimburse the university the proportion of the fees (insert amount) £ \_\_\_\_\_\_\_\_\_\_\_\_\_outlined in the scheme  via salary deduction.  I, (insert name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  request for the non-exempt portion of the fee (insert amount) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  to be deducted from my monthly salary in equal monthly instalments of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  over \_\_\_\_\_\_\_\_\_\_\_ months (up to10) starting from 28th \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month and year).  Payroll number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature: Date:**  **Line Manager Signature: Date:**  **Director/PVC Signature: Date:** |

Note to Faculty and Directorate officers: if the University is paying for 100% of the fee, and being reimbursed for part of it through salary deductions, please can you code the part to be reimbursed to **1/G1110/111A/16402**

**Where a salary deduction is needed, pages 6 and 7 of this form should be sent to the Payroll Office, Southwood House, Avery Hill campus.**