**Sponsorship and Partial Fee Exemption Scheme Exemption Letter – Contractual Requirement**

The template letter below should be completed for the relevant staff member, signed by the line manager, scanned and emailed as an attachment to:

datsffs@greenwich.ac.uk and

LND@gre.ac.uk

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Dear Admissions,

**RE: Name of Staff Member, Staff Number, Banner ID**

I can confirm that (name of Staff Member) is a University of Greenwich employee, who is required to complete a (details of the qualification) as a contractual requirement.

(Name of the Staff Member) will be commencing this qualification in the academic year (2025/2026)

I support his/her application as their line manager and I confirm that the necessary approvals within the Faculty/Directorate have been obtained.

The (name of) Faculty/Directorate will bear the cost of this qualification.

Yours sincerely,

Line manager name

Line manager contact details