**Sponsorship and Partial Fee Exemption Scheme Exemption Letter – PG Cert / Award of Institutional Credit in Learning and Teaching P13438**

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

--------------------------------------------------------------------------------------------------------------------------------

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, working 0.4 FTE (or above), and that he/she does not have a formal teaching qualification.

I support his/her application as their line manager to study for a PG Cert in HE / Award of Institutional Credit in Learning and Teaching P13438 (delete as necessary) qualification at the University of Greenwich in the academic year (2025/2026).

Yours sincerely,

Line manager name

Line manager contact details