



Employee Tuition Fee Waiver Form

The Employee Tuition Fee Waiver Policy must be consulted before completing this form.

All University of Essex employees are eligible to apply for an employee tuition fee waiver for:

- Part-time undergraduate Honours Degrees or Foundation Degrees (as available).
- Part-time postgraduate taught courses leading to a Masters Degree, a Postgraduate Diploma, a Postgraduate Certificate, a Graduate Diploma or a Graduate Certificate.
- Part-time postgraduate research degrees leading to MA or MSc by Dissertation, MPhil, MD or PhD or Professional Doctorate

Knowledge Transfer Partnership (KTP) Associates are eligible to apply for full-time study due to the unique nature of their role.

Acceptance on a course does not mean that time off during working hours has been agreed. If time off is required, this must be discussed with your line manager before applying for a course. It may be that a request for flexible working is needed, in line with the University's Flexible Working Policy. If you change role within the University, you must agree any arrangements including time off for your new role.

Please consider when applying for a course that teaching hours can go up to 7pm and may change from term to term, or year to year.

If you leave the University, the employee tuition fee waiver will cease with immediate effect.

Please complete Section 1 of this form if you wish to apply for a tuition fee waiver and then send on to your line manager to complete Section 2. Your line manager will only send onto the Faculty Dean (Postgraduate) if you are a KTP Associate requesting full-time study.

Employee Tuition Fee Waiver Form

Section 1

To be completed by employee

Name:	
Department/ Section:	
Current Position:	
Course applied for:	
Signature (insert JPEG of signature or sign):	Date:

Section 2

To be completed by your line manager

I confirm that the above named is an employee of the University, and that appropriate time-off has been discussed and agreed/not agreed.

Agreed	Not Agreed
Signature (insert JPEG of signature or sign):	
Print name:	Date:

Please return this form to pgresults@essex.ac.uk unless the form is for a KTP Associate in which case it should be sent on to the Faculty Dean (Postgraduate).

Section 3

To be completed by the Faculty Dean (Postgraduate) for a KTP Associate applying for full time study.

I confirm that the above named individual is eligible to study on a full-time basis as their work can be directly mapped to their area of study.

Signature (insert JPEG of signature or sign):	
Print name:	Date:

Please return this form to pgresults@essex.ac.uk