

# Staff Scholarships and Remission of Fees Policy

Global

October 2018

Approving authority:	Staff Committee
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Responsible Executive:	Richard Cloughton
Responsible Office:	Human Resource Development

# HERIOT-WATT UNIVERSITY

## STAFF SCHOLARSHIPS and REMISSION OF FEES POLICY

### 1. Summary of Scheme

- 1.1 Heriot-Watt University operates a Staff Scholarship scheme for members of staff of the University and a Remission of Fees scheme for spouses/civil partners and children of members of staff, and retired members of staff of the University. The policy covers eligibility for fee reductions; it does not cover the role of a member of staff or their suitability to undertake a programme in relation to their job. This should be discussed with their department/manager.
- 1.2 For the purpose of this policy, 'members of staff' are defined as all individuals who are employed (or in the case of retired members of staff, who were employed) on a contract with the University issued by the Human Resources department. Please note that members of staff who are required to undertake studies at the University as part of their employment contracts (for example, academic staff taking the Postgraduate Certificate in Academic Practice; Research Associates undertaking doctoral studies) will automatically have the fees waived and do not need to make application under this Scheme.
- 1.3 Both the Staff Scholarship policy and Remission of Fees policy (ie for spouses and children of members of staff, and retired members of staff), and the concessions made through these schemes, apply equally to all campus-based and off-campus study programmes being taken in full-time, part-time or mixed mode of study.
- 1.4 Both schemes are intended to be applied to the cost of tuition fees only and not to the cost of additional fees or charges associated with the study programme. For example continued affiliation fees for a Research Associate/Fellow should not be waived but the Head of School may agree to waive the fee for a member of staff doing a PhD part-time. The schemes may involve full or part remission of fees. The Head of the School offering the study programme makes the final decision on the amount of fee which will be remitted. This policy is intended to provide a framework in order that a consistent approach is adopted across the University.
- 1.5 Applications made under Staff Scholarship and Remission of Fees schemes will only be considered where the individual concerned is not entitled to receive fees from a sponsor, Awards Agency or a Scholarship, and would therefore otherwise be self-financing.
- 1.6 All awards that are approved under the Staff Scholarship or Remission of Fees schemes will continue only as long as the member of staff remains in the University's employment. A retired member of staff would have to make application for remission of fees in accordance with Section 3.4 of this document.
- 1.7 If the member of staff leaves employment for any reason then they, their spouse or children would no longer be eligible to receive a Staff Scholarship or to Remission of Fees. Fees would NOT be required to be refunded, however they would be payable from the beginning of the Semester after the member of staff leaves employment with the University.

### 2. Concessions available under the Staff Scholarship scheme

- 2.1 Under the Staff Scholarship scheme, an agreed percentage of tuition fees (which could be up to 100%) will be waived for members of staff where enrolment on a University study programme is approved by the member of staff's Head of Section and by the Head of School offering the study programme (where this is different).

### 3. Concessions available under the Remission of Fees scheme

- 3.1 Under the Remission of Fees scheme, an agreed percentage of tuition fees (which could be up to 100%) may be waived for spouses/civil partners and children of members of staff where

enrolment on a University study programme has been approved by the Head of School offering the programme. It must be stressed that any concession is at the discretion of the Head of School offering the study programme and on the basis that there are spaces available on that programme.

- 3.2 Individuals who are not eligible for funding under this policy may be eligible to apply for one of a range of other Scholarships that are available through the University, details of which may be obtained at <https://www.hw.ac.uk/uk/scholarships/uk.htm>

For Dubai Campus <https://www.hw.ac.uk/dubai/study/fees/scholarships.htm>

For Malaysia Campus <https://www.hw.ac.uk/malaysia/study/fees/scholarships.htm>

- 3.4 Remission of fees for retired members of staff will be considered by the Head of School offering the study programme. There will be no remission of fees for spouses/civil partners and children of retired members of staff.

#### **4. Authorisation and Approval Processes**

- 4.1 Staff Scholarship and Remission of Fees applications must be submitted by the member of staff on the relevant form (at the end of this document) to Human Resources ([reward.wellbeing@hw.ac.uk](mailto:reward.wellbeing@hw.ac.uk)).
- 4.2 Staff Scholarship applications must be authorised by the Head of School/Section in which the member of staff is based to confirm that the Head is aware of the additional work being undertaken by the member of staff and supports this. Authorisation must also be given by the Head of School offering the study programme (where this is different). For the purposes of the Dubai Campus, the Deputy Vice-Principal will authorise applications. Final checking of applications for eligibility and consistency is undertaken by Human Resources.
- 4.3 Applications for Remission of Fees for the spouse/civil partner or children of a member of staff or for retired members of staff must be made on the relevant form (copy enclosed) to the Head of School offering the study programme. For the purposes of the Dubai Campus, the Deputy Vice-Principal will authorise applications.
- 4.4 Once approval has been granted, Human Resources will maintain copies of all applications, and will inform the Head of School/Section, the School Finance contact and the applicant.
- 4.5 Members of staff wishing to appeal against a decision relating to a Staff Scholarship or Remission of Fees application must submit a written statement detailing the grounds for appeal to Human Resources. This will be considered by the Vice-Principal or their nominee.
- 4.6 Members of staff are reminded that Staff Scholarships and Remission of Fees awards may be regarded as a 'benefit-in-kind' by the Inland Revenue.

#### **5. Graduation Fees**

- 5.1 Where there is a University requirement for a member of staff to undertake a particular study programme at Heriot-Watt University, there will be no charge for Graduation.
- 5.2 Where members of staff have completed programmes of study by choice, Heriot-Watt University Graduation Fees will be charged (in order to cover administrative costs).
- 5.3 Spouses/civil partners and children of members of staff whose fees for study programmes have been remitted will be expected to cover the costs of Graduation.



# STAFF SCHOLARSHIP APPLICATION

(For use by member of staff when making personal application)

<b>Name of Applicant (in capitals):</b>			
<b>Employee Number:</b>			
<b>Category of Applicant (please tick relevant boxes)</b>			
Permanent Member of Staff	<input type="checkbox"/>		
Fixed Term Contract	<input type="checkbox"/>	If so, provide end date .....	
<b>Please state School/Institute in which Member of Staff is based.</b>			
<b>Title of Programme of Study (e.g. MSc in Mathematics, PhD in Economics):</b>			
<b>Start date of Study:</b>			
<b>Length of Study (2 years, etc):</b>			
<b>Mode of Study:</b>			
On-Campus	<input type="checkbox"/>	Off-Campus	<input type="checkbox"/>
Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>

**Will the applicant be receiving fees from any other sponsor to undertake the study programme?**

Yes

No

**DUBAI Application ONLY**

**Authorisation by Deputy Vice-Principal :**

Signature:

Date:

**Authorisation by Head of School/Institute in which Member of Staff is based that Member of Staff may undertake study whilst in employment:**

Signature:

Date:

Name (print):

**Authorisation of Head of School/Institute offering study programme:**

Please enter amount below

Full Fee per annum £.....

Reduced Fee Agreed £.....

% of Fee being waived:

Signature:

Date:

Name (print):

***Once approved by the School, this form should be forwarded to Human Resources (reward.wellbeing@hw.ac.uk) who will check for eligibility and consistency, provide copies to the Academic Department (to update the financial record), and the applicant, and maintain a record of approvals.***

**Date received and actioned by Human Resources:**

Signature:

Date:

## REMISSION OF FEES APPLICATION

(For use by: member of staff on behalf of family of member of staff; and retired member of staff)

<b>Name of Applicant (in capitals):</b>  
<b>Category of Applicant (please tick relevant boxes)</b>  Spouse/Civil Partner of Member of staff <input type="checkbox"/> Child of Member of Staff <input type="checkbox"/>  Retired Member of Staff <input type="checkbox"/>
<b>If spouse/civil partner or child of Member of Staff, please provide the following details relating to the Member of Staff:</b>  Name of staff member:  Employee Number:  Staff member's School/PG Institute:  Date of contract expiry (if fixed-term):
<b>Title of Programme of Study (e.g. MSc in Mathematics, PhD in Economics):</b>  <b>Start date of Study:</b>  <b>Length of Study (2 years, etc):</b>

<b>Mode of Study:</b>			
On-Campus	<input type="checkbox"/>	Off-Campus	<input type="checkbox"/>
Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>
<b>Will the applicant be receiving fees from any other sponsor to undertake the study programme?</b>			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>DUBAI Application ONLY</b>			
<b>Authorisation by Deputy Vice-Principal :</b>			
Signature:		Date:	
<b>Authorisation of Head of School/Institute offering study programme:</b>			
<u>Please enter amount below</u>			
Full Fee per annum £.....		Reduced Fee Agreed £.....	
% of Fee being waived:			
Signature:		Date:	
Name (print):			
<i>Once approved by the School, this form should be forwarded to Human Resources, (reward.wellbeing@hw.ac.uk) who will check for eligibility and consistency, provide copies to the Academic Department (to update the financial record), and the applicant, and maintain a record of approvals.</i>			
<b>Date received and actioned by Human Resources:</b>			
Signature:		Date:	

Updated Rhona Mackay 6 September 2016 then December 2016 (version 13), October 2018 (version 14)  
 K A Patterson, Academic Registrar & Deputy Secretary  
 Rachel Bourhill, Registry Officer (Enrolment) February 2013 (Version 12)