



APPLICATION FORM FOR A TUITION FEE WAIVER BY MEMBERS OF STAFF (only to be used by staff already registered on their chosen programme of study)

This form should be completed by the member of staff, then passed on to the Head of School in which you wish to study (or their nominated representative) for authorisation. The form should then be forwarded to Louise Shipton, Human Resources Department to confirm eligibility for a staff tuition fee waiver. The Human Resources Department will then send the application form to the Student Records Office for processing.

Please note that to be eligible for a tuition fee waiver you must satisfy the following eligibility criteria:

- a) You must be employed by Bangor University on a contract of employment which specifies that you work at least 0.33 FTE i.e. an average of a minimum of 12 hours per week for a full year.
- b) Your contract of employment must not expire before the expected end (final registration) date of the course you are taking.
- c) You must have the consent of the academic school in which you wish to study that the tuition fees can be waived/reduced.

NB – Research/Graduate Assistants and Teaching Company Associates who do not satisfy b) above would be eligible to have their fees waived/reduced for the duration of their contract of employment provided that a) and c) are met.

Members of staff / Research Assistants / Teaching Company Associates who qualify for a tuition fee waiver will be liable to pay a fee when they are ready to submit their thesis/dissertations. For details of amounts, please see <http://www.bangor.ac.uk/ar/main/fees/index.php.en?> section 'Other Charges & Fees'

Candidates other than graduates of BU will be required to submit official evidence of their qualifications in order to satisfy the University's matriculation requirements.

Section A – to be completed by student/member of staff		
Name:	Date of Birth:	Student ID Number: 500_____
Academic School employed by:		
Contract Type (permanent/fixed term) with start and end (if applicable) dates DD/MM/YY:		
Title of Post:	Payroll Number:	
Academic School in which you are studying:		
Title of Course/Research Programme:		
Commencement Date:	Duration:	End Date:
I confirm that the above details are correct and that I will inform the Student Records Office in writing of any changes to the above.		
Signature: _____		Date: _____

Section B – to be completed by the admitting academic school
I confirm that the School agrees for the tuition fee to be waived / charged at _____% rate (delete as appropriate) for the duration of the course.
Name: _____ Signature: _____ Date: _____
Position: _____

Section C – to be completed by Human Resources
I confirm that the employment contract details provided above are correct and that the applicant satisfies criteria a) above.
Name: _____ Signature: _____ Date: _____

Section D – for Academic Registry use only
Exemption Recorded Date: _____ Signature: _____