

**POLICY FOR THE APPLICATION OF
FEE DISCOUNTS
FOR EMPLOYEES AND THEIR IMMEDIATE FAMILY**

Approved by: JCNC

Date approved: July 2012

Review period:

Date reviewed:

Owner: HR Department

Equality & Diversity Impact Assessment:

Date screened:

Date assessed if applicable:

Review period:

Date of review:

**UNIVERSITY FOR THE CREATIVE ARTS
AT CANTERBURY, EPSOM, FARNHAM, MAIDSTONE AND ROCHESTER**

Table of Contents	Page
1. Background	3
2. Eligibility	3
3. Definition of a Family Member	3
4. Terms & Conditions	3
5. Tax Implications	4
6. How to Apply	4

1. Background

As part of the employee benefits package the University offers to employees, the option is included to obtain discounted rates on fees for FE and HE* courses run by the University both for the employee and for members of their immediate family.

This benefit encourages staff development in the wider sense of enabling participation in life long learning and for employees to pass on the benefits of opportunities available through study at the University to members of their immediate family.

The Policy is in addition to and separate from the University Policy on Formal Qualifications, the intention of which is to support employee learning and development more directly related to development in the professional role with the University.

*

National Certificate – UALAB Extended Diploma in Art and Design
National Diploma – UALAB Level 3 Diploma in Art and Design
Foundation Diploma – Foundation Diploma in Art and Design
Access Course – Access to Higher Education Diploma in Art and Design

2. Eligibility

This benefit is available to all employees on completion of a satisfactory probation period at the start of the relevant academic course and provided that they have a contract of at least 150 hours or 0.1FTE per year. In order to keep the discount, the contract of employment must cover the full duration of the course or module they or their family member wishes to attend.

Employees undertaking any learning and development for which they already have approved funding would not be eligible for further discounts through this policy, for example under the Professional Qualifications provisions mentioned above, all applications will be considered in the context of any existing learning and development supported by the University.

This policy does not cover existing students who become employees during the course of their studies or Graduate Teaching Assistants.

Acceptance on the course does not entitle employees to paid time off.

3. Definition of Family Member

For the purposes of this policy the definition of family membership is that the family member lives at the same address as the employee. The employee will be asked for verifiable evidence of this.

4. Terms and Conditions

The policy is cross referenced with the University Fees Regulations available to view at Registry Services Document Store under Policies and Procedures which clarifies what is included in the fees and how they are to be paid with further links to the actual costs for the current year.

The amount of discount available is 25% off the full fee. This discount applies for the duration of the course once this has commenced. The amount of future discounts will be reviewed annually and may be subject to change pending affordability.

The discount applies to fees only and does not include additional expenses for books, materials or travel.

Discounted fees normally cease from the beginning of the academic year in which the individual leaves University employment. Discretion to waive this is applied in circumstances which may be beyond the employee's control, for example redundancy. Such a decision is final and is the responsibility of the Head of HR in consultation with the individual.

5. Tax Implications

Before an employee or a member of their family undertakes a University course they must seek advice from the Payroll Officer regarding the impact on their tax as this may be a benefit in kind and therefore taxable.

6. How to Apply

Applications for discount must be submitted in writing to the Director of HR giving full details of the course, the cost, commencement and duration dates and the name of the student if other than the employee him or herself.