

Tuition Fee Remission Form for Members of University Staff

Section 1 – to be completed by Student & Line Manager to confirm that 50% remission of tuition fee can be applied

Name _____ Academic Year _____
Student Number _____ Staff Number _____

Programme of study _____ Month of registration _____
Tuition fee prior to remission _____ Tuition fee remaining after 50% remission _____

Job title and location _____

Employment start date _____ Employment end date* _____

Employing School/Faculty/Directorate _____

** If currently on a contract please put expiry date. If permanent please put "permanent". All information will be checked with HR.*

Declaration: If I leave the employ of the University of Manchester during my studies, I agree to accept responsibility for any balance of tuition fee due to the University for the academic year in question, and for any subsequent years of study.

Signature of Student _____ Date _____

Signature of Line Manager _____ Date _____

Section 2 - to be completed by the Head of School/Directorate where the student is employed

I declare that the seriousness of the above individual is not in doubt, and I agree that a remission of 50% of the tuition fee should be applied.

Name of Head of School/Directorate _____ Date _____

Signature of Head of School/Directorate _____ Date _____

Section 3 – to confirm how the remaining 50% of tuition fee will be paid

The remaining 50%* of the tuition fee is due to be paid by: (please tick the relevant box/boxes below)

**this amount can be reduced: e.g. student pays 15%, Talent Development pay 10%, and the School pays 25%*

☐ **The student** – please pay/make arrangements to pay online or contact the Student Services Centre directly.
Amount due from student: _____

☐ **Talent Development Funding** – staff can apply to [Talent Development](#) for financial support up to £1,000 annually. The remaining balance will need to be paid by the student or the employing area/school.
Amount due from Talent Development: _____

☐ **The School of study/employment are providing an internal account code to debit:**
Amount due from school/employment area: _____

Please ensure that any award is added prior to submitting this form.

Any missing account code can be set up by completing online the Internal Awards Fee Authorisation form and sending to DSEStudentFinance@manchester.ac.uk (prior to registration).

The Internal Awards Fee Authorisation form can be found [here](#)

Please note that if persons other than the relevant Head of School/Directorate authorise the above and subsequent checking of records uncovers the practice, the student will become liable for the fees in full unless a new tuition fee discount form with appropriate Head of School Directorate signatures is provided.