

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: *In the event that 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 may be reduced eg student pays 25% and School pays 25%*

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

☐ **The School of study/employment are providing an internal account code to debit:**

Please ensure that the relevant person in the school enters this award on the system.

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

The Internal Awards Fee Authorisation form can be found at:

<http://documents.manchester.ac.uk/display.aspx?DocID=1649>

Please note the information relating to internal account codes will only be accepted electronically, paper copies can not be processed.

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.