

STAFF MEMBER FEES CONCESSION APPLICATION

APPLICANT PERSONAL DETAILS

Staff Name:

Staff ID No:

- General information on eligibility, is on the reverse of this form. If a fees concession is approved you will still be required to pay a portion of the cost of the study.
- A copy of your academic record and a copy of the financial statement as it relates to the courses listed in this form are to be submitted with this application to your manager for approval; along with any other details of support you are seeking at this time, such as time to attend classes and examinations during normal work hours.
- Once signed, please submit the form (without supporting documentation) to HR Services, PN 202.
- The deadline for submission of the application is prior to 10% of the study period elapsing, as defined by the start and end dates of the course(s) to be withdrawn.

Student ID (must be filled in):

Job Title:

School / Institute / School:

Campus (please tick):

Albany

Manawatū

Wellington

Other

Staff Category (please tick): **Academic** or Professional

If fixed-term, what is the length of the fixed-term?

Please provide FTE e.g. full time

= 1 FTE or number of hours:

Academic Year of Study:

Qualification Studying:

Please list all MU courses you are enrolling for, even if not eligible for waiver of all

Course Title	Course No	Semester	Mode	Credits	Tuition Fee

I agree that should I leave Massey during the semester for which a staff concession has been granted, I will repay the cost of the fees for the semester, should this be required.

Staff signature:

Date:

IMMEDIATE LINE MANAGER (OR OTHER DELEGATED AUTHORITY) TO COMPLETE:

Staff member meets the following eligibility criteria:

- NZ Government criteria for domestic student fee rates has been met
- Staff member has a term of employment of at least three years duration at the time of enrolment, or is employed as a Graduate Assistant or Assistant Lecturer
- Staff member has made satisfactory progress in any previous semesters where the employer has met tuition fees
- For professional service staff only, the course of study is relevant to the staff member's work

Only staff members who are funded from SAC funding will be eligible for funding from the central budget. Non-SAC funded staff members will be invoiced all fees. All non-tuition fees for which no waiver is offered will also be invoiced to the staff member. Further detail on which non-tuition fees are eligible to be waived is available on the reverse of this form. Departments who choose to pay some or all of the fees invoiced to the staff member, should approve payment of the invoice by Sundry Payments voucher.

I confirm that the staff member is funded from SAC funding Yes or No

I approve of the course of studying undertaken:

Delegated Authority signature:

Date:

HR SERVICES TO COMPLETE:

FTE:

Signature & Date:

Tuition Fees

Enrolment fee, students assoc & counselling fee

ENROLMENT OF STAFF FOR MASSEY STUDY FEE CONCESSION

The following provisions apply only to academic and professional staff employed under University conditions, either as a party to the MUCEA or on an individual employment agreement reflecting the MUCEA.

As a member of Massey University staff, it is your responsibility to familiarise yourself with the conditions under which a concession is granted.

1. The fees concession is not available in all cases and limits apply to both the amount to be covered and the amount of study which may be approved.
Only staff members who are funded from SAC funding will be considered eligible for funding from the central budget. Non SAC funded staff members will be invoiced all fees.
Non tuition fees, (i.e. enrolment fee, students' association and student counselling fees) are waived.
All other non-tuition fees and levy costs will be invoiced to the staff member.
2. If you are undertaking approved Massey study you may have tuition fees for such study paid for by Massey provided that you:
 - meet the NZ Government criteria for domestic fees rates (that is, NZ citizens or permanent residents, Australian citizens or citizens of any countries with which special arrangements have been made); and
 - have a term of employment of at least three years duration, or are employed as a Graduate Assistant or Assistant Lecturer; and
 - have made satisfactory progress in any previous semesters when your employer has met tuition fees
 - For professional service staff only, the course of study is relevant to the staff member's work
3. If you are on a fractional appointment undertaking approved Massey University study, that study may be met on a pro-rata basis.
4. You are required to comply with the regulations relating to enrolment, registration, course approval and withdrawal.

PROFESSIONAL SERVICES STAFF

All eligible staff may have tuition fees paid for approved internal or extramural courses relevant to their employment up to a maximum of 45 credits in any one academic year.

Their departmental budget may meet the costs of tuition fees in excess of 45 credits where the study is of particular relevance to the staff member's duties and where the additional study can be accommodated without detriment to the staff member's paid duties. Part-time permanent staff may apply for a portion of 45 credits on a pro rata basis.

ACADEMIC STAFF

Tutors and Senior Tutors are not usually eligible for staff study fees concession to undertake PhD study .

Tuition fees that are covered by the central budget will be credited to the staff members account after the date for withdrawal without penalty has passed. Departments who choose to pay some or all of the fees invoiced to the staff member, can then approve payment of the invoice by Sundry Payments voucher.

The University will meet the tuition fees for approved internal or extramural study towards one qualification at a time, provided the amount of study being undertaken does not impinge upon the staff member's ability to carry out his/her paid duties.

If you wish to clarify your eligibility, please discuss with your Immediate Line Manager