

It is recognised that all members of the University community can participate in and assist with the

The Invoicing team will then contact the student once enrolled in order to validate the referral and make the necessary administrative arrangements for the fee to be reduced.

Should an employee leave the University prior to the student completing their studies then the fees will be due in full at the next enrolment by the student.

Under this Scheme satisfactory progress is deemed to be the passing of all modules and completion of the year's studies.

The University reserves the right to change, amend or withdraw the Scheme at any time. Any decision made by the University would be final and there would be no right of appeal under the Scheme.

Employees are reminded that they must not engage in unethical practices with respect to this Scheme. The University reserves the right to take appropriate action against those who abuse this Scheme.

As this is a partial fee waiver Scheme the benefit will not be deemed to be a taxable benefit by HMRC.

An Equality Check has been undertaken and no group is adversely affected compared to another by the Scheme.