Research Degrees

Staff Fee Waiver Form

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| C:\Users\james.austin\Desktop\OU_Logo_Dark_Blue.jpg**PLease Refer to the guidelines on page 3 before completing this form**.  Incomplete forms cannot be actioned. Please ensure that all ReLEVANT sections on all pages are completed | |
| 1. **Your details and declaration** | |
|  | Your full name:  Your personal identifier:  Unit / Department / Regional/National Centre:  Position / job title:  Staff reference number:  Extension number:  Email address:  Registration start date:  **DECLARATION**  I am applying for a staff fee waiver for my part-time research degree fees. I have read and agree to abide by the conditions described below.  Your signature:  Date: |
| **Now pass this form to your unit’s nominated staff fee waiver authoriser to sign either section 2 or section 3. Please note, forms not signed by the listed authoriser for your unit will not be accepted.** | |
| 1. **Salaried staff certification** | |
|  | **CONFIRMATION OF STATUS**  I confirm the person named above is a member of salaried Open University staff employed in my unit. I will inform the Research Degrees Team if these circumstances change.  A full fee waiver is approved  A partial fee waiver of £       is approved  Signature (Staff fee waiver nominee):  Print name:  Position:      Date: |
| 1. **Budget Holder Signature** | |
|  | I confirm that the person named above is an Open University employee employed in my region / nation. I will inform the Research Degrees Team if these circumstances change.  A full fee waiver is approved  A partial fee waiver of £       is approved  Signature (Budget Holder):  Print name:  Position:       Date: |

**Guidance**

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| **What this form is for**  To authorise a full or part waiver of a student’s research degree fees because they are a member of Open University staff.  Associate lecturers should complete the AL Staff Fee Waiver Form, not this form. |
| **Who should complete it**  If you have received a letter offering you registration for an Open University research degree, and your line manager / Head of Unit has agreed to pay all or some of your fees, **you** should complete this form and pass it to your unit’s nominated staff fee waiver authoriser to sign. A list of authorised signatories can be found at <https://openuniv.sharepoint.com/sites/intranet-fingertips/pages/staff-fee-waivers-mopp.aspx>  The form is valid for a maximum of one year of study only. You will need to resubmit this form annually when you receive your invoice for the next year’s fees, to confirm that your fees will continue to be covered by a staff fee waiver. |
| **How it should be submitted**  The form can be completed electronically by clicking on the grey boxes, but your line manager / Head of Unit must **sign a hard copy** for you to send to the Research Degrees Team, together with your *Acceptance form,* or as soon as possible after your appointment as a member of staff makes you eligible for a staff fee waiver.  Send your signed documents to: **Research Degrees Team, Graduate School. Charles Pinfold Building, The Open University, Milton Keynes, MK7 6AA** |
| **Policy**  The current [Staff Fee Waiver policy](https://openuniv.sharepoint.com/sites/hr/doc-store/Shared%20Documents/Staff-Fee-Waiver-Policy-PSP101.pdf) for all staff, including associate lecturers, is available from the [Staff Fee Waiver intranet page](https://openuniv.sharepoint.com/sites/intranet-people-services/pages/a-z.aspx#t%2FTalent%20and%20development%2FStaff%20fee%20waiver).  This intranet page also contains a link to the [Associate Lecturer calculator](https://openuniv.sharepoint.com/sites/intranet-fingertips/pages/staff-fee-waivers-mopp.aspx) which you can use to establish whether or not your chosen module fee exceeds the appropriate fee waiver entitlement. |