



University Group Fee Waiver Scheme for Employees

1.0 Background

The University Group is made up of a number of education providers (i.e. the University of Bolton, Bolton College, Alliance Learning, University Technical College and the Anderton Centre) and each has a strong commitment to providing training and development for their employees. As part of this commitment, the University Group wishes to assist employees who want to take advantage of opportunities to help them to grow, develop and help them to fulfil their potential during their employment - in their current role and beyond.

2.0 Policy

Where employees wish to pursue an academic qualification and/or course of study at any establishment within the Group employees are eligible to participate in a fee waiver provision, where it can be evidenced that the programme of study directly links to the development of skills, knowledge and/or behaviours that are beneficial to their employment (i.e. impact directly on their performance in their current role or potential future role within the University Group).

3.0 Administration

Subject to line manager approval employees will be able to enrol on an academic course within their own institution or in another part of the University Group, subject to the programme being run, it being economically viable (i.e. already has sufficient fee paying delegates on the programme) and subject to any eligibility criteria of the programme.

This Scheme applies to all staff groups (i.e. academic and professional support) irrespective of differences in terms and conditions of employment, seniority levels, working patterns and substantive employer.

Employees wishing to be considered under this Scheme should complete the application form (see Appendix One), obtain the supporting statement from their line manager and submit to their HR department prior to applying for a place on their chosen programme of study.

Any potential changes with respect to continuation on academic programmes or training supported by your employer should be discussed with your line manager and/or HR Business Partner prior to any formal request for suspension being requested.

3.1 Study Leave / Time Off

It is acknowledged that appropriate time off may be required to undertake study. It is however vital to ensure operational cover and service provision is not adversely affected by employees undertaking a programme of study under this Scheme.

Any time off must be agreed in advance by the line manager and will be on a case by case basis (unless another other local contractual policy is applicable in which case it will have precedent) as set out below:

- Time off in lieu and/or annual leave if study falls during working time.
- Revision and examinations – one day paid study leave per examination up to a maximum of five days in any academic year.
- Day release.
- Exceptional extra paid or unpaid leave - application to the relevant Head of Department, copy to HR.

3.2 Additional Expenses

Applications under this Scheme are for approved course fees. It is expected that employees will pay for any additional fees involved in their study unless there are any local arrangements that apply (e.g. purchasing of books and consumables).

3.3 Apprenticeship Levy

Subject to meeting the relevant criteria employees can also apply for Apprenticeship Levy funding for relevant apprenticeship programmes being offered within the University Group. In such circumstances consideration will be given for applications for apprenticeship programmes being offered by partner or other external organisations (on a case by case basis). Preference will be given to applications for programmes being run within the University Group or at partner organisations.

3.4 Recovery of Fees

Should an employee fail to complete a course of study or should the employee's employment be voluntarily terminated by reason of resignation (unless the new employment is within the University Group), the training costs will normally be recovered on a pro rata basis (as a debt) as follows:

Notice Given	Percentage of Fees to be Repaid
Within first 11 months of completing training	100 %
Between 12-17 months of completing training	50 %
Between 18-24 months of completing training	25 %

Each employer in the University Group reserves the right to recover any such fees in an employee's final salary (unless another other local contractual policy is applicable in which case it will have precedent).

Please note that this requirement (i.e. recovery of fees) does not apply to those employees who enrol on an apprenticeship programme. In circumstances where an academic qualification and/or course of study has been undertaken at the request of the employer, discretion may be applied on whether the costs of training will be recovered.