

# Fee Waiver Scheme

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**Procedure Author** – Director of People and Wellbeing

**Procedure Owner** – Vice Principal (People & Student Wellbeing)

**Parent Policy Statement** – People and Wellbeing

**Public Access or Staff Only Access** – Public

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**Changes and Reason for Changes** – New Scheme



# Fee Waiver Scheme

## Introduction

At UWS, we are committed to supporting the ongoing development of our colleagues in a way that reflects our core values of integrity, respect, inclusivity, and accountability. We recognise that investing in your learning not only strengthens individual capability but also enhances institutional performance.

In line with this commitment, the Fee Waiver Scheme is designed to support colleagues undertaking credit-bearing modules, courses or academic qualifications, at UWS, that enhance their skills, contribute to their professional development, and empower them to reach their full potential - both in their current role and in future career opportunities within UWS.

## Principles

- Fee waivers represent a meaningful investment in your development and are not an automatic entitlement because of the costs associated with enrolment even where modules/courses are already running. We therefore uphold integrity by ensuring transparent and fair decision-making throughout the application process to ensure equity of opportunity for colleagues.
- Applications must demonstrate a clear link to individual and/or team development objectives, as discussed during the My Contribution process or through departmental planning, reflecting our shared commitment to accountability and continuous improvement.

Waivers apply to UWS tuition fees only; you are responsible for all other costs (e.g., course materials, travel, professional body fees), reinforcing personal responsibility and ownership of your learning journey.

## Eligibility

The scheme is open to all colleagues on permanent, fixed term or part-time contracts who have successfully completed probation at the point of enrolment, subject to the following:

- If you are on a fixed term contract, you should have at least 12 months' remaining on your employment contract with the University.
- You must not be undergoing any formal performance or disciplinary related process at the point of application.
- You cannot apply if you have completed a formal qualification via the fee waiver procedure in the last five years.
- The programme/course should be relevant to your current role, career aspirations, or professional growth within the University supporting inclusive access to meaningful development opportunities. We do believe in the power of education so would encourage applicants to discuss their motivation with their line manager in the first instance.
- Your application must be supported by your line manager, promoting respectful collaboration and shared responsibility.
- At the discretion of the University the scheme will cover up to the full cost of funding.
- You must meet the eligibility criteria of the programme/course.

- PGCAP (professional development for new academics) is managed separately and not part of this scheme.

## Conditions

If you resign or your employment is terminated during an approved course, the University may require repayment of all fees paid. This reflects our commitment to accountability and responsible stewardship of resources.

Fee waivers may also be withdrawn, and fees reclaimed in full or in part on a pro-rata basis, where:

- you withdraw from a course without good reason;
- your attendance, progress, or engagement is deemed unsatisfactory;
- required assessments are not undertaken without valid reason;
- assessments are failed without satisfactory progression;
- You resign or your employment is terminated within 24 months of successful final assessment or certification. Repayments will normally be deducted from your final salary, with any balance payable within 30 days of leaving.

These conditions ensure that the scheme is upheld with integrity, and that colleagues take accountability for their learning commitments.

## Procedure

You will be required to apply to your desired programme via the normal competitive application route, any application for fee waiver will only be considered once you are accepted on to the programme and meet all conditions of the offer. Once accepted, you must:

- Complete the Fee Waiver Application Form (see Appendix One).
- Send your form to your line manager to complete the supporting statement.
- Submit the completed form to People & Wellbeing, who will liaise with your Dean/Director for final approval.

This process encourages respectful collaboration and shared decision-making, ensuring applications are considered fairly and consistently.

## Study Leave / Time Off

We recognise that colleagues undertaking study may require time away from normal duties. It is essential, however, that operational cover and service delivery are maintained. Any time off must be agreed in advance with your line manager, considered on a case-by-case basis, and may include the following:

- Study during working hours: Time off in lieu or annual leave may be used where study commitments fall within normal working time.
- Day release: Where agreed by the line manager and compatible with operational needs.

Any approved time off for study is considered part of normal duties. You must notify your line manager of any absences from study sessions. This reflects our commitment to respect, accountability, and maintaining operational integrity.

## Recovery of Fees

If you fail to complete a course of study or your employment is voluntarily terminated by reason of resignation within 24 months of completing the course, fee waivers will normally be recovered as follows:

Notice Given	Percentage of Fees to be Repaid
Within the first 12 of course completion	100% (including mid-course)
Between 12 - 18 months of course completion	50%
Between 18 - 24 months of course completion	25%

Fee recovery may be deducted from final salary payments. Where a course has been undertaken at the request of UWS, discretion may be applied regarding repayment. These measures ensure accountability and responsible use of University resources.

## Review Process

There is no right of appeal under the Fee Waiver Scheme. However, if an application is declined, colleagues are encouraged to:

- Request constructive feedback from their line manager to understand the decision. reflecting our commitment to respect and continuous learning.
- Where appropriate, ask for a review of the application by People & Wellbeing if new or relevant information becomes available.

All reviews will be considered on a case-by-case basis, and outcomes will be final. This process supports inclusive access to development opportunities and ensures decisions are made with integrity and fairness. Decisions will be monitored to aid in ensuring equity of decision making.

# UWS Fee Waiver Scheme Application Form

<b>Colleague Details</b>	
Full Name:	
Job Title:	
Department/School:	
Banner Number ( if known):	
Your Post Is: <input type="checkbox"/> Permanent Full-Time <input type="checkbox"/> Permanent Part-Time <input type="checkbox"/> Term-Time Only <input type="checkbox"/> Fixed-Term If yes, specify end date here ..... <input type="checkbox"/> Other, please specify .....	
E-mail Address:	
Line Manager Name:	

<b>Course/Programme Information:</b>		
Course/Programme Title:		
School delivering the programme:		
Start Date:	End Date:	Mode of Study (e.g. Full-time, Part-time)
Cost:		

<b>Justification for Fee Waiver:</b>
<b>Please explain how this programme of study supports your current role or future development within UWS and what benefits this will bring to UWS:</b>

Please outline how you meet the eligibility criteria for the course, including any relevant qualifications, professional experience, or other factors that demonstrate your suitability for the programme. Please consider how you will balance work and study requirements. If you require additional support to complete the course it would be helpful to give an indication of those requirements here.

**Fee Recovery Clause:** If you do not complete your course of study or voluntarily resign from UWS (unless moving to another role within the University), the University reserves the right to recover the associated training costs. Recovery will normally be applied on a pro rata basis. Please refer to the University Fee Waiver scheme for full details. By applying under the Fee Waiver Scheme, you are agreeing to the recovery of such fees.

### Applicant Confirmation

Once you have completed the Fee Waiver Application Form, please sign and date below to confirm that you understand and agree to the terms outlined in the scheme. Then, forward the completed form to your line manager for review and processing.

Name:	Date
Signature:	

## Line Manager Support Statement:

Please provide evidence in the box below to support the applicant's Fee Waiver Application. This should demonstrate how the proposed programme of study at UWS will support the colleague to fulfil their potential - both in their current role and in future opportunities within the University. Fee waivers may be granted where the course is clearly linked to the development of skills, knowledge, or behaviours that enhance performance or support career progression within UWS.

Name:	Date
Signature:	

Please send the completed Fee Waiver Application form to People and Wellbeing , who will seek final approval from your Dean/Director. Following this approval the form should be sent to [fees@uws.ac.uk](mailto:fees@uws.ac.uk)

## Approved by Dean/Director:

Name:	Date
Signature:	