



THE LONDON SCHOOL  
OF ECONOMICS AND  
POLITICAL SCIENCE ■

# STAFF: FEE'S REMISSION AND EXTERNAL FUNDING POLICY



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# Section 1: Purpose

This policy sets out the Fee Remission available for School staff undertaking a postgraduate degree or diploma at the School. This policy confirms the eligibility criteria, decision making process and conditions that apply. Alongside this, the policy sets out the terms and conditions for staff accessing the external funding provision.

## 1.1 Fee Remission

The purpose of the School's Fee Remission scheme is to encourage those individuals directly employed by the School to undertake an eligible programme of study. The School is committed to supporting the continuous professional development of staff.

This Policy should be read in conjunction with the School's [Tuition Fees Policy](#) and [Conditions of Registration](#).

## 1.2 External Funding

The School operates a comprehensive programme of in-house development courses. Where staff need to access external specialised provision for which there is not demand or expertise within the School, staff can apply for external funding.





## Section 2: Principles

Employees will need to demonstrate a clear business case for the study benefiting their work and must obtain approval from their line manager before applying for Fee Remission or submitting an external funding application.

### 2.1 Fee Remission

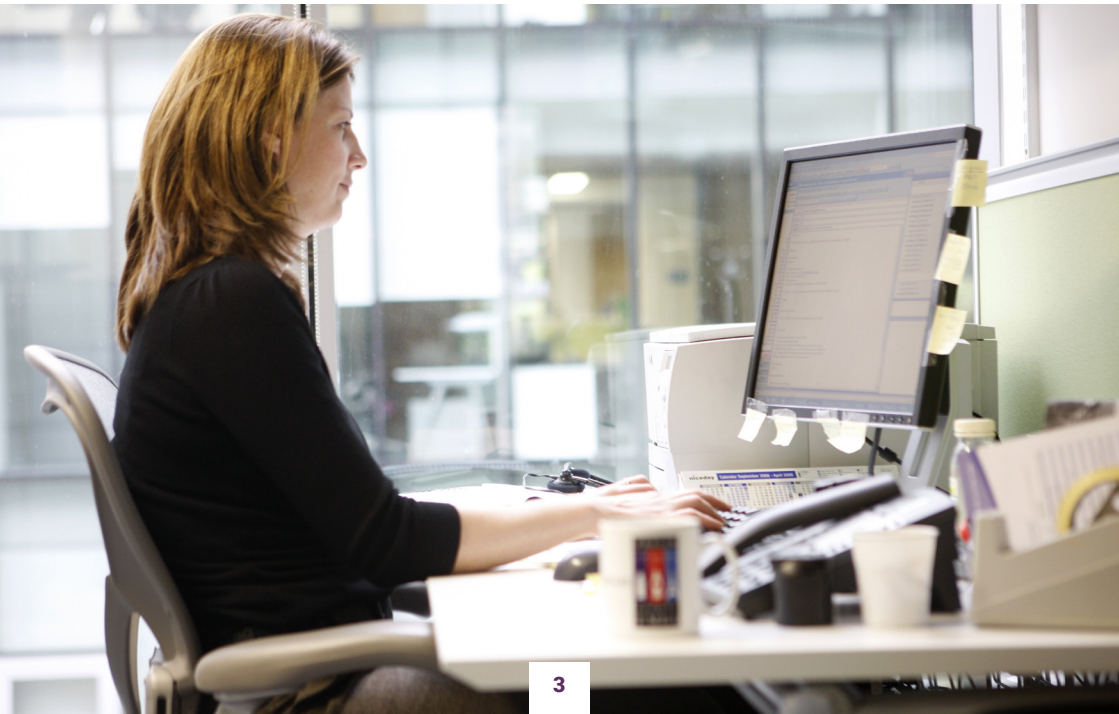
Decisions to accept staff onto a programme of study will be made using criteria applied to all applicants regarding prior learning and/or qualifications.

Tuition Fees are paid in each year (academic session) for which staff are registered and may increase each year. The fees will not stay the same as in the first year unless specified.

### 2.2 External Funding

There is a limited annual budget to support this type of development and applications are dealt with on a first-come, first-served basis.

The School is unable to honour any commitments the employee may have made in advance to an external provider should the application be unsuccessful.





## Section 3: Eligibility

### 3.1 Fee Remission

- 3.1.1** The scheme is only open to individuals who are directly employed by the School itself on a salaried or hourly-paid contract of employment; consequently, the scheme is not open to casual employees or employees of the LSESU, or other individuals associated with the School, eg, contractors, temporary members of staff.
- 3.1.2** The scheme is not open to full-time registered students.
- 3.1.3** The scheme is not available to children, dependents, or partners of staff.
- 3.1.4** The employee must be admitted under the School's normal admissions regulations before applying for remission.
- 3.1.5** The scheme is only available for staff studying part-time at the School.
- 3.1.6** The scheme is only available for the period of employment with the School.
- 3.1.7** The period of employment remaining on an employee's contract has to exceed the length of their course and their contract end date should be on or after the end of the course they wish to study.
- 3.1.8** The scheme applies to postgraduate degrees or diploma only (**see appendix 2** for full programme eligibility).
- 3.1.9** Staff members whose course is externally delivered are not eligible for Fee Remission.
- 3.1.10** Employees will be required to confirm in their remissions application that their study is not eligible to be paid for by other funding/bursary/grant/award body.
- 3.1.11** Short courses or undergraduate degrees are not eligible for Fee Remission (**see appendix 1**).
- 3.1.12** Full-time staff who register as part-time students on an LSE postgraduate degree or diploma programme and who have been continuously employed by the School for at least one year before their registration as a part-time student will be entitled to a maximum Fee Remission of 90 per cent, in the case of MPhil or PhD students, examination fees.
- 3.1.13** Eligible staff will be required to pay the remaining 10 per cent of the tuition fees charged; payment is subject to the terms and conditions of the **Fees Policy**.
- 3.1.14** MPhil and PhD students will also be required to pay 10 per cent of the examination fees normally charged to part-time students.
- 3.1.15** Employees whose contract has changed from full-time to part-time will continue to be entitled to Fee Remission, however, the remission will be revalued and pro-rated according to the new contracted hours.



**3.1.16** Part-time salaried and hourly-paid staff shall have a similar entitlement to remission except that the remission shall be pro-rated according to their average contractual hours in the twelve months immediately preceding the commencement of the programme. For example, someone who has, on average, been 0.5 FTE will be remitted 45 per cent and be required to pay 55 per cent of the fees normally chargeable.

**3.1.17** Employees will be required to pay any other fees and charges levied including re-sit fees and charges and fees made in connection with fieldwork.

## **3.2 External funding**

**3.2.1** The scheme is only open to individuals who are directly employed by the School itself on a salaried or hourly-paid contract of employment, consequently the scheme is not open to casual employees or employees of ELSE and LSESU, or other individuals associated with the School.

**3.2.2** This scheme cannot be used for LSE postgraduate degrees.

**3.2.3** Applicants will normally be expected to have successfully completed their review period before receiving financial support.

**3.2.4** All applications must be actively endorsed by the line manager as an essential work requirement before submission.

**3.2.5** Funding is for 1 year only. If the programme is for longer than 12 months, the individual will need to submit a new external funding application each year. **Note:** There is no guarantee that funding will be granted for subsequent years of funding as applications are dealt with on a first come first-served basis.

**3.2.6** The maximum central funding provided is currently capped at £1,500. This is subject to review each year.

**3.2.7** It is expected that the employee's department will make a local contribution that matches the central funding and makes up 50 per cent of the total funding in every instance. This means a total of £3,000 is available. Any costs over this are expected to be met by the individual staff member.

**3.2.8** Where external funding and departmental funding results in a shortfall for the total programme cost, the employee will be required to cover the balance.

**3.2.9** The School will not make payments for repeats of the same year of the course.





## Section 4: Application

### 4.1 Applying for Fee Remission

- 4.1.1** Employees should submit the Fee Remission application form to their line manager setting out professional development benefits. The line manager should review the application and if endorsed complete a Statement of support, identifying the benefits of taking this training in terms of individual staff member/team/divisional objectives.
- 4.1.2** The completed application form should be submitted to the Fees, Income and Credit Control Office (hereinafter referred as FICC) for each year of study. Please submit the completed form to [fees@lse.ac.uk](mailto:fees@lse.ac.uk)
- 4.1.3** FICC shall be responsible for deciding whether staff qualify for remission using the eligibility criteria outlined in this Policy.
- 4.1.4** FICC will contact the Finance Division Payroll team to determine employee status as per the eligibility criteria in this Policy.
- 4.1.5** All staff will be required to make a 10 per cent employee contribution, this is for tax reasons. If you receive support from your Department this will need to come from a payroll deduction and cannot be reclaimed as an expense.
- 4.1.6** Applications for Fee Remission can only be authorised by the Chief Financial Officer.
- 4.1.7** All applicants shall be advised of the outcome of their application within 21 days of submission.
- 4.1.8** Where an application for Fee Remission is refused, FICC shall provide the applicant with a written statement of the reason for refusal.
- 4.1.9** Where an application for Fee Remission is refused, the applicant shall have a right of appeal to the Pro-Director (Planning and Resources).
- 4.1.10** All other disputes arising from the application of these rules shall be determined by the Pro-Director (Planning and Resources).



## 4.2 Applying for External funding

**4.2.1** Employees should submit a written request to their line manager setting out professional development benefits. If supported, the employee can submit an External funding application form to [hr.learning@lse.ac.uk](mailto:hr.learning@lse.ac.uk)

**4.2.2** An application for funding should be submitted each year (If the programme is longer than 12 months).

**4.2.3** The application should include a statement of support from the employee's immediate line manager.

**4.2.4** All applicants shall be advised of the outcome of their application within 21 days of submission.

**4.2.5** Where an application is refused, HR shall provide the applicant with a written statement of the reason for refusal.

**4.2.6** If an agreement is provided to fund a course, the School reserves the right to cite the employee's name as a beneficiary for marketing/ publicity purposes.

**Note:** The School can only fund the learning cost itself and is unable to fund any travel, out-of-pocket expenses, book costs etc.







# Section 5: Additional benefits

## 5.1 Fee Remission

Staff who have been granted remission under this policy may take up to a maximum of 5 days' study leave per annum (pro rata for part-time staff). The timing of this leave must be agreed in advance with the staff member's line manager, considering operational requirements.

## 5.2 External Funding

All issues relating to time off, study leave, and release are negotiable locally with the employee's line manager.

HR can provide study skills and support interventions, eg, where candidates are experiencing difficulties (coping with reading, producing academic written work).





# Section 6: Interruptions, withdrawals and leaving the School

## 6.1 Fee Remission

**6.1.1** Employees are subject to **Conditions of Registration**.

**6.1.2** Employees wishing to interrupt study at any given point during their programme with the intention of returning to study at some future point, must obtain formal approval from Student Services or the PhD Academy for MPhil/PhD students. (Provided fees have been paid in full, no additional fee will be payable in the year in which they resume study, unless the fee applicable to the new year is higher, in which case an additional fee equivalent to the difference between the two fees is payable.) For further information on how to interrupt, please visit the **School website** and section 9 of the **Fees Policy**.

**6.1.3** Employees wishing to withdraw from their programme of study should refer to section 9 of the **Fees Policy**.

**6.1.4** If staff resign from their employment at the School within a year of completing a course where they have been given Fee Remission, they will be required to repay the Fee Remission **in full**.

**6.1.5** If staff resign from their employment at the School within 2 years of completing a course where they have been given Fee Remission, they will be required to repay **50 per cent** of the Fee Remission.

**6.1.6** Repayment of Fee Remission for staff who resign will be carried out in accordance with the **Credit Management Policy**.

**6.1.7** When the employee's employment terminates, repayment is based on the termination date.

**6.1.8** Staff who have been made redundant or accepted redundancy will not be required to repay Fee Remission.

## 6.2 External funding

**6.2.1** If an employee voluntarily leaves the School up to two years after the completion of an externally funded programme, the School reserves the right to reclaim its costs on a pro rata basis.

- a) 100 per cent of costs if the individual leaves within 0-6 months of completing the course.
- b) 75 per cent of costs if the individual leaves within 6-12 months of completing the course.
- c) 50 per cent of costs if the individual leaves within 12-18 months of completing the course.
- d) 25 per cent of costs if the individual leaves within 18-24 months of completing the course.

**6.2.2** Repayment of external funding for staff who resign will be carried out in accordance with the **Credit Management Policy**.



# Section 7: Amendments to this Policy and appendices

The School reserves the right to change, amend or alter this policy during the academic year if considered appropriate and necessary to do so

## 7.1 Appendix 1 Definitions

Remission	Eligible reduction of tuition fees
<b>Employee benefit</b>	Non-Salary benefit/incentive – see <b>Staff benefits</b>
<b>LSESU:</b>	London School of Economics Student Union
<b>External funding:</b>	Limited School financial support for external Programmes/courses.
<b>Department funding</b>	Local course financial support, not governed by this Policy

## 7.2 Appendix 2: Programmes eligible for Fee Remission

Programme Type	Eligible	Ineligible
Undergraduate degrees		X
Postgraduate degrees	✓	
Research/PhD degrees	✓	
Masters Executive Education/MBA		X
Short and other courses (eg, online)*		X
Summer School/Executive Short Courses		X
CPD Courses (HR Organisational Learning)		X

\*Online Certificate Courses (GetSmarter): A 50 per cent fee reduction is available for LSE staff on these courses for further information please email [onlinecourses@lse.ac.uk](mailto:onlinecourses@lse.ac.uk).

**Please note** that this Policy does not include the terms and conditions for Online Certificate courses.



**[lse.ac.uk/ficc](https://lse.ac.uk/ficc)**

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