

FEE REMISSION APPLICATION



THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE ■

Remission of fees will be granted each year as approved, and will be subject to application. Please complete this application form and send to fin.div.payroll@lse.ac.uk for approval.

APPLICANT TO COMPLETE

Surname	<input type="text"/>	LSE ID No.	<input type="text"/>
Forename	<input type="text"/>	Empl No.	<input type="text"/>
Department	<input type="text"/>	Course title	<input type="text"/>

Please note: Fee remission applies to part-time LSE degree and diploma courses only. Applications for executive programmes will not be accepted.

Your Privacy
Your right to privacy is important to us. The personal information you submit in this form will be used solely for the purposes of enabling your salary sacrifice arrangement. Please visit lse.ac.uk/privacy to read our Privacy Policy.
By checking this box, you confirm that you have read and agree to our Privacy Policy:

OFFICE USE ONLY

Application Status	Approved	<input type="text"/>	Refused	<input type="text"/>
Approved by HR	Name	<input type="text"/>		
	Signature	<input type="text"/>	Date	/ /
Amount of Remission	%	Academic Year		<input type="text"/>
Remission Account Code	10.0.1000.1355.31312 (AA11)			
Authorised by Mike Ferguson			Date	/ /

Further reviews to be signed off after verification of Application submitted for Approval.

After completion this form is to be returned to Finance Division.

	1st Review	2nd Review	3rd Review
Date of Review	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reviewed by HR	<input type="text"/>	<input type="text"/>	<input type="text"/>
Amount of Remission	<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Noted by Finance	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4th Review	5th Review	6th Review
Date of Review	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reviewed by HR			
Amount of Remission	%	%	%
Academic Year			
Date Noted by Finance	/ /	/ /	/ /

Remission of Fees Information and Rules

This statement sets out the procedures whereby staff of the School may claim remission of fees in respect of part-time degree and diploma programmes taken at the school. These rules have applied since the 2009/10 session.

For details of remission prior to the 2009/10 session, see:

<http://www2.lse.ac.uk/intranet/LSEServices/divisionsAndDepartments/humanResources/informationAndSystems/remissionOfFeesPriorTo2009-2010.aspx>

1. The purpose of the School's Remission of Fees scheme is to encourage those individuals directly employed by the School whose primary role is as a member of staff to undertake a programme of study at the School, if so admitted under the School's normal admissions regulations.

1.1. As the scheme is intended to support those whose primary role is as a member of staff, it is not open to those registered as full-time students.

1.2. The scheme is open only to individuals who are directly employed by the School itself on a salaried or hourly-paid contract of employment, and who meet the further criteria set out in paragraphs 2 and 3. Consequently the scheme is not open to casual employees or employees of LSE Enterprise Limited and LSESU, or other individuals associated with the School.

2. Full-time staff who register as part-time students on an LSE 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 remission of 90% of the relevant tuition fees and, in the case of MPhil or PhD students, examination fees. They will therefore be required to pay 10% of the tuition fees normally charged to part-time students registered on the relevant degree or diploma programme. MPhil and PhD students will also be required to pay 10% of the examination fees normally charged to part-time students.

2.1. Fee remission applies to part-time LSE degree and diploma courses only. Applications for executive programmes will not be accepted.

3. Part-time salaried and hourly-paid staff shall have a similar entitlement to remission as set out in paragraphs 1 and 2, 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% and be required to pay 55% of the fees normally chargeable.)

4. Staff will be required to pay any other fees and charges normally and properly levied including re-sit fees and charges and fees made in connection with fieldwork.

5. Remission will be granted for each academic year as approved, and will be subject to application.

6. Students 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 students' manager, in the light of operational requirements.

7. Where staff leave LSE up to two years after the completion of their programme, a clawback will apply as follows: 100% of remission granted in the first year after completion and 50% of remission in the second year after completion.

8. Staff who are undertaking programmes which began prior to the 2009-10 session shall continue to be granted remission according to the rules which applied at the time of their original application until this current programme ends.

9. The Human Resources Division shall be responsible for deciding whether staff qualify for remission under these rules.

9.1 All applicants for remission of fees shall be provided with a copy of these rules.

9.2 Where an application for remission of fees is refused, a member of the Human Resources Division shall provide the applicant with a written statement of the reason for refusal.

9.3 Where an application for remission of fees is refused, the applicant shall have a right of appeal to the Pro-Director (Planning and Resources).

9.4 All other disputes arising from the application of these rules shall be determined by the Pro-Director (Planning & Resources).

Staff who wish to apply for remission of fees should e-mail hr.pay.info@lse.ac.uk for an application form.