This policy describes the circumstances where tuition fee waivers are provided for those employees whose primary relationship with College is as a staff member, and their children, and sets out how the fee waiver is calculated. Students who are employed by College during their studies are supported by the various bursaries and scholarships made available each year.

Fee waivers are available for permanent staff including those on variable time contracts but do not apply to members of staff on casual contracts only.

**Postgraduate Tuition**

Postgraduate tuition fees (but excluding writing up fees) for permanent members of staff and their children studying for postgraduate degrees at the College may be remitted partially or in full. Waivers for Postgraduate Taught programmes are limited to the Home/EU Band A fee and waivers for Postgraduate Research programmes are limited to the standard PGR Home/EU fee. Details of these fees can be found at [https://www.royalholloway.ac.uk/studyhere/postgraduate/feesandfunding/tuitionfees/tuitionfees.aspx](https://www.royalholloway.ac.uk/studyhere/postgraduate/feesandfunding/tuitionfees/tuitionfees.aspx)

**Undergraduate Tuition**

The children of permanent staff members who have been employed for a continuous period from a date prior to 1 September 2000 are also eligible for fee remission for undergraduate programmes offered at the College. All Undergraduate waivers are limited to the Home/EU fee level.

**General Conditions (applying to both postgraduate and undergraduate waiver)**

1. In order to be eligible for a fee waiver staff must have been employed for a continuous period of at least 12 months immediately prior to their first registration as a student at Royal Holloway. Fee waivers are not available for students moving from Undergraduate to Postgraduate courses who commenced employment at College during, or immediately prior to, their first degree.

2. The only time that the criterion of first registration will not apply is if a new programme of study commences 18 months or more following completion of a Royal Holloway programme and the member of staff has been employed for at least twelve months before registration for the subsequent programme.

3. Staff members must be in post at the time of enrolment for the applicable year of study in order for them (or their child) to be eligible for a fee waiver.

4. Applications for staff tuition fee waiver forms should be completed no more than four weeks before the start of the programme, ie in late August or September for courses commencing in a new academic year.

5. Part-time staff (and their children) are eligible for remission of such fees pro-rata to the percentage full time equivalent (FTE) of their post. The remittance is directly proportional to the number of hours worked (e.g. a 50%, 52 week per year member of staff would receive a 50% waiver of eligible fees).
6. The applicable FTE is that during the year of study from September to August (or June for undergraduates); for courses starting at other times during the academic year, refer to Student Administration for advice. If the member of staff leaves during the year of study or changes hours worked, then the fee waiver will be recalculated pro rata and any funding shortfall becomes the liability of the student. The FTE worked in the year prior to study will be used as a guide for the initial fee waiver calculation if this is expected to reflect the FTE during the year of study.

7. Waivers are applied only to the extent of the Home/EU Band A fee for Postgraduate Taught programmes or the standard PGR Home/EU fee for Postgraduate Research programmes or the standard Home/EU fee for undergraduate programmes. All fees over these levels, for example for premium rate courses or overseas fees, are the personal liability of the student in addition to any portion of the standard fee which is not subject to a waiver. For programmes studied on a modular or by-course basis, the fees will be compared to the full-time equivalent fees using the course credits to determine the element of the fee that is equivalent to the standard or Band A fee.

8. The value of any external sponsorship or other external support will be deducted from the fees in order to determine the personal liability for fees against which the fee waiver is given.

9. If there is other College support, for example an Alumni award, the fee waiver (calculated as described above) will be reduced by the value of this support.

10. Full-time members of staff are only eligible for part-time student status, and full-time students can only work a maximum of 20 hours per week.

11. Members of staff should contact Student Administration to confirm whether or not the available waiver will cover the full fee for the programme under consideration.

12. There is no provision for remission of fees at other schools and institutions of the University of London.

13. Staff fee waivers are a taxable benefit in kind. For a waiver of 100% of the fee a benefit in kind of 15% of the fees will result and will be reported to HMRC on a P11D after the end of the tax year. A copy of the P11D will be sent to the relevant member of staff by 6 July of that year. The member of staff will be obliged by HMRC to complete a self assessment tax return and pay any tax due in accordance with legislation. For a partial fee waiver the taxable benefit will be reduced by the fee payment, so that there will be no taxable benefit where 15% or more of the fee is paid.