University of Waikato Staff

This form must be completed by the staff member and signed by their line manager and returned to Human Resource Management.

See details of conditions on page two.

PART ONE: STAFF MEMBER TO COMPLETE

Name (print in full): _____________________________

University of Waikato Student ID (if known): _____________________________

School/Faculty/Unit in which employed: _____________________________

Division: _____________________________

Proposed papers for which a fees concession is sought:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Paper Code</th>
<th>Lecture Times</th>
<th>Trimester (circle one)</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>A B C S G Year (D)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A B C S G Year (D)</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate your normal hours of work:

Did you receive a staff fees concession last year? Yes / No

If yes, did you pass the subject(s) studied? Yes / No

I have read and understood the conditions shown on page two of this application form and confirm that, unless enrolling in the Postgraduate Certificate in Tertiary Teaching and Learning, I am eligible for domestic fees and rates. I certify that the information provided here is true and complete to the best of my knowledge and belief:

Signed: _____________________________ Date: _____________________________

PART TWO: MANAGER TO COMPLETE (SEE CONDITIONS ON PAGE TWO)

I approve / do not approve leave for staff to undertake University study in the papers listed above.

Name (print): _____________________________

Signed: _____________________________ Date: _____________________________

PART THREE: HUMAN RESOURCE MANAGEMENT USE ONLY

I confirm that employment is

[ ] Full-time [ ] Part-time [ ] for a period of 12 months or more

Application for staff fees concession approved subject, if appropriate, to passing at least one course in the previous academic year.

Signed: _____________________________ Date: _____________________________

Copies: [ ] 4/1/10 [ ] Staff member
CONDITIONS FOR STAFF FEES CONCESSIONS AND LEAVE TO UNDERTAKE UNIVERSITY STUDY

Staff applying for a staff fees concession must be familiar with the following conditions under which a concession is granted. The granting of a fees concession is discretionary and may not be available in all cases. Certain limits also apply.

CONDITIONS FOR STAFF FEES CONCESSION

1. The concession is available only to regular full-time or part-time staff. Casual employees and those employed for a fixed-term period of less than 12 months are not eligible for consideration.

   The concession means that in any one academic year, full-time staff may enrol in:
   • up to 40 points (normally two papers) at undergraduate level (levels 100 – 400) excluding internship papers, or
   • up to 30 points (normally one paper) at postgraduate level (level 500), excluding Centre for Executive Education papers (EXXX), or
   • due to the higher course costs, one 15 point Executive Education paper (coded EXXX5XX) to the value of approximately $1500.

   without payment of the normal tuition fee, subject to University approval, or

   • a dissertation, thesis or other research paper with a concession for a proportion of the fee equivalent to no more than 30 points.

   Resource fees are not included. Part-time staff will receive concessions equal to half the amounts specified above.

2. Staff are not exempt from the late enrolment fee.

3. Staff undertaking approved University of Waikato study must:

   • meet the NZ Government criteria for domestic fee rates (international student fees will not be met by the University, except in the case of the Postgraduate Certificate in Tertiary Teaching and Learning); and
   • have passed at least one paper in the previous academic year (if applicable).

4. Staff who leave the employment of the University during a semester for which they have been granted a fees concession may be required to meet the cost of fees for the semester.

5. Staff fees concessions must be applied for in advance at the time of enrolment and are not available retrospectively.

6. Incomplete application forms will not be accepted.

LEAVE TO UNDERTAKE UNIVERSITY STUDY

All staff who apply to undertake University study during working hours need to obtain permission from their manager.

The maximum time permitted for full-time staff is two hours paid leave a week and up to two hours which must be made up. Half of this leave is available to part-time staff. Approval is always subject to the needs of the University having priority if problems arise. In deciding whether or not to approve leave, managers are expected to consider the benefits likely to be obtained by the staff member and the University and to ensure that the absence will not unduly disrupt operational needs.