

# 2. Eligibility and exclusions

# Eligibility criteria

completed at least one year of employment with the U eligible to apply for the fe(-ii)2 (gD)11.7 ( )-15 (2)18d (o)u (o)c.1 37..p ri lh  $0^{\bullet}$  ` ý ô X \ = e =  $\bullet$ 



# 4. Performance and employee health and wellbeing

commitment. and Line Managers need to be aware that:

- The performance dips during their attendance on a course, that they
  would need to be managed through the capability procedure in the usual and fair
  way. As part of this
  performance is beingimpacted that, participation on the course may bepaused to
  met.
- The health and wellbeing sufferduring

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- ine manager
- Supporting their direct reports throughout their course of study and regularly , study and wellbeing.

Heads of School or Directors are responsible for:

for academic and Professional S staff.

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#### Executive Deans are responsible for:

 reduction application for academic and Professional S staff.

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#### Chief Operating Officer is responsible for:

Professional S

Executive Director of HR (or delegated designate) is responsible for:

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#### Finance is responsible for:

- Maintaining analysis
- P

### Admissions are responsible for:

- · Considering submitted applications.
- P

### Organisational Development are responsible for:

• quality

implications.

- U -wide applications to study and reasons for any applications which are turned down.
- reduction or fee



# -forms and guidance

Tuition Fee Liability Policy



# 13. Timeline for Fee Reduction or Fee Waiver application

Employee

course, requirements and commitments

Employeecompletes online application form and sends to line Manager Employeediscusses course application and in

in

If you have any queries, please contact OD@sussex.ac.uk