



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•` ý ô X \ = e =•



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 being impacted that, participation on the course may be paused to met.
- The health and wellbeing suffer during meooy, (ng)]TJ 0 Tc 0 T7



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

Heads of School or Directors are responsible for:

- Academic and Professional Staff for academic staff.
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Executive Deans are responsible for:

- Academic and Professional Staff reduction application for academic staff.
-

Chief Operating Officer is responsible for:

- Professional Staff.

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

-

Finance is responsible for:

- Maintaining financial analysis.
- Payroll

Admissions are responsible for:

- Considering submitted applications.
- Payroll

Organisational Development are responsible for:

- Academic quality implications.
- University-wide applications to study and reasons for any applications which are turned down.
- Reduction or fee

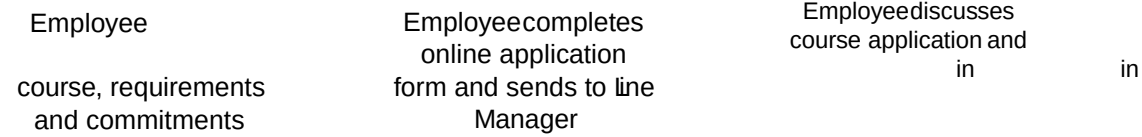


[–forms and guidance](#)

[Tuition Fee Liability Policy](#)



13. Timeline for Fee Reduction or Fee Waiver application



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