Discounting Tuition Fees / Non-Standard Fees
Session 2017-18 onwards

Further to discussion and agreement from the Finance Office, the policy for discounting both tuition fees and non-standard fees (**from general funds sub-projects**) has been confirmed as follows:-

Fee Description / Form of Study	MyCampus Functionality to be used to process discount
Full-Time Tuition fees	To be processed via *Waiver Functionality*
Part-Time Tuition fees	To be processed via *Waiver Functionality*
Thesis Pending fees	To be processed by **Alan McConnell**, **Financial Aid Manager** via *Financial Aid*. Schools/Colleges should direct discount requests directly to Alan for processing.
Exams Only	To be processed via *Financial Aid*
Reassessment	To be processed via *Financial Aid*
Language Year	To be processed via *Financial Aid*
Sabbatical	To be processed via *Financial Aid*
Work Placement	To be processed via *Financial Aid*
Staff Waiver	To be processed via *Financial Aid*. HR Policy states that Head of School has to authorise discounting of staff member's tuition fees.
Withdrawn students	If Schools/Colleges wish to cover fee liability on student's account after withdrawal has been processed by Registry, this should be processed via *Financial Aid*.

Financial Aid should continue to be used to process:-

- Tuition fee discounts whereby **external funding** is being used to discount the fees;
- Stipend payments (direct cash payments to students)