Request for a Fee Reduction

*Please note the following:*

1. The University will offer a fee reduction to our **overseas partner institutions**, whether a University or a sponsorship body, as a means to incentivise a teaching agreement and/or as a sign of goodwill in the development of the partnership, where there is key strategic alignment between the University of Reading (or a section or subsidiary of the University) and the overseas partner institution.

**\*\*Fees reductions must be specified within a contract**, which outlines the agreement and is approved by the Fees Sub-group. Once approved details of the fee reduction will be communicated to relevant University staff to apply the correct coding and discount to students.

1. Where a **School seeks to obtain a ‘standard discount’** there must be an application for the discount to the Fees Sub-group incorporating input from the International Partnerships Team (international) or Student Financial Support (domestic).

The standard fee discount is normally a flat rate for all students of either a 5% or 10% deduction on standard fees for the relevant programme for a defined period of time.

1. **Higher levels of fee reductions** can only be agreed if there is a substantive case regarding the advantage that this will bring to the University of Reading. The fee reductions we offer are a sign of the academic standing of our University. Any application for a higher level fee reduction must include information on the length of time the discount will operate. Schools may submit an application to renew a higher level fee reduction once the operating period has come to an end.

Finance Business Partners must be consulted prior to submitting a fee reduction application.

Request for a Fee Reduction form

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| Submitted by: |
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| Name of Schools or Programmes affected by the fee reduction: |
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| Name of Partner Institution or Sponsor: |
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| Type of fee reduction requested (discount, fee waiver, scholarship, bursary) *Further guidance on fee reduction types can be given by your Financial Business Partner or Analyst*  ***\*\*Finance Business Partners must review this information prior to submission.*** |
|  |
| Date of Agreement which documents the partnership agreement: |
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| Nature of the proposed Teaching Agreement/sponsorship arrangement: |
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| What period of time has the partnership been agreed for? |
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| What period of time is requested for the fee reduction? |
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| Who will be responsible for managing this Teaching Agreement/sponsorship arrangement within your School/department? This should include responsibility for ensuring targets are met and monitoring progress, reporting annually to International Partnerships. |

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| --- | --- | --- |
| Requested fee reduction (please state the standard fee of the programme together with the discounted rate in percentage and actual value): | | |
|  | | |
| Provide sponsor/account/project codes to be used for students eligible for this fee reduction.  ***\*\*Finance Business Partners must review this information prior to submission.*** | | |
| Sponsor code: | Account code: | Project code: |
| How will the fee reduction effect the Schools income?  How will the fee reduction effect the Schools contribution to the University? | | |
| Provide details of how the cost of the fee reduction will be covered (School/University/Sponsor). | | |
| Case for the reduced fee;   * What is the advantage to the University and School/Department? * What are the expected student numbers for the duration of the agreement year on year? * What would be the expected student numbers without the discount? * What supporting evidence is there that a discount will increase recruitment from this partner? * What feedback/support has the partner given regarding a potential discount? * If this is a renewal of a discount, what were the previous student numbers and how was the discount received? | | |

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| I confirm that the above information is correct and that my School approves the proposed fee reduction for this teaching agreement.  *Please ensure that the fee reduction application is signed off by your Finance Business Partner prior to submission to the Fees Sub-group.* | | |
| Signed by HoS: | Date: | |
| Print Name: | | |
| Signed by Finance Business Partner: | Date: | |
| Print Name: | | |
| Signed by International Partnerships Team (International applications)  Signed by Student Financial Support (Domestic applications) | | Date: |
| Print Name: | | |
| International Partnerships Team input (to include information on partnership, context, what other UK institutions are doing in the market where know) | | |
| Planning Group, Sub Group Fees approval- if approved and term/requirements | | |

**PLEASE SUBMIT THIS FORM BY EMAIL TO: Fees Sub-group Secretary Matt Daley** [**m.d.daley@reading.ac.uk**](mailto:m.d.daley@reading.ac.uk)

**Next Steps**

Upon approval of this Request for a Fee Reduction, the relevant information will be shared with University departments including Finance (Technical Accounting and Finance Business Partners), Admissions, Student Financial Support, SIS Team, Student Records Office, DRO) to ensure that the fee reduction is set up and administered correctly through RISIS and Agresso.

**Note to Admissions:** When fee reductions are applied to students, an amended offer and contract must be sent to the student with the contract variations and correct fees.

**Appendix A**

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| **Fee Reduction Type** | **Description** | **Fee Reduction Coverage** | **Calculation of contribution to the centre (based on full or reduced tuition amount)** | **Codes to be used** | **Example of current fee reduction in each category** |
| **Fee Discount** | University of Reading agrees to recognise a fixed amount or percentage fee discount per student for an entire course or distinct group meeting pre-defined attributes | Reduces student fee and reduces UoR income | Reduction of income for School & UoR  The contribution to the centre will be calculated on the discounted fee amount | Use income accounts starting with 1\* | * Allowed to pay this year’s tuition at last year’s rates * School initiating a fee reduction for a specific individual or group of students * Agreements that are set up through International Partnerships, where the agreement aims to bring in students for a specific School or Programme |
| **Fee Waiver** | Full or part of the student’s fee is paid by the sponsor (UoR, School, External sponsor) | The student is only charged 90% of the tuition fee and the School must cover the remaining 10% from their income | This will be treated as an expense/cost to the School of 10%  The contribution to the centre will be calculated on the 100% tuition fee rate | Use expenditure accounts starting with 4\* | * e.g. PhD students coming via a Research Council block grant, selective awards |
| **Bursary** | Bursaries or awards or assistance which are usually given to students based on personal circumstances, such as income. | Full or part of the student cost must be met by the sponsor (Sponsor could be UoR, central for Access Bursaries) as an expense | Expense  The contribution to the centre is calculated on 100% tuition fee rate given the full tuition fee is being paid regardless of who pays it. |  |  |
| **Scholarship (and Studentship)** | Merit-based support where the student’s tuition (and possibly other costs such as research) are covered by an external sponsor such as a corporate or government funder | Full or part of student cost met by the sponsor | Expense  The contribution to the centre is calculated on 100% tuition fee rate given the full tuition fee is being paid regardless of who pays it. |  |  |