



University of
St Andrews

Staff fees policy

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School / unit	Academic Registry
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Purpose	To define university policy on staff fees

Introduction

Staff members wishing to undertake study at the University may be eligible to pay fees at a concessionary rate, subject to the conditions below.

Eligibility

- Eligibility for the staff rate is based upon the hours and length of contract. The contract should be a minimum 18.125 hours per week or 0.5fte and should be either a teaching contract of 10 months or more, or a non-teaching contract of 12 months or more.
- In all instances, the contract must begin before or simultaneously with the start of the degree course.
- Study must be undertaken on a part-time or distance learning basis only.
- Continuing eligibility for staff fees will be established by the Fees Officer prior to matriculating each year. If a staff member ceases to be employed by the University, they will become liable for fees at the standard applicable rate from the start of the next academic year.
- No students of the University who subsequently become employees during their studies are eligible for the concessionary rate.
- These concessions also apply to individuals working as graduate research assistants (RAs) supported by research grants. Such graduate RAs are eligible to register for a higher degree (normally part time) at the concessionary staff rate.
- Employees of the University who claim the concessionary staff rate may not simultaneously hold University scholarships or UK Research Council Scholarships for fees or living costs. They must have the permission of the Head of their employing unit, and the Head of the School in which they will undertake the study, to apply for the concessionary fee.

Assessment of eligibility

- To request consideration for staff fees, please email fees@st-andrews.ac.uk. The Fees Officer will liaise with HR to assess eligibility.

Fee rates and refunds

- Tuition fee rates can be found on the [Tuition fees table](#)
- The staff concessionary rate applies to standard tuition fee paying periods of study and is not applicable for continuation or extension fees.
- Postgraduate research students will also pay an additional fee for thesis submission.
- Students eligible for staff rates are not entitled to a refund if they withdraw or are granted a Leave of Absence after the first four weeks of the start of their academic year.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.1	Policy restructuring	Approved	Michele Goodwin, Fees Officer, Registry	06/08/2019
0.2	Annual review	Approved	Michele Goodwin, Fees Officer, Registry	12/10/2020