



**HUMAN RESOURCES
UWA EMPLOYEE COURSE FEE DISCOUNT**

The University offers eligible employees the opportunity to receive a 25% discount to study full-fee courses at the University. **Applications should be made before starting the course of study at UWA.**

Please complete all sections of this application form and submit it to Student Administrations (Fees – M356) or through [askUWA](#).

Refer to the [Further Education for Employees Policy](#) for more information on the UWA Employee Course Fee Discount Scheme.

SECTION 1 - PERSONAL DETAILS

Employee number Family name

First names Ext.

Faculty/SDC

Please indicate if you are:

- Full-time
- Ongoing
- Part-time
- Fixed-term

SECTION 2 - DETAILS OF COURSE OF STUDY AT UWA

Student number

Faculty/School

Title of course (*name of degree/diploma, etc*)

Course code

SECTION 3 - EMPLOYEE DECLARATION

- I confirm I am employed at the University of Western Australia on a fixed-term or ongoing contract.
- I confirm that I am enrolled in a full fee-paying course.
- I understand that I will be invoiced with the 25% discount applied and will be responsible for payment of the remaining 75% on or before the census date of the relevant teaching period.
- I understand that the 25% discount does not apply to the compulsory Student Services and Amenities Fees and any other incidentals associated with undertaking the full-fee course such as travel or books, as outlined in the [Further Education for Employees Policy](#).
- I understand that I must notify Student Administrations and Human Resources immediately of my intention to cease employment with the University.
- I understand that if my UWA contract is terminated the Employee Fee Discount will cease immediately. If I continue with my study, I understand that I will be responsible for the full 100% tuition fee.

SECTION 4 - SIGNATURES

Employee signature

Date (*dd/mm/yy*)

Employee name (*please print*)

Telephone

HUMAN RESOURCES
UWA EMPLOYEE COURSE FEE DISCOUNT FORM (page 2)

Office Use Only

- This is to include Student Administration Fees, SIMS and HR processes required
- TRIM to student record

| Student Administration (Fees) | | | |
|--|--|-------------|-----------------------------------|
| | Details | Date | Sign/Initial on completion |
| Student Administration – Confirm staff member Alesco details | <input type="checkbox"/> fixed-term <input type="checkbox"/> ongoing <input type="checkbox"/> casual (not eligible) | | |
| SIMS to record 25% fee reduction: | | | |
| Cohort Year | | | |
| Course Code | | | |
| EFTSL Rate before discount | | | |
| EFTSL Rate less 25% Staff discount | | | |
| Student Administration to update fee category | <input type="checkbox"/> DOM-PGTA | | |
| Send copy to Human Resources | | | |
| Record 25% Employee Fee Discount on staff record | | | |