



## GUIDELINES FOR APPLICATION:

### Fee Reduction for Distance Learning Programmes for LSHTM Staff

- 1.1 The following criteria must be met before a reduction of 50% in the programme fees of the LSHTM's distance learning programmes (Postgraduate Certificate, Diploma and/or MSc degree) can be approved:
  - 1.1.1 Applicants should meet the normal entry criteria for admission to the relevant distance learning programme.
  - 1.1.2 The distance learning programmes for which this reduction is eligible are:
    - Postgraduate Certificate/Diploma/MSc in Clinical Trials
    - Postgraduate Certificate/Diploma/MSc in Demography and Health
    - Postgraduate Certificate/Diploma/MSc in Epidemiology
    - Postgraduate Certificate/Diploma/MSc in Infectious Diseases
    - Postgraduate Certificate/Diploma/MSc in Global Health Policy
    - Postgraduate Certificate/Diploma/MSc in Public Health.
  - 1.1.3 Those applying for a fee reduction must be employed to work on an employment contract with LSHTM of **more than 12 months' duration** from 1 October of the year in which they first register for the DL programme.
- 1.2 The application for a reduction in fees **must be supported by the applicant's line manager** and by the LSHTM's Human Resources Office. (If a professional services member of staff, the line manager must make clear how undertaking the programme will enhance the individual's performance in their role.)
- 1.3 The maximum period of registration for completing a distance learning programme will be five academic years. After the first year of study, the applicant must confirm their employment status and contract end date annually with the Head, DL Office, prior to completing module registration.
- 1.4 If, whilst they are still registered for one of the distance learning programmes, a student's employment with LSHTM ceases, they must inform the Head, DL Office and the University of London that they are no longer eligible for a reduction in fees. They will then be liable for payment of any outstanding or future programme fees at the full rate.
- 1.5 LSHTM staff registered on one of the LSHTM's distance learning programmes are not eligible to work as tutors on that or any other of the DL programmes until the year after completion of their DL studies.
- 1.6 Whilst registered for a distance learning programme the student is required to comply with the Regulations for the respective programme.
- 1.7 A completed signed application form (overleaf) must be returned by email to [distance@lshtm.ac.uk](mailto:distance@lshtm.ac.uk) **together with a supporting email from their line manager.**
- 1.8 If a reduction in fees is sought to study one or more individual DL modules, rather than a full award, these are considered on a case-by-case basis.



## Application for Reduction in DL Fees (for LSHTM staff)

<b>Family Name</b>	<b>First Name</b>	<b>Title (Dr, Mr, Mrs etc)</b>
<b>Contact Address</b>		
<b>Telephone No:</b>	<b>Email address</b>	
<b>Distance learning programme applied for/being studied:</b>		
<b>DL student number:</b>		
<b>EMPLOYMENT STATUS</b>		
<b>Current job title</b>	<b>Dates of employment (including contract end date)</b>	
<b>Faculty</b>	<b>Department</b>	
<b>If employed at LSHTM through a research grant, please give brief details here (e.g. funding body, duration of grant, project code)</b>		
<b>DECLARATIONS TO BE SIGNED:</b>		
<ul style="list-style-type: none"> <li>I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct.</li> <li>I have read the Guidelines for application for a reduction in fees for a DL programme (overleaf) and confirm my consent to the terms outlined.</li> <li>I confirm that I will inform the Head, DL Office, of any change to my employment which may cause me to become ineligible for a reduction in fees. Should I <u>not</u> do so, the reduction in fees will cease to take effect and I will be liable for payment of any outstanding or future programme fees at the full rate.</li> </ul>		
<b>Applicant's signature:</b>		<b>Date</b>
<b>Brief statement from line manager</b> (confirming their support for you doing the DL programme – this may be included as a separate document/email):		
<b>Line Manager signature:</b> .....		<b>Date</b>
Please also print name here: .....		
Employment of minimum 12 months' duration from 1 October confirmed by HR:		<b>Date</b>
<b>Signature and name:</b>		
<b>(Office use only) Copy passed to UOL Registry: ..... Date: .....</b>		
Signed forms and supporting notes must be emailed to <a href="mailto:distance@lshtm.ac.uk">distance@lshtm.ac.uk</a>		