

OD/FeeWaiver\_Re(er)57.\_e.80 >9 3ns7.\_Re(.6[ [/Top .3 (Rs7.)16 47.\_)]TJ w 8.rrt[/To57.\_e.8.6[ NmFbRs7.(\_)4.3 (R )-156[2R2R4

## 2. Eligibility and exclusions

### Eligibility criteria

completed at least one year of employment with the U.S. Department of Justice or the Federal Bureau of Investigation, and is eligible to apply for the fee reduction under section 18(d) of the FOIA.



## 4. Performance and employee health and wellbeing

commitment. and Line Managers need to be aware that:

- The performance dips during their attendance on a course, that they would need to be managed through the capability procedure in the usual and fair way. As part of this performance is being impacted that, participation on the course may be paused to meet.
- The health and wellbeing suffer during

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- Managing their manager
- Supporting their direct reports throughout their course of study and regularly monitoring their academic performance, study and wellbeing.

Heads of School or Directors are responsible for:

- Monitoring the academic performance of their students and Professional Services staff.
- Supporting their managers.

Executive Deans are responsible for:

- Monitoring the academic performance of their students and Professional Services staff.
- Supporting their managers.

Chief Operating Officer is responsible for:

- Monitoring the academic performance of their students and Professional Services staff.

Executive Director of HR (or delegated designate) is responsible for:

- Monitoring the academic performance of their students and Professional Services staff.

Finance is responsible for:

- Maintaining financial analysis
- Preparing financial statements.

Admissions are responsible for:

- Considering submitted applications.
- Preparing admission offers.

Organisational Development are responsible for:

- Monitoring the quality of the implications of the changes.
- Preparing U -wide applications to study and reasons for any applications which are turned down.
- Preparing fee reduction or fee waivers.







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[-forms and guidance](#)

[Tuition Fee Liability Policy](#)



### 13. Timeline for Fee Reduction or Fee Waiver application

Employee  
course, requirements  
and commitments

Employee completes  
online application  
form and sends to line  
Manager

Employee discusses  
course application and  
in  
in

If you have any queries, please contact OD@sussex.ac.uk