

GUIDELINES FOR APPLICATION:

Fee Reduction for Distance Learning Courses for School Staff

- 1.1 The following criteria must be met before a reduction of 50% in the course fees of the School's distance learning courses (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 course.
 - 1.1.2 The distance learning courses for which this reduction is eligible are:
 - Postgraduate Certificate/Diploma/MSc in Clinical Trials
 - 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 the School of **more than 12 months' duration** from 1 September of the year in which they first register for the DL course.
- 1.2 The application for a reduction in fees must be endorsed by the applicant's line manager and by the School's Human Resources Office.
- 1.3 The maximum period of registration for completing a distance learning course 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, DEPDO prior to completing module registration.
- 1.4 If, whilst they are still registered for one of the distance learning courses, a student's employment with the School ceases, they must inform the Head, DEPDO and the University of London International Programmes that they are no longer eligible for a reduction in fees. They will then be liable for payment of any outstanding or future course fees at the full rate.
- 1.5 School staff registered on one of the School's distance learning courses are not eligible to work as tutors on that or any other of the DL courses until the year after completion of their DL studies.
- 1.6 Whilst registered for a distance learning course the student is required to comply with the Regulations for the respective course.
- 1.7 A completed signed application form (overleaf) must be returned either by email to distance@lshtm.ac.uk or by post to the Head, DEPDO, DL Programme, LSHTM, Keppel Street, London WC1E 7HT.

Application for Reduction in Distance Learning Fees (for School staff)



Family Name	First Name	Title (Dr, Mr, Mrs etc)
Contact Address		
Telephone No:	Email address	
Distance learning course applied for:		
EMPLOYMENT STATUS		
Current job title	Dates of employment	
Unit	Department	
If employed at the School through a research grant, please give brief details here (e.g. funding body, duration of grant, project code)		
DECLARATIONS TO BE SIGNED:		
<ul style="list-style-type: none"> I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct. I have read the Guidelines for application for a reduction in fees for a DL course (overleaf) and confirm my consent to the terms outlined. I confirm that I will inform the Head, DEPDO and the University of London International Programmes 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 course fees at the full rate. 		
Applicant's signature:	Date	
Signature of Line Manager:	Date	
Please also print name here:		
Employment confirmed by HR:	Date	
Signature:		
(Office use only) Copy passed to UoLIP Registry: Date:		
Signed forms must be emailed to distance@lshtm.ac.uk or returned by post to: Head, DEPDO, DL Programme, LSHTM, Keppel Street, London, WC1E 7HT, UK		