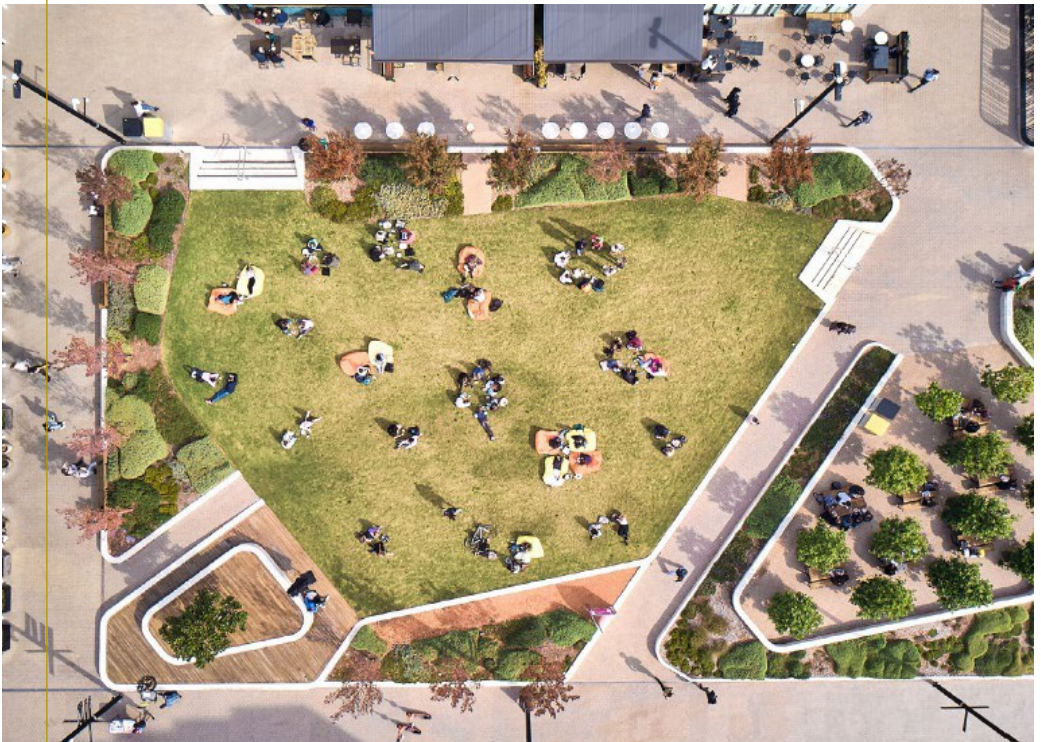


ANU STAFF AND FAMILY TUITION FEE DISCOUNT

HANDBOOK



Australian
National
University

HR Contact

HRD.Development@anu.edu.au

Admissions Contact

domestic.admissions@anu.edu.au

international.admissions@anu.edu.au

“Education is the key to improving our lives and our world. And a lot of it begins at home. That's why we are committed to providing access to some of the best teaching and learning in the world.”



Distinguished Professor Genevieve Bell AO
FTSE FAHA Vice-Chancellor and President
The Australian National University

Contents

About the ANU Staff and Family Tuition Fee Discount	04
1. Eligibility	05
2. Discount rates	06
3. Accessing study leave	10
4. Fringe benefits tax	14
5. Salary sacrificing tuition fees	15
6. How to apply	16
7. FAQs	20
8. Other information you may value	23

About the ANU staff and family tuition fee discount.

ANU is committed to providing staff with a wide range of benefits that enable them to be at their best and fulfil their ambitions, both at work and in their personal lives.

Supporting this, the ANU Staff and Family Tuition Fee Discount provides staff and their family members with a discount on tuition fees for ANU degrees.

Questions?

If after reviewing this booklet you have additional questions, you can contact ANU Admissions or ANU HR for more support.

HR Contact

HRD.Development@anu.edu.au

Admissions Contact

Domestic.admissions@anu.edu.au
International.admissions@anu.edu.au

1. Eligibility.

1.1. Eligible groups.

The staff and family tuition fee discount is available to eligible staff and their family members

Group	Eligibility	Exclusions
Currently employed staff	All staff holding continuing or fixed term appointments of 12 months or more.	Sessional casuals, casuals, contractors, consultants, affiliates, honorary, emeritus and student cadets and interns.
Immediate Family members	Currently employed staff* member's partner (including spouse, de facto) and children (including the children of the staff member's partner).	Parent(s) including parent(s) of the staff member's partner, sibling, grandparent, or grandchild.

* Holding continuing or fixed term appointments of 12 months or more

1.2. Residency requirements.

All tuition fee discount applicants can apply as either a domestic student (an Australian citizen, New Zealand citizen, Australia permanent resident, or an Australia permanent humanitarian visa holder) or as an international student.

2. Discount rates.

2.1. Discounts available.

Eligible groups are able to access the following tuition fee discount rates for coursework programs.

Group	Discount	Conditions
Current employed staff	75% off tuition fees for degrees related to your current role. 25% off tuition fees for degrees <u>not</u> related to your current role.	Those who receive a domestic Commonwealth Supported Place (CSP) for undergraduate or postgraduate study or any other discount or scholarship* are not eligible for the fee discount.
Immediate Family members	25% off tuition	Those who receive a domestic Commonwealth Supported Place (CSP) for undergraduate or postgraduate study or any other discount or scholarship* are not eligible for the fee discount.

*A scholarship where the primary eligibility criterion and/or primary selection is based on academic merit.

2.2. What determines if a degree program is relevant to my role?

The relevance of the degree program to your role has Fringe Benefits Tax implications for ANU. As a result, ANU uses the following ATO guidelines to determine if the degree program is relevant to your role:

- The degree program maintains or improves specific skills or knowledge used in your current employment; or
- The degree program enables you to upgrade your qualifications for your current employment; or
- You can show that the degree program was leading to, or was likely to lead to, increased income from your current work activities, or
- Other circumstances existed which established a direct connection between the degree program and your current work activities.



See section 4 of this booklet for more information about Fringe Benefits Tax.

23. How do I confirm that the degree program that I want to study is related to my role so that I can get a larger discount?

As part of the discount application process you will be asked to complete and sign a form that demonstrates the relevance of your study to your current role.

24. What does the discount apply to?

The staff and family tuition fee discount applies to tuition fees for ANU coursework programs.

Tuition fees are defined as fees paid directly to ANU in relation to courses or programs of study and do not include incidentals such as the Student Services & Amenity Fee (SSAF), travel, accommodation, books, software or hardware purchases or other costs of study.



Visit [Programs and Courses](#) to find the tuition fees for the course or program that you're interested in studying.

2.5. What doesn't the discount apply to?

The discount does not apply to:

- non-tuition expenses,
- non-coursework tuition fees,
- already discounted programs,
- programs where the applicant has received a commonwealth supported place (CSP),
- student services and amenities fee (SSAF),
- application fees,
- travel,
- accommodation,
- books,
- software or hardware purchases,
- other costs of study.



Learn more about the fees and payments that you may need to pay in addition to tuition fees [here](#).

3. Accessing study leave.

3.1. What is study leave?

Study leave is paid leave that allows full time and part time continuing ANU professional staff to undertake study aligned with their role during normal working hours. You do not need to apply for study leave to get a staff tuition fee discount.

3.2. How much study leave can I access?

There are four different categories of study leave available.

Study leave category	Conditions
Up to 8 hours per week, to attend classes, tutorials, learning events and/or examinations during normal working hours.	<ul style="list-style-type: none">• This may be on an aggregated semester or annual basis where courses are presented in blocks.• Only applies when required lectures are <u>not</u> available outside normal working hours.• You may be required to make up any study leave time taken in excess of 5 hours per week by working outside normal working hours, subject to the requirements of your work area.
Up to 2 weeks per calendar year for residential study for approved distance education courses.	<ul style="list-style-type: none">• Where the residential course exceeds 2 weeks, the delegate may approve additional leave.
0.5 days for each final exam in addition to actual time of examination.	
2 days prior to exam period in addition to actual time of examination.	<ul style="list-style-type: none">• For distance education exams

3.3. Who is eligible for study leave?

Full time and part time continuing professional staff undertaking a degree that is approved by their supervisor are eligible for paid study leave when classes and examinations are not available outside normal working hours.

3.4. Who approves study leave?

Your supervisor (or delegate) will approve your study leave request.

3.5. How do I apply for study leave?

Take the following steps to apply for study leave:

1. Prepare a request for study leave document that includes the following information:
 - basic program information,
 - an outline of how the program's learning outcomes align with your current position,
 - a copy of the official timetable,
 - details of the classes that must be attended during regular work hours.



For more information about study leave read [the study leave for professional staff procedure](#) and the [staff leave policy](#).

2. Discuss your study leave request with your supervisor and walk them through:
 - how the program’s learning outcomes align with your current position,
 - how much study leave you will need to take during normal working hours,
 - which days and times you’ll require study leave for,
 - the impact that your absence will have on your work area and how you propose to limit any disruptions.

When reviewing your request, your supervisor (or delegate) will take into account:

- the operational requirements of the team,
 - the wider University context,
 - your training and development needs,
 - the workplace benefits associated with developing your skills, and
 - if you have previously attempted and failed the course (subject).
3. Once your supervisor (or delegate) approves your study leave request, submit a study leave application via [HORUS](#).

3.6. Can I access leave if the program that I'd like to study doesn't align with my current position?

If you'd like to study a program that isn't aligned with your current position, then you are not eligible for study leave.

However, you can agree with your supervisor to undertake an 'Individual Flexibility Agreement' to complete study which may include lecture or tutorial attendance during your lunch hour, taking annual leave or completing study via alternative delivery modes.



More information about Individual Flexibility Agreements and the University's commitment to flexibility for staff and students can be found [here](#).

4. Fringe benefits tax.

4.1. What is required for FBT purposes?

An FBT Declaration is required to be completed by you to substantiate whether your study is relevant to your current role and must be completed as part of your application process.

4.2. What determines if a program is relevant to my role?

The relevance of the program is determined by the following criteria per ATO guidelines:

- The program maintains or improves specific skills or knowledge used in your current employment; or
- The program enables you to upgrade your qualifications for your current employment; or
- You can show that the program was leading to, or was likely to lead to, increased income from your current work activities, or
- Other circumstances existed which established a direct connection between the program and your current work activities.



Refer to the [ATO website](#) for more information about tax deductible Self-Education Expenses.

5. Salary sacrificing tuition fees.

5.1. What is salary sacrificing?

Salary Sacrificing (or packaging) means paying for benefits from your pre-tax salary, therefore reducing your gross earnings and resulting in taxation benefits.

5.2. How can I salary sacrifice tuition fees that aren't covered by the staff tuition fee discount?

You can use salary sacrificing to pay the remainder of your tuition fees once the staff tuition fee discount has been applied. For more information, check the [Procedure: Salary sacrificing](#) and scroll down to the 'self-education expenses' section. Note: Those who receive 25% discount cannot salary sacrifice their tuition fees.



Contact your [local HR team](#) to speak to someone about salary sacrificing tuition fees.

6. How to apply.

Before applying to study at ANU, it's important to note that all applicants, regardless of their background or employment status, must meet the published entry requirements for their preferred program in order to gain admission to ANU.

6.1. Follow these steps to apply, get your fee discount and enroll.

1.

Choose the program you wish to study via the [Programs and Courses](#) website and click 'Apply'.

2.

Complete your program application (via UAC or direct to ANU depending on the program).

3.

Receive your offer of admission via an email from ANU or UAC.

4.

Apply for the fee discount. You can apply by completing the [Staff and Family Fee Discount Application Form](#).

5.

Accept your offer to study by clicking the link in the congratulations email you receive from UAC or ANU.

6.

Enroll in the courses you plan to study via the [Interactive Student Information System \(ISIS\)](#).

7.

Receive confirmation of your fee discount via an email from ANU.

6.2. Do I apply for admission via UAC or direct to ANU?

Some programs accept applications via UAC while others take direct applications. Follow the 'Apply' link listed on the program page on [Programs and Courses](#) to find the application process that applies to that program.

Find latest admission deadlines [located here](#).

6.3. How do I apply for the tuition fee discount?

Complete the [Staff and Family Fee Discount Application Form](#) and submit it by the fee discount application deadline listed on the [ANU website](#).



Submit your fee discount form by the appropriate deadline for each to allow time for your application to be processed and approved before census date.

6.4. How do I get my offer to study at ANU?

Academic offers are made on a rolling basis. Once you have submitted all your admissions application documents, your application will be assessed and your application outcome will be issued.

6.5. When will I know if my fee discount is approved?

You must have an offer to study at ANU before we can assess your application for fee discount. Following the application deadline, you will receive the outcome of your fee discount application within two weeks.

6.6. What if I miss the fee discount application deadline?

Applications need to be submitted by the deadline each semester. Please refer to the [ANU website](#) for semester deadlines. Missed application deadline will result in needing to apply for the next available semester.

So while you won't be able to get a discount for the semester you have missed the deadline for, you can apply for the discount in future sessions.

6.7. How do I accept my offer to study?

Follow the instructions in your letter of offer and accept your offer by the acceptance deadline listed there.

6.8. Application deadlines.

Standard admission application deadlines apply to those interested in taking advantage of the staff and family tuition fee discount.

You must complete an application for fee discount by the application deadline for the appropriate semester. Deadlines can be found on the [ANU website](#).

6.9. UAC application fees.

UAC application fees can be found [here](#).

Fee	Cost
UAC Application fee*	\$200.00

6.10. Other fees and study costs.

In addition to tuition fees and application fees, there are other fees and costs that you should consider.



More information about fees and costs of study can be found [here](#).

*Fees are set by UAC and paid to UAC. The fee listed here is indicative. You must pay the UAC fee as applicable at the time of your application.

7. FAQ

- 7.1. Can I get a fee discount for a program that I've already completed or that I'm currently completing?

Discounts will not be applied to past or current semesters, but you can apply for the discount for the upcoming semester.

- 7.2 Applications for out of round courses

If you are planning to start your studies with courses offered during the Summer, Autumn, Winter or Spring session which have varying fee payment deadlines please contact

HRD.Development@anu.edu.au for more information.

- 7.3. Do I need to reapply for the discount every semester?

No, if you belong to the same eligibility group, your discount will continue to apply. However, if your employment or family status changes, you need to notify the University by emailing:

HRD.Development@anu.edu.au

- 7.4. Why doesn't my invoice show the discounted amount?

Invoices are run as early as possible, starting two weeks before semester, to give students the maximum amount of time to pay their fees. You will receive your student fee invoice before you have received the outcome of your fee discount application. Please hold off payment until you receive your student fee outcome via HRD.Development@anu.edu.au. Following the outcome, Student Finance will amend your student fee invoice within five days.

7.5. Do I still get the discount if I resign from ANU?

If you resign during a teaching semester and after census date then the staff discount still applies. However, if you choose to enrol the following semester, the fees will revert back to a full fee. You must advise Student Administration and Academic Services of this change.

7.6. Do I still get the discount if my fixed-term contract ends?

If your fixed term employment contract ends during a teaching semester, and after the relevant census date, then the staff discount still applies.

However, if you choose to enroll in courses for the following semester, the fees will revert back to a full fee. You must advise Student Administration and Academic Services of this change.

7.7. Are non-award courses eligible for the discount?

The discount does not apply to tuition fees for non-award courses.

7.8. Why don't I get my offer of admission and confirmation of my fee discount at the same time?

Applications for Admission need different information to the fee discount. Since the discount will be applied to all eligible applicants and can be applied up to census date, we don't want to hold up letters of offer while confirming the fee discount.

7.9. What should I do if my family circumstances change?

If you've accessed a family tuition fee discount and your family circumstances change you must notify ANU of changes in your family situation that may impact your eligibility.

If your relationship status changes and you are no longer eligible to receive the fee discount you may be responsible for the full (100%) tuition fee.



Email HRD.Development@anu.edu.au to notify ANU of changes in your family circumstances. We'll assess your circumstances and help you find the right path forward.

7.10. Does the discount apply to undergraduate programs?

Domestic applicants who apply to an undergraduate program will receive a Commonwealth Supported Place (CSP), and the discount does not apply to those who receive a domestic Commonwealth Supported Place (CSP) for undergraduate degrees. The discount does apply for international applicants who are full fee-paying students.

7.11. I received an invoice that doesn't show my staff discount.

How can I get this corrected? Your tuition fees will be corrected within 5 working days of receiving your approved discount application outcome. Once the discount has been applied, you will be able to view the updated amount in ISIS under "Account Payments Due."

8. Other information you may value.

8.3. Application of the ANU Enterprise Agreement.

In the event that these guidelines are inconsistent with the provisions of the ANU Enterprise Agreement, the enterprise agreement provisions apply.

