 **Staff Discount on Morley Courses Form (SD6)**

# Section 1: To be completed by member of staff / volunteer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name (full):** |  | | | |
| **Job Title:** | Volunteer | | | |
| **Department:** | Morley Exhibitions | | | |
| **Course being applied for:** | **Code** | | **Title** | |
| **Course Date/s:** | **Start date** | | **End date** | |
| **Length of Course:** | **No. of Weeks** | | **Total no of hours:** | |
| **Student number (if known):** | **Day of week** | **TIME: From:** | | **To:** |

I confirm that:

* I work for a minimum of 25 hours per year for the College;
* That I have not applied for more than 102 hours of study this academic year under the staff discount scheme;
* That the above course of study will not be undertaken during my working hours.
* That I will be actively working for the College at the point the course commences.



Signature of Applicant Date:

# Section 2: To be completed by employee / volunteer’s line manager

I confirm that this course of study will not be undertaken during the above named person’s working hours. Line Manager - Name: Job title

Signature: Date

# Section 3: To be completed by HR

**Request for discount is: approved / denied** (*delete as appropriate*) on the following basis:

**1**: The above-named person may enrol on the course stated with a 75% discount on the full fee quoted.

*YES/ NO*. Payment due = £

**2:** The above-named person does not fulfil the eligibility criteria for the staff discount scheme (details below)

**Authorised** by HR (print name):

Signed:

Date:

/

/

**Applicant:** please submit this form together with your completed Enrolment Form to Enrolment Services. **Enrolments**: After enrolling*,* please return this receipted form to HR*.* A photocopy of this form should be kept as a record and stapled to the Enrolment Form.

HR/SA&MP/Staff form/May 2012 - FINAL