

Discount Form (Application for discounted programme/course fees)



All information on this form should be completed and sent to People and Culture for employment verification who will then forward it to Academic Registry for processing.

Note 1: No discount form is required for Otago Polytechnic Limited compulsory courses such as Treaty of Waitangi for all staff or Graduate Diploma in Tertiary Education (GDTE) for Academic staff.

Note 2: Discount for OTCONT short courses is only available if mandatory or priority in Individual Development Plan (IDP), or if negotiated with Formal Leader and Director: People, Culture and Safety.

Section A: Applicant to complete

1. Request for discount

Name		Learner ID	
Role & FTE		Work area	

N.B. Directors of Otago Polytechnic Limited Board should note 'Board' in work area

2. Programme/course details

Name of programme or course	
Delivering College	

3. Type of discount (please tick appropriate)

	Activity identified as mandatory or priority in IDP		Non-priority activity identified in IDP **
	Otago Polytechnic Limited Board member's discount		Registered alumni discount
	Staff partner or dependent's discount	Name	
		Learner ID	
		Relationship to staff	

** If activity is OTCONT self-funded course, negotiated with Formal Leader and Deputy Chief Executive: People, Culture and Safety, then please provide reason:

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4. Signatures

Staff/Board Director/Alumni		Date	
Formal Leader		Date	

Applicant to now forward to People and Culture

Section B: People and Culture to complete verification of employment FTE and % discount to be applied:

Staff Member Proportion	Discount for Staff Member		Discount for Partner or Dependent	Discount for Alumni
	Mandatory / Priority	Non Priority		
0.6 - 1.00 FTE	100%	100%	50%	15%
0.4** - 0.59 FTE	100%	60%	30%	

** A staff member employed less than 0.4 FTE may be eligible for discount if asked to undertake specific tasks

P&C Name		Date	
BUN Code to charge	GL-101-90133-128		

People and Culture now forward to Academic Registry