

Open College of the Arts

Study Discount Policy

Document History

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Context:

OCA may provide discretionary discounts for units of study under certain conditions. These discounts are applied at the point of enrolment; this policy outlines the principles under which discounts are to be applied and supersedes any previous discounts.

Who the policy applies to:

Staff and Tutors of OCA and members of their families; Agents and representatives of OCA in different international territories; External bodies and affiliate organisations where membership discounts are provided.

Staff and Tutor discounts:

OCA staff and tutors can receive a 100% discount on all undergraduate and foundation OCA course units, on the proviso that the staff member (or tutor) continues to be employed or contracted through OCA for a period of at least one year following enrolment on a course. This discount is applicable where staff and tutors undertake only one unit of study at a time and that a maximum of one unit is undertaken within any one year.

There is no limit on the number of courses that a staff member or tutor can undertake whilst employed or contracted through OCA, however they can only study a maximum of one unit in any one year and they must meet any entry criteria (where applicable).

Staff and Tutors should discuss their intention to study with their respective line managers or Programme Leaders to ensure that their study commitments can be undertaken and managed alongside their work commitments prior to the approval of any discount and enrolment.

OCA staff and tutors may also undertake study on other courses and may be able to get assistance through OCA to fund that activity, for example Postgraduate study with OCA or through external providers, or professional training for staff development. These requests would be considered as part of the OCA Performance Development and Review process.

Staff and Tutor family member discounts:

The 100% discount can be gifted to a specified family member for a single unit of undergraduate or foundation study. This would remain on the proviso that the staff member continues in OCA employment for a period of at least one year following enrolment. Only one nominated immediate family member can receive the 100% discount of a unit of study, and only one gift per lifetime. Family members must also meet any entry criteria (where applicable).

OCA staff and tutors cannot undertake study with OCA in the same year as they gift study to a family member. i.e. Only one member of an employees' family can receive discounted study with OCA at any one time.

If the staff member or tutor leaves the OCA within one year of enrolment then the full amount becomes payable and an invoice issued, this rule also applies in cases where discounts have been applied for a family member.

Excluding the gifted 100% discount for a single undergraduate or foundation unit of study, family members may receive a 25% discount on other undergraduate or foundation units studied with OCA, there is no limit on the number of units that family members can undertake however only one member of an employees' immediate family can receive discounted study with OCA at any one time and only up to a maximum of one unit in any one year.

Affiliate organisation discounts:

UCA staff can undertake OCA study with a 25% discount on all foundation, undergraduate or postgraduate course units. This must be approved by the OCA Finance team prior to enrolment to ensure that discount is applied.

Membership organisations who work with OCA to promote OCA courses amongst their membership may receive a 10% discount, in this case the person should declare their membership prior to enrolment to ensure that discount is applied.

Associate Education Provider discounts:

OCA may choose to partner with further and higher education providers to offer mutual discounts and cross-promote learning pathways between the organisations.

In the cases where OCA has entered an agreement with another provider, students and alumni of that organisation may receive a 10% discount on Level 1 undergraduate or foundation courses at OCA provided they demonstrate proof of studying and progress/completion from the associate provider.

Applicability:

This policy supersedes all previous OCA discounting policies and procedures

This policy is not retroactive so will not count courses taken by staff, tutors or family members prior to the implementation, so for example the 'one gift per lifetime' is from the point at which this policy is applied to OCA.

Summary Table:

<i>Applicable person or group</i>	<i>Discount</i>	<i>Maximum allowed</i>	<i>Comment</i>
<i>OCA staff and Tutors</i>	<i>100% on all undergraduate or foundation course units.</i>	<i>One unit per year</i>	<i>Line manager approval/study plan required.</i>
<i>OCA staff & tutors family members</i>	<i>100% on a single undergraduate or foundation unit of study per year and 25% discount on all other undergraduate or foundation course units</i>	<i>One unit per year. Only one family member receiving discount at any time.</i>	
<i>UCA staff, UCA funded partners</i>	<i>25% on undergraduate or foundation course units.</i>		<i>Requires finance to pre-approve.</i>
<i>Members of affiliated organisations/groups (Incorporated Society of Musicians, British Flute Society, Unison, RPS)</i>	<i>10% discount on all undergraduate or foundation course units.</i>		<i>Members of certain groups may need to provide a specific code in order to receive a discount – finance to verify</i>