

# OCA Study Discount Policy

## From May 2024

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## 1. Policy Summary

- 1.1. 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.

## 2. Scope

### 2.1. What does this policy cover?

#### 2.1.1. Study discounts for:

- 2.1.1.1. Staff of OCA and members of their families
- 2.1.1.2. Agents and representatives of OCA in different international territories
- 2.1.1.3. External bodies which have agreements with OCA
- 2.1.1.4. Affiliate organisations where membership discounts are provided.

### 2.2. What does this policy not cover?

- 2.2.1. Staff fee waiver agreements. These will be covered within a separate policy which is currently under development.
- 2.2.2. Compensation or refunds. These are covered within OCA Refund and Compensation Policy

## 3. Open College of the Arts (OCA) Staff discounts

- 3.1. OCA staff (including tutors) can receive a 100% discount on all undergraduate and foundation OCA course units, on the proviso that the staff member 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 undertake only one unit of study at a time and that a maximum of one unit is undertaken within any one year.
- 3.2. There is no limit on the number of courses that a staff member 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).
- 3.3. Staff 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.

- 3.4. OCA staff 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.

#### **4. Family Member discounts**

- 4.1. 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).
- 4.2. OCA staff 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.
- 4.3. If the staff member 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.
- 4.4. 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.

#### **5. Open University Staff discounts**

- 5.1. Open University (OU) staff can undertake OCA study with a 10% 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. You should allow a minimum of three months for the processing of applications and approvals for study.

#### **6. Affiliate Organisation discounts.**

- 6.1. 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.

## 7. Associate Education Provider discounts

- 7.1. OCA may choose to partner with further and higher education providers to offer mutual discounts and cross-promote learning pathways between the organisations.
- 7.2. 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.

## 8. Summary Table

<b><i>Applicable person or group</i></b>	<b><i>Discount</i></b>	<b><i>Maximum allowed</i></b>	<b><i>Comment</i></b>
<i>OCA staff (inc. 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 (inc. tutors) family members</i>	<i>100% on a single undergraduate or foundation unit of study</i>  <i>or</i> <i>25% discount on all other undergraduate or foundation course units</i>	<i>One 100%-unit discount per lifetime*</i>  <i>or</i> <i>One 25% discount per year*.</i>  <i>*Only one family member may receive a discount at any one time.</i>	

<i>Open University staff and funded partners</i>	<i>10% on undergraduate or postgraduate courses subject to meeting conditions</i>		<i>Requires finance to pre-approve.</i>
<i>Members of affiliated organisations/groups</i>	<i>10% discount on all course Units</i>  <i>*By default this discount excludes OCA short courses, however short courses can be included subject to the affiliation agreement.</i>		<i>Members of certain groups will need to provide evidence in order to receive a discount – finance to verify</i>
<i>Student/Alumni of Associate Education Providers</i>	<i>10% discount on undergraduate level 1 or foundation units</i>		<i>Requires proof of study and progression/ completion at the associate provider.</i>
<i>OCA Graduates (those who have previously completed an OCA degree)</i>	<i>10% discount on postgraduate units</i>		<i>Requires proof of study and completion</i>

**9. If you need support**

- 9.1. If you have any questions about study discount, please contact [accounts@oca.ac.uk](mailto:accounts@oca.ac.uk)

**10. Linked and other policies and legislation**

- 10.1. OCA Refunds and Compensation Policy

**11. Changes since previous policy**

- 11.1. Converted to new policy template.  
11.2. Remove discrepancy in respect to Open University staff discount (previous version had different discounts applied in different sections).

## 12. Policies superseded by this document.

12.1. OCA Study Discount Policy v2.1