

CONFIDENTIAL

University of Greenwich Research Reduced Tuition Fees Scheme (formerly RDA12)
(Application to establish eligibility to qualify for the reduced tuition fee scheme)

(This form should only be completed electronically)			
Note: this scheme applies to students who have:			
<ul style="list-style-type: none"> • successfully transferred from MPhil to PhD • have successfully completed the research phase of their study • for full time students who are entering their fourth year of study • for part time students who are entering their sixth year of part-time study for students commencing prior to 1 February 2017, or seventh year of part-time study for students commencing on or after 1 February 2017 			
Refer to the Postgraduate Research Degrees - Tuition Fees Charging and Refund Policy document for detailed information.			
1. Details of Student			
First Name			
Family Name			
Banner number			
Faculty			
Department/School			
Date of registration (<i>Banner</i>)			
Current programme	PhD		EdD
Date Form RDA3 approved by FRDC (<i>if applicable</i>) Important Note: MPhil/PhD students must have successfully transferred their registration to PhD prior to making an application.			
Interruption(s) to registration approved by FRDC (<i>if applicable</i>)	From		To
	From		To
Supervisors	First		
	Second		
	Third (<i>if applicable</i>)		
Type and source of current funding			

2. Mode of study and time spent on research

Current mode of study <i>(indicate, as applicable)</i>	Full-time		Part-time	
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3. Progress with research programme

3.1 To be completed by the student, setting out the basis of evidence being submitted to demonstrate that the research phase of the approved programme of work has been completed within either:

- Three years – for full-time study
- Five years – for part-time study
(For students who commenced their programme prior to 1 February 2017); or
- Six years – for part-time study
(For students who commenced their programme on or after 1 February 2017)

(indicate, as applicable)

Research phase completed (MUST BE COMPLETED)	Date	
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Notes:

- **Not more than 300 words**

In completing this section, refer to section 3.2 of the 'Postgraduate Research Degrees - Tuition Fees – Charging and Refund Policy' document

(Note: Ensure that the evidence referred to above is submitted in an electronic format with this application, amounting to no more than 5 pages of A4)

I claim that I meet the requirements of the 'Reduced Tuition Fee Scheme' as evidenced by submission of this application

Student E-signature		Date	
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3.2 Commentary provided by the First Supervisor that the student has made good progress with their research programme and that the claim set in Section 3.1 is correct

Note: Not more than 100 words

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First Supervisor	Name:	Date	
	E-signature:		

4. Approval by the Faculty Pro Vice-Chancellor

I approve the application being made by the student and supported by the First Supervisor, and consider them to be eligible for the 'Reduced Tuition Fee Scheme' for the period of one calendar year from the date the student entered the fourth year of full-time study* or sixth/seventh year of part-time study* (**delete as appropriate*)

Pro Vice-Chancellor	Name:	Date	
	E-signature:		

Notes on submission:

1. This form is to be submitted electronically to: researchstudentfinance@gre.ac.uk by **no later than 28 calendar days** after the completion of three years of full-time study, or five/six years of part-time study.
2. No handwritten or handwritten/scanned versions of this application will be accepted.
3. No more than 5 pages of A4 may be submitted in an electronic format by the student in support of Section 3.1.

FOR STUDENT FEES AND FUNDING SFF USE ONLY

Date application received by SFF					
Eligibility criteria:					
Registered	YES		NO		
Date student entered fourth year of full-time study* or sixth/seventh year of part-time study* <i>(*delete as appropriate)</i>					
Outstanding tuition fees	YES		NO		
Evidence received	YES		NO		
Approval	YES		NO		
SFF Officer	Name:			Date	
	Signature:				
Date exemption request sent to DATs <i>(if approved)</i>					
Date e-copy forwarded to RETI					

Confidentiality

For more information about how we process your personal data, please refer to the Privacy Notice <https://docs.gre.ac.uk/rep/sas/student-finance-and-financial-support-privacy-notice>