

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 Registry for processing.

Note 1: No discount form is required for OP 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 IPP, or if negotiated with Formal Leader and Director People and Culture.

Section A: Applicant to complete

1. Request for discount

Name		Learner ID	
Role & FTE		Work area	

N.B. Members of OP 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)

<input type="checkbox"/>	Activity identified as mandatory or priority in IPP	<input type="checkbox"/>	Non-priority activity identified in IPP **
<input type="checkbox"/>	OP Board members discount		
<input type="checkbox"/>	Staff partner or dependent's discount	Name	
		Learner ID	
		Relationship to staff	

** If activity if 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 member		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
	Mandatory / Priority	Nonpriority	
0.6-1.00 FTE <input type="checkbox"/>	100% <input type="checkbox"/>	100% <input type="checkbox"/>	50% <input type="checkbox"/>
0.4**-0.59 FTE <input type="checkbox"/>	100% <input type="checkbox"/>	60% <input type="checkbox"/>	30% <input type="checkbox"/>

** 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