



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Policy:

Employee Family Study Discount

Effective: 23 January 2024

Audience: Employees

Policy Category: Management
Policy Sub-category: Human Resources

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Policy Owner:	Pro Vice Chancellor, People & Culture
Responsible Officer:	Director, Organisational Development
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1 OBJECTS OF THE UNIVERSITY

The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
 - i. teaching, scholarship and research;
 - ii. training for the professions; and
 - iii. pastoral care for its students.

2 PURPOSE

This policy provides a dependent child of eligible employees with discounted tuition fees for eligible courses of study at The University of Notre Dame Australia.

3 SCOPE

This policy applies to the dependent child of all continuing and fixed-term employees who have completed 12 months of continuous service.

4 PRINCIPLES

- 4.1 A dependent child of an eligible employee may apply for a 25% discount on tuition fees for an eligible program of study.
- 4.2 An eligible program of study includes first Undergraduate degrees and diplomas offered at The University of Notre Dame Australia.
- 4.3 All approved applications under this policy must be submitted to People and Culture at p&c@nd.edu.au, no later than 4 weeks prior to the commencement of the study period to allow adequate time for the discount to be applied.
- 4.4 Eligibility for discounted tuition fees only applies to periods where the associated employee is employed at the University. The discount will cease at the end of the semester following the termination of the employee's employment.

5 ROLES AND RESPONSIBILITIES

- 5.1 **Individual applying for a discount (the 'dependent child')** is responsible for following University's enrolment, application and fee timelines and policies, including payment due dates.
- 5.2 **Student Fees** will confirm with People and Culture prior to the commencement of each semester the eligibility of the employee associated with the application for discounted tuition fees.
- 5.3 **People and Culture** will confirm the eligibility of the employee associated with the application for discounted tuition fees.

6 DEFINITIONS

For the purpose of this Policy, the following definitions apply:

- 6.1 *Continuous service*** means service with the University, which the University recognises for continuity of employment. This includes paid service, periods of authorised leave and breaks in service between fixed term of up to two months. The period between appointments will not count as service for the purpose of leave accrual.
- 6.2 *Dependent child*** means the child (including adopted or step child) of an employee who is either:
- 6.2.1 Under 21 years old, or
 - 6.2.2 21 to 24 years old and a full-time student at a school, college or university.
- 6.3 *Eligible employee*** is a continuing and fixed-term employee who has completed 12 months of continuous service.
- 6.4 *Eligible program of study*** means the student is enrolled as a domestic student in a first Undergraduate degree or diploma.

Version	Date of approval	Approved by	Amendment
1	Oct 2006	Vice Chancellor	Staff Family Enrolment Policy
2	25/8/2022	Pro Vice Chancellor, People and Culture	Update policy into current template, updated policy name, clarify that discount will cease at the end of semester that the associated employee leaves UNDA and includes definition of dependent children.
3	23/1/2024	Chief People Officer	Minor amendment – removal of requirement for the student to be enrolled in a Full-Fee paying program.