

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:

- **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.**

Refer to the Postgraduate Research Degrees - Tuition Fees Policy document for detailed information: [PGR Tuition Fees Charging and Refund Policy](#)

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 (indicate, as applicable)	Full-time		Part-time				
3. Progress with research programme							
<p>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:</p>							
<ul style="list-style-type: none"> Three years – for full-time study Five years – for part-time study (For students who commenced their programme prior to 1 February 2017); <u>or</u> Five/Six years – for part-time study (For students who commenced their programme on or after 1 February 2017) 	<table border="1"> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>				(indicate, as applicable)		
<table border="1"> <tr> <td>Research phase completed (MUST BE COMPLETED)</td> <td>Date</td> <td></td> </tr> </table>	Research phase completed (MUST BE COMPLETED)	Date					
Research phase completed (MUST BE COMPLETED)	Date						
<p>In completing this section, refer to section 3.2 of the PGR Tuition Fees Charging and Refund Policy document</p>							
<p>Note: Ensure that the evidence confirming the above is submitted in an electronic format with this application. Acceptable evidence includes <u>latest copy of RDA4 or Logbook or confirmation email from Supervisor.</u></p>							
<p>I claim that I meet the requirements of the 'Reduced Tuition Fee Scheme' as evidenced by submission of this application</p>							
Student E-signature		Date					

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.			
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/two calendar years from the date the student entered the fourth year of full-time study or sixth/seventh year of part-time study* (<i>*delete as appropriate</i>)			
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 years of part-time study.
2. No handwritten or handwritten/scanned versions of this application will be accepted.

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 year of part-time study* (*delete as appropriate)				
Outstanding tuition fees	YES		NO	
Evidence received	YES		NO	
Approval	YES		NO	
Reason for Decline (if appropriate)				
SFF Officer	Name:		Date	
	Signature:			
Date exemption request sent to DATs (if approved)				
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>