

A'Sharqiyah University Policy
Discount Professional Training Programs Policy

Policy name	Discount Professional Training Programs Policy		
Policy number	FN0001		
Contact Person	Director for Community Service and Continuous Learning		
Approval Authority	Board of Directors		
Date first approved	24.01.2016	Last substantive review	
Policy Review Cycle	3 years	Next review	2018/19

1. Definitions

Terms / Abbreviations	Definition
ASU staff	Current full time Permanent ASU staff that is not an employee who is in their probationary period or who is in training at ASU.
First degree family	First degree relatives include parents, children's, spouses, and siblings.
The Center	Community Service and Continuous Learning.
Courses	Any courses conducted by the Centre for Community Service and Continuous Learning.

2. Purpose

This policy aims to clarify the procedures followed when ASU staff member applies for a course conducted by ASU Community Service and Continuous Learning Center. This discount is observed to provide professional development for ASU existing staff, which in turn assists in retention and work morale.

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3. Scope

[This policy applies to all full time ASU staff members and their first-degree family members who are interested in taking courses from the Center.]

4. Policy Statement

[This Policy is two folded for two target groups:

1. ASU staff will receive a 100% discount on all the courses conducted by the Center.
2. ASU staff first degree family members receive 50% discount on all the courses conducted by the Center.
3. The seats will be granted to ASU staff and their family members when and as available and the priority is reserved for paying students.
4. Any staff member who received a discount on any course and decided to leave their position at ASU within six months from the conclusion of that course must refund 100% of the course fee.
5. Any staff member who received a discount and decided to withdraw from the course must pay 50% of the course fee.
6. ASU staff family members who decided to withdraw from the discounted courses will have to pay 25% of the original course fee.]

5. Key Stakeholders

[The key stakeholders of this policy are:

1. ASU staff members and their first-degree family members.
2. Center for Community Service and Continuous Learning.
3. HR Department.
4. Finance Department]

6. Procedures and Guidance

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7. References

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8. Revision History

Version	Author/ Reviewer	Revision(s) made and justification	Date
1	Humaid Al Wahaibi	Annual Review – No change.	17 July 2018
2	Yasir Ellathody	Substantive Review – No change.	23 June 2019
3	Khalid Al Noobi	Substantive Review – No change.	28 February 2022