**STAFF DISCOUNT PROPOSAL FORM**

The University of St Andrews employs approximately 2,600 members of staff and has agreed a range of offers/discounts from local businesses and retailers along with some national companies. These offers/discounts are advertised to staff on our website (<http://www.st-andrews.ac.uk/staff/money/staffdiscountscheme/>) and via Staff Newsletters. If you are interested in offering a discount to our employees, please complete this form and email to [staffdis@st-andrews.ac.uk](mailto:staffdis@st-andrews.ac.uk). The Support and Advice section within HR will then contact you to discuss further.

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Company URL |  |
| Contact Name |  |
| Contact Number |  |
| Contact Email |  |
| Please briefly provide a description of your business |  |
| What level of discount is to be offered to University staff |  |
| How will employees access the benefit – staff ID Card/unique code. (*Please provide details of code*) |  |
| Are there any restrictions to this offer |  |

Completed forms should be emailed back to [staffdis@st-andrews.ac.uk](mailto:staffdis@st-andrews.ac.uk).

**Human Resources**

University of St Andrews

The Old Burgh School

Abbey Walk

St Andrews

Fife

KY16 9LB

Scotland, United Kingdom

Tel: +44 (0)1334 463096

Fax: +44 (0)1334 462570

Email: [staffdis@st-andrews.ac.uk](mailto:staffdis@st-andrews.ac.uk)