

In applying for approval to undertake and be reimbursed 50% of the study fees I:

- have read and understood the Reimbursement of Study Fees Policy and Procedure;
- will claim reimbursement after the successful completion of each course/subject;
- will supply evidence of the successful completion of the course/subject and evidence of payment or deferral of payment (via HECS-HELP or FEE-HELP), when applying for reimbursement;
- will claim credit for previous study where applicable: and
- understand that reimbursement will not be provided for repeat courses.

Signature of Staff Member **Date**/...../.....

SUPERVISOR'S RECOMMENDATION

	YES/NO
The program of study is appropriate to the applicant's current or likely future duties and responsibilities at the University;	
The applicant displays satisfactory conduct and service.	

Name (Please print):

Signature of Supervisor **Date**/...../.....

APPROVAL – PRO-VICE CHANCELLOR / HEAD OF DIVISION

I / I do not (delete as applicable) approve the application to undertake and be reimbursed 50% of the study fees for the proposed study program. In making my decision I have considered the:

1. relevance of the program of study to the staff member's current or possible future duties at the University;
2. equitable spread of funds for reimbursement amongst all staff in the Faculty/Division including previously reimbursed programs and total cost of the proposed program; and
3. previously agreed employment arrangements such as traineeship.

Name (Please print):

Signature **Date:**/...../.....

PLEASE NOTE: [Fringe Benefits](#) Tax will also be charged to the Faculty.