

Application for Study Support



Staff should complete sections 1-4 of this form and forward to the Line Manager and Head of School/Area for approval. Line Manager and Head of School/Area to complete section 5-7.

The completed and signed application form must be sent to Sponsor Fees (sponsorfees@curtin.edu.au) prior to the Census Date of the relevant Study Period.

Please note: A staff member who is relying upon study support to commence or complete a course of study must await the outcome of their application prior to making any commitment. If approved, the staff member is responsible for making arrangements for enrolment.

1. STAFF DETAILS

Staff Name:

Staff ID:

School/Area:

Student ID:

Current Qualifications (if relevant)

Full-time

Part-time _____ hours per fortnight

Continuing

Fixed-term (commenced __/__/__ proposed cease date __/__/__)

Are you an Australian permanent resident Yes No

2. COURSE DETAILS

Course Title:

Institution of Study*:

Expected year of completion:

* If the Institution nominated is not Curtin University, please outline reasons:

Have you previously been provided with study support? No Yes If yes, what year: _____

Is this an application for: Continuation of current course New Course

Briefly demonstrate the relevance and benefits of this course to your role and career aspirations at Curtin

Please complete the following details for units for which study support is requested

Liability Category e.g. CwIth Supported, Domestic Fee paying, Extension	Unit Code	Unit Name	Study Period e.g. Semester 1, Study Period 1, Trimester 3	Year

3. STUDY SUPPORT APPLICATION

Please nominate the type/s of study support requested

- Study Leave (complete section 3a)
- Fee Support (complete section 3b)

3A. STUDY LEAVE

In-principle approval for study support may be granted without the completion of this section; however it must be completed prior to the commencement of study leave.

Staff may apply for study leave up to a maximum of five (5) hours per week inclusive of travelling time.

	Formal Study Load	Own time per week	Work time per week
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
	TOTAL HOURS		

Evidence of enrolment and study load must be provided to the Line Manager as soon as possible.

3B. FEE SUPPORT

Please indicate the amount of financial assistance requested

Student Contribution	\$
Full Fees	\$
Part Fees	\$
Extension Fees	\$
VET Fees	\$

If granted financial support for the payment of their Student Contribution fees, full fees, extension fees and/or VET fees, please nominate the "Pay Now" payment option on the "Student Contribution Payment Option" form.

Please note: if fee support is approved, you must advise your Head of School/Area immediately if you withdraw from a unit(s) prior to the financial penalty (Census) date or fee payable date.

4. SUPPORTING DOCUMENTATION AND DECLARATION

I have attached the following supporting documentation:

- Enrolment details
- Academic record (if applicable)
- Student Fees and Charges (Tax Invoice) – if Fee Support is requested under Section 3B.
- HECS-HELP Form (for Commonwealth Supported Students Only) – if Fee Support is requested under Section 3B

I declare that all of the above details are true and correct, and should this application be approved, I agree to speak to my line manager regularly regarding my progress.

Applicant
Signature: _____

Date: _____

6. INTERNAL SPONSORSHIP AGREEMENT

TO BE COMPLETED BY DIVISIONS/FACULTIES/SCHOOLS/DEPARTMENTS WISHING TO PROVIDE SPONSORSHIP TO STUDENTS

Sponsoring Division, Faculty, School, Department	
Sponsor Code	<i>(If unknown please leave blank.)</i> ____
Total amount to be paid by cost centre	\$ _____
Cost Centre	<i>Cost Centre (Including Line Item):</i> <i>Line Items: 70101 - CSP units, or 70105 – Non CSP units</i> ____
Authorised Officer for cost centre	
Authorised Officer phone extension	
Signature, acknowledging relevant fees and charges will be receipted from the nominated cost centre	
Date	___/___/____

STUDENT DETAILS TABLE

Student ID	Student Name	Course (s)	Tuition Fees %	SSAF Charges	Duration of Sponsorship	
					From Date	To Date

Fee support payments may attract an FBT liability to be paid by the School/Area.

Please note, FBT consequences arise in the following circumstances:

- Curtin pays for an employee's Commonwealth Supported Place;
- A payment is made to reduce a debt to the Commonwealth (eg HECS-HELP, FEE-HELP, etc);

Please contact taxation@curtin.edu.au for further information or queries.

If fee support payments have been approved for study at an institution other than Curtin, you must arrange payment to the institution providing the education (please note that fees cannot be paid using a corporate card).

7. APPROVED STUDY SUPPORT DOCUMENTATION

- Approval of Study Support **AND** Fee Support for study at Curtin
- The Head of School/Area scans completed form plus supporting documents and send to both:
- (1) Sponsor Fees sponsorfees@curtin.edu.au for processing **and**
 - (2) Human Resources: H_ServiceDesk@curtin.edu.au for staff records

- Approval of Study Support **AND** Fee Support at an institution **OTHER THAN** Curtin
- The Head of School/Area **ensures payment made** to other institution prior to scanning completed form plus supporting documents to Human Resources H_ServiceDesk@curtin.edu.au for staff records. *(note: process may include reimbursement of upfront payment of fee by staff member)*

- Approval of Study Leave **ONLY**
- The Head of School/Area scans the completed form and supporting documents to Human Resources H_ServiceDesk@curtin.edu.au for staff records.

Sponsor Fees use only			
Processed – Student One	Yes / No	Processed by:	Receipt processed on: