**Professional Development
People and Culture**

GPO Box 2100

Adelaide SA 5001

E: professional.development@flinders.edu.au

CRICOS Provider No. 00114A

 ***Office Use Only***

|  |  |
| --- | --- |
| Received: |  |
| HPRM Ref: |  |
| Sent to HR: |  |
| Reimbursed Semester 1: |  |
| Reimbursed Semester 2: |  |

**APPLICATION FORM:**

**Study Assistance for Professional Staff**

**Request for Leave and Reimbursement of Fees**

[Guidelines](#Guidelines) for Study Assistance for Professional Staff are printed on the reverse of this form, and should be read and understood by the applicant and their supervisor. **Separate applications** must be submitted each year while study assistance is sought.

**1. APPLICANT’S DETAILS**

|  |  |  |
| --- | --- | --- |
| Name: | **College/Portfolio:** | **Department/Division:** |
|  |  |  |
| Gender: (Please tick) |  HEO Level: |  **Phone No:** |
| Male 🞎 Female 🞎 Other 🞎 |  |  |
| Payroll No: |  | **Job Fraction:** |
|  |  |
| Email Address: |  |  |
|  |

1. **PROPOSED WEEKLY TIMETABLE FOR YEAR:**

|  |  |
| --- | --- |
| Name of Course: | **The year you will be studying:** |
|  |  |

* Show if Topic is full year (F), Semester (S1/T1 S2/T1, etc.)
* Indicate Lectures (L), Tutorials (T) and Practical Classes (P), including those held outside working hours.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Topic Name:** | **Full Year****Semester/ Term** | **Day:**(Mon-Fri) | **Time**From To | **L, T or P** | **Duration** Hrs Mins | **Travel Time** Hrs Mins |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Total Time:** |
|  |  |  |  |  |  |  |  |

1. **LEAVE REQUESTED AND APPROVED PER WEEK**

Maximum 6 hours with pay

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Leave Type** | **S1/T1**Hrs Mins | **Approved***(circle)* | **S1/T2**Hrs Mins | **Approved***(circle)* | **S2/T3**Hrs Mins | **Approved***(circle)* | **S2/T4**Hrs Mins | **Approved****(circle)** |
| With pay |  | Yes/No |  | Yes/No |  | Yes/No |  | Yes/No |
| Without pay |  | Yes/No |  | Yes/No |  | Yes/No |  | Yes/No |
| Flexitime |  | Yes/No |  | Yes/No |  | Yes/No |  | Yes/No |
| Total Approved |  |  |  |  |  |  |  |  |

1. **REIMBURSEMENT OF COMPULSORY STUDENT SERVICES & AMENITIES FEE**
* After the successful completion of your subjects at the end of Semester, please initiate the reimbursement process via Service One.
* Supporting documentation to include receipts, academic transcript and a copy of this application form.
* Supervisor to review and approve in Service One.
* Basware will workflow the reimbursement to the supervisor or College Finance team for coding.
* Once coded, the supervisor / College Finance team to workflow for approval to Professional Development, marked attention Naomi Madsen.

|  |  |
| --- | --- |
| **Fee Details** | **Fee Amount** |
| Student Services and Amenities Fee – Semester 1/Term 1 | $ |
| Student Services and Amenities Fee – Semester 1/Term 2 | $ |
| Student Services and Amenities Fee – Semester 2/Term 3 | $ |
| Student Services and Amenities Fee – Semester 2/Term 4 | $ |

**🞎** I am not seeking reimbursement

1. **APPROVALS**

Application for time off and fee reimbursement must be supported in advance by the [Senior Officer.](#Seniorofficer)

|  |  |  |
| --- | --- | --- |
| **Applicant’s Signature:** | **Supervisor’s Signature:** | **Senior Officer’s Signature:** |
| Name: | Name: | Name: |
| Date: | Date: | Date: |

**Please return completed form to:**

Email: professional.development@flinders.edu.au

**More information on Study Assistance can be found at:**

<https://staff.flinders.edu.au/employee-resources/professional-development/study-assistance-scheme>

**More information on other funding schemes for Professional Staff can be found at:**

<https://staff.flinders.edu.au/employee-resources/professional-development#schemes>

**GUIDELINES: Study Assistance for Professional Staff**

Members of the professional staff who wish to undertake part-time study to improve their qualifications for their present or expected future position in the University may apply for:

* time off during normal working hours necessary for attendance at lectures, practical classes or examinations; and/or
* reimbursement of compulsory student services and amenities fees.

**Applications:**

Applications for time off and compulsory student services and amenities fees must be approved prior to the commencement of the academic year by the Senior Officer, and applications for fee reimbursement must be approved in advance by the Director, People and Culture. No applications will be approved retrospectively. For the purpose of these rules "Senior Officer" means the head of College/Division, University Librarian, etc, as appropriate for members of staff in their College or section of the university. Subject to these rules, leave of absence with pay may be granted by the Senior Officer concerned, for an approved course of study in accordance with the following conditions:

* Up to six hours in any week to enable members of staff to attend lectures and practical classes in connection with subjects in an approved course provided that the periods of leave granted do not exceed the periods, including travelling time, required by the members of staff to attend such lectures and practical classes.
* The Senior Officer concerned may, at his or her discretion, grant further leave of absence but without pay for the purposes provided in these rules.
* On application and where the Director, People and Culture is satisfied that, by reason of the time taken in travelling to classes or of the length of classes, the leave with pay is not sufficient, he/she may grant an additional period of leave with pay of up to three hours in any week.
* Members of staff may apply to receive study leave in the form of block grants only where there exists a requirement of the course that cannot be fulfilled under the above conditions (e.g. field trips, block courses).   Applications for block Study Assistance grants may only be made after consultation with the Senior Officer concerned.
* Staff are allowed up to a maximum of five days a year to enable them to undertake examinations in subjects in approved courses, provided that such members shall only be granted sufficient leave to enable them to travel to the place of examination, complete the examination and return to work.

**Leave:**

Any leave granted for the purposes provided in these rules shall be subject to:

* the convenience of the work unit of the University concerned; and
* the members of staff undertaking a satisfactory lecture, practical work and study load in their own time as subject timetables allow.

Leave with pay under these rules shall not be granted in respect of any subject being repeated. Time off for lectures, practical work and travelling shall be calculated on a weekly basis.

**Approval:**

In considering an application by a member of staff to undertake an approved course of study, the Senior Officer should, in addition to the other requirements set out herein, take into account:

* Whether the number of subjects a member of staff proposes to undertake in the year in which the application is made and in subsequent years, will result in the completion of the course in a reasonable time; and
* That the level of the course is appropriate and is assessed to be within the capabilities of the member of staff.

**Reimbursement of Fees:**

Members of staff shall be eligible for a refund of student services and amenities fees paid in respect of completed subject(s) of an approved course, subject to their providing:

* evidence of having passed or otherwise satisfactorily completed the subject(s) concerned; and
* original receipts for the fees actually paid.

Application for reimbursement of compulsory student services fees reimbursement must be supported in advance by the Senior Officer, and approved by the Director, People and Culture. No applications for fee reimbursement will be approved and paid retrospectively. Members of staff who commence employment with the University during the academic year in which they undertake study under these rules will be eligible for a refund of only that portion of the fees paid which relate to the period in which they have been in the employment of the University. To qualify for a refund of fees, a person must be a member of staff of the University at the time the subject results are published. The University will not refund late student contribution amounts, tuition fees, graduation fees, book or note fees.

*Form updated 24/8/2022*

*S:\PS-Professional Development Unit\2020\ADMIN 2020\FUNDING SCHEMES\Allocated Funding Schemes - Professional Staff - 05098\Time off for Study and Reimbursement of Fees\Study assistance forms\Study Assistance Application Form*