

Refer to the [Study Assistance Policy](#) and [Procedures](#) before completing this application.  
Applications must be submitted to HR Services before each study period commences.

**EMPLOYEE'S DETAILS**

Name: ..... Classification (eg HEW level): .....

Position: ..... Appointment fraction (eg 100%, 50%): .....

Work unit: .....

Phone: ..... Email: .....

**PROPOSED STUDY PLANS**

Approved course of study: ..... Year study commenced: .....

Study period (semester, session etc): Start date: ..... End date: .....

Proposed units of study	Study mode <i>(classes, external or block study)</i>
1.	
2.	
3.	
4.	

I understand that I must lodge my claim for reimbursement within two months of completing the above study and confirm I am not claiming study assistance for any repeat units of study. I have attached:

- A timetable or confirmation of my class attendance requirements/block release requirements.
- Confirmation of my enrolment.

.....  
Employee's signature ..... Date

**RECOMMENDATION.**

Application for study assistance recommended and satisfactory performance confirmed:  Yes  No  
*(if no, provide details)*

.....  
.....  
.....

GL Code .....

.....  
Head of Work Unit's name ..... Signature ..... Date

- HR SERVICES USE ONLY -

**Study time assessment:**

(part-time employees and employees studying at certificate and diploma level receive a pro-rata entitlement)

**Advanced diploma/associate degree & above** or  **Certificate/ diploma** (*pro-rata*)

Supporting documentation received

Study time hours assessed:

Appointment fraction confirmed as: .....%

Unit 1: ..... Hours

Entitlement assessed at: .....%

Unit 2: ..... Hours

Unit 3: ..... Hours

Unit 4: ..... Hours

Eligibility verified: ..... Date: .....

**APPROVAL**

**Study assistance:**

Approved

Not Approved.

**Study time:**

Total study time hours approved:

HR Manager: ..... Date: .....

Aurion No: .....

Employee and supervisor advised by email.

Study time recorded in Aurion.

Training records noted.

HR Assistant: ..... Date: .....