

FINANCIAL ASSISTANCE APPLICATION FORM FOR ACADEMIC STAFF

INFORMATION FOR APPLICANTS

This form is to be lodged **no later than one month** after formal advice of the successful completion by coursework of the previously approved, accredited postgraduate unit(s)/course undertaken.

The Academic Staff Development Unit will process applications for financial support and, where conditions have been met, the staff member's School will provide the appropriate reimbursement. Payroll will be advised appropriately.

| APPLICANT DETAILS | |
|--------------------------------|------------|
| Name of Applicant | Staff No.: |
| Position: | |
| Contact Details | Phone |
| | Email |
| School / Functional Unit: | |
| Faculty / Organisational Unit: | Campus: |
| Nominated Supervisor | Phone: |

| COURSE PARTICULARS |
|--------------------|
| Qualification: |
| Institution: |

Approved and successfully completed unit(s) for which financial assistance is being claimed, including details of associated credit points (e.g. 10 cps) (or equivalent):

| NAME OF UNIT(S) | CREDIT POINTS (OR EQUIVALENT) |
|-----------------|-------------------------------|
| | |
| | |
| | |

I wish to apply for financial assistance for the successful completion of the abovementioned unit(s).

As required, I am attaching for your information the following **(Please mark each box)**:

- Copy of prior approval by Executive Dean
- Provision of official results
- Evidence of payment of tuition fees

I can confirm that the course is relevant to the University and has been approved and supported as relevant through academic career planning and workload.

Signature of Applicant

Date

RECOMMENDATION

I confirm...

Recommended Not recommended

Head of School or relevant Executive Staff member

Date

APPROVAL

Financial support of \$.....for completion of approved study

Approved Not Approved

Executive Dean

Date

Please submit a copy of this completed form to [Service Central](#) using the 'Financial Support for Successful Study (Academic Staff)' form.