

## APPROVED STUDY FOR ACADEMIC STAFF

### INFORMATION FOR APPLICANTS

Full-time Academic Staff, who undertake postgraduate study by coursework, may be eligible for financial support in the form of reimbursement of tuition fees. Such support is available upon successful completion of an accredited postgraduate unit(s)/course relevant to the University, for which prior approval has been gained from the National Head of School and the responsible Executive Dean or, in the case of Academic Staff not attached to a Faculty, the relevant Member of the Executive.

**NOTE: This form must be lodged with the National Head of School or relevant Member of the Executive prior to undertaking the study.**

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

COURSE PARTICULARS	
Is this your first application for Study Approval?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of course/unit(s)	Institution:
Provide details of studies for which Study Approval is being sought with this application:	
Name of unit(s) and qualification	Institution:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**RECOMMENDATION**

Study approval application is:

Recommended       Not recommended

Comments:

\_\_\_\_\_  
National Head of School or relevant Executive Staff member

\_\_\_\_\_  
Date

**APPROVAL**

Study approval application is:

Approved       Not Approved

Comments:

\_\_\_\_\_  
Executive Dean or relevant Deputy Vice-Chancellor

\_\_\_\_\_  
Date

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