

APPLICATION FOR STUDY SUPPORT – PROFESSIONAL STAFF



Use this form to apply for study leave and reimbursement of associated fees.
It is the responsibility of the Head of the Organisational area to determine whether study support is granted.

Study support is funded from the Organisational Area's budget.

This form should be retained by the delegated officer within the Faculty/Division/Institute and a copy sent to the Human Resources and Accounts Payable for processing and recording. Failure to do so could result in study support not being offered.

1. PERSONAL DETAILS

First Name		Surname	
Preferred Name		Staff ID no.	
Faculty/Division/Institute			
School/Area			
Position Title		Position Number	
Employment Type	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Continuing		Length of Service at Deakin
Classification		Time Fraction	Campus
Outcome of most recent PPR			

2. COURSE DETAILS

Course Name			
Institution name (for non-Deakin courses, please attach details)			
Is this a Commonwealth Supported Course? (eg HECS/HELP supported)			
Tri/Semester 1	Unit 1:		
Tri/Semester 2	Unit 1:		
Trimester 3	Unit 1:		
Fees/Charges	\$	<input type="checkbox"/> Actual <input type="checkbox"/> Pro-rata for part-time staff	

To support the health and wellbeing of staff undertaking work and study, Deakin recommends that staff complete no more than one unit/subject per semester/trimester to ensure the staff member can effectively balance work expectations and study loads. Accordingly, study support is capped at one unit/subject per trimester for Deakin courses, and one unit/subject per semester for courses at external institutions.

Reimbursement will be in accordance with University policy if approved.
See the [Study Support site](#) or the following page for the Schedule.

Number of Study Leave hours requested per week		Is this course of study part of your Deakin Achieve?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Why will this course of study be of benefit to you and the University			

3. APPLICANT DECLARATION

Signature		Date	
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4. SUPERVISOR'S ASSESSMENT TOOL (to be completed by the applicant's supervisor)

Use this tool to determine the appropriate level of support that should be recommended. Refer to next page for the Schedule of support available.

Scores ranging between:

6 – 12 should not be supported

13 – 20 should be supported consider financial support &/or study leave

20 – 25 strong application support time off and financial support

Link to current role*	
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****If the study is not related to the applicant's role, or the staff member elects to study at an external institution and the course is on offer at Deakin, no study support will be provided.***

From the drop down menu, select the most appropriate rating 1 through to 5.

Relevance to PPR	1 - Minimal, Poor or not required
Benefit to the University	1 - Minimal, Poor or not required
Recognition/Retention	1 - Minimal, Poor or not required
Potential for career progression	1 - Minimal, Poor or not required
Need for development opportunities	1 - Minimal, Poor or not required
Is the course of study being undertaken at Deakin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, is the course offered at Deakin? If yes, study support cannot be provided. Search Deakin undergraduate and postgraduate courses.	<input type="checkbox"/> Yes <input type="checkbox"/> No

If study support hours are unable to be provided from the area's budget, the Supervisor may opt to discuss other leave arrangements including the use of recreation leave, purchased leave and other flexible work arrangements.

TOTAL SCORE

5. SUPERVISOR'S APPROVAL

Budget available	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount recommended	\$
Study Leave hours recommended		Is this amount pro-rata?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature		Recommended:	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. HEAD OF ORGANISATIONAL AREA'S APPROVAL

Number of hours of Study Leave approved per week (up to four (4) hours per week paid leave and a day examination)		Reimbursement of Fees/Charges	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature		If yes, amount approved	\$

7. SCHEDULE OF REIMBURSEMENT

Study support reimbursement is only paid upon evidence of satisfactory results and is subject to the area's available budget and the head of organisational area's discretion up to yearly maximums (pro-rata for part-time staff) articulated below.

Study support is granted from the area's budget at the discretion of the head of the organisational area.

Study support for courses at external institutions will only be granted if there is evidence of the course not being on offer at Deakin. Search Deakin [undergraduate](#) and [postgraduate](#) courses.

	COURSE PROVIDER	CERTIFICATE IV OR HIGHER	BACHELOR DEGREE	POST GRADUATE	MASTERS OR HIGHER	YEARLY MAXIMUM
NON HELP/HECS RELATED COURSES	Deakin University	60% of unit costs up to a yearly maximum	50% of unit costs up to yearly maximum	45% of unit costs up to yearly maximum	40% of unit costs up to yearly maximum	\$3,000
	Other institution (for courses not offered by Deakin)	50% of unit costs up to a yearly maximum	40% of unit costs up to yearly maximum	35% of unit costs up to yearly maximum	30% of unit costs up to yearly maximum	\$2,000
HELP/HECS RELATED	Deakin University	40% of unit costs up to a yearly maximum	30% of unit costs up to yearly maximum	25% of unit costs up to yearly maximum	20% of unit costs up to yearly maximum	\$1,300 (per FBT year*) *FBT Year is from 1 April – 31 March each year.

	Other institution (for courses not offered by Deakin)	30% of unit costs up to a yearly maximum	20% of unit costs up to yearly maximum	15% of unit costs up to yearly maximum	10% of unit costs up to yearly maximum	\$1,000 (per FBT year r*) *FBT Year is from 1 April – 31 March each year.
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8. GUIDELINES FOR APPLICANTS

- This form must be completed prior to study support commencing.
- For ongoing courses, applicants must reapply each year (prior to commencing), using this form.
- You must have been employed with Deakin in a continuing or fixed term role for at least 12 months prior to applying.
- If you are employed on a part-time basis, your request for funding will be considered on a pro-rata basis.
- You must have achieved a rating of at least 'successful/good' in your most recent PPR.
- At the end of each trimester/semester, this the signed copy of this form, original receipts for fees paid **OR** a HECS/HELP invoice, and evidence of satisfactory progress, should be emailed to Accounts Payable (copying in the Manager and/or the Head of the Organisational Area) who will arrange a payment voucher as reimbursement from the relevant cost centre of approved charges.
- Study support reimbursement **should not** be claimed or approved via TEMS.
- Accounts Payable will forward a copy of this form and accompanying documents to the Human Resources Division for recording and filing purposes.
- Should the Human Resources Division not receive a copy, study support will not be granted.

Privacy: The personal information collected on this form will become part of your employment record. Deakin University manages personal information in accordance with the Privacy and Data Protection Act 2014. You may gain access to your personal information held by the University. Requests for access are managed under the Freedom of Information Act 1982. To view the University's Information Privacy Policy go to <https://policy.deakin.edu.au/home.php> or contact the Privacy Officer at privacy@deakin.edu.au.