



UniSA

This is:

- An initial application
- A re-application for continuing studies (for staff who have previously been granted study leave)

SECTION 1: EMPLOYEE DETAILS	
Employee ID	
Family Name	
Given Names	
Position Title	
Unit / Area	

SECTION 2: APPROVED PROGRAM OF STUDY DETAILS	
Program of Study	
Institution	
Full Fee Paying / Commonwealth Supported	
Study Mode (Internal/External/Mixed)	
Study Period	
Duration of full time program	
Date When Studies Commenced	
Expected Date of Completion	

SECTION 3: TIME RELEASE REQUESTED <i>(Please ensure time requested is in accordance with the provisions set out in the guidelines)</i>		
Weekly Leave		
Day/s of week	Number of Hours for Study	Number of Hours Occupied by Travel
I		
Block Leave		
Date/s	Number of Hours for Study	

SECTION 4: RATIONALE FOR SUPPORT
<p>Applicants should present a sound rationale for support when making an initial application, when changing a program of study or when their work circumstances change, for example, moving to a different position or work area in the University.</p>



SECTION 5: - DOCUMENTATION

I have attached:

- ✓ Letter of offer (for new program of study)
- ✓ An official statement of the previous year's assessment (for continuing study)
- ✓ Evidence of timetable commitments indicating study times and study load of proposed course; and

Signed by applicant: **Date:**

SECTION 6: - ENDORSEMENT AND AUTHORISATION

To be completed by the immediate supervisor / person with responsibility for performance management

- This study is directly related to current role, and supports the development needs identified through performance management and development discussions. I recommend this application for financial support.
- I do not recommend this application for financial support for the following reasons.

Comments:

Name of Supervisor:

Signature of Supervisor..... **Date:**