



SECTION 1: EMPLOYEE DETAILS

Employee ID	
Family Name	
Given Names	
Position Title	
Division/Portfolio	
School / Unit / Institute	

SECTION 2: APPROVED PROGRAM OF STUDY DETAILS

Program of Study	
Institution	
Full Fee Paying / Commonwealth Supported	
Date When Studies Commenced	
Expected Date of Completion	

SECTION 3: TUITION FEE CLAIM DETAILS

FEE DISCOUNT FOR STUDY IN 2019
Please note - For study from 2018 onward please ensure you complete the [Internal Payment Request](#) required to process the fee discount

Academic Period (e.g SP3)	Course Fee Amount
TOTAL FEES CLAIMED	

SECTION 4: TO BE COMPLETED BY APPLICANT

I have attached:

- ✓ Documentation showing enrolment and fee information, e.g Commonwealth Assistance Notice (CAN) or Enrolment Confirmation Notice (ECN)
- ✓ For study enrolled in or planned from 2018 – A completed [Internal Payment Request](#) used to process an upfront fee discount

I Certify:

- ✓ This application for financial support is directly related to an approved program of study directly related to my current role
- ✓ That I am studying in addition to my normal duties
- ✓ That I plan to complete the relevant course(s) / subject(s) within a reasonable time limit relevant to my study load

Signed by applicant: Date:



SECTION 5: - 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: