

Staff Study Support Procedure

(Academic, Professional, Security, Grounds Staff)

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APPLICATION

This procedure applies to all UniSA staff employed on a full time or part-time continuing or fixed term contract of twelve months or more in accordance with:

- The University of South Australia Senior Staff Collective Agreement 2006
- The University of South Australia Enterprise Agreement 2019

OVERVIEW

This procedure reflects the preferred practice of the University and governs the financial assistance and study release application process for staff who have applied for Staff Study Support to undertake a UniSA program of study that relates directly to their role and responsibilities.

FEE DISCOUNT PROCEDURE

Staff can apply for financial assistance to undertake further study at UniSA through an upfront fee discount of 33% of tuition fees.

Proposed programs of study need to be discussed and approved with the staff member's line manager/supervisor as part of regular performance development conversations, and should relate directly to the needs and responsibilities of the staff member's current position.

1. Submitting an Application

Applications for the fee discount can be submitted any time from the date of enrolment, and applies to the whole academic year. Applications need to be received no later than the census date for the relevant study period the staff member has enrolled in.

When preparing an application for the fee discount, staff members must complete the [HRIS O31 Financial Support Application form](#) including approval from their immediate line manager/supervisor, and attach this to the online [Internal Payment Request](#) form, along with attached documentation showing enrolment and fee information.

For auditing purposes, the Internal Payment Request must be approved by the relevant line manager/supervisor in the local work area who holds the Vice Chancellor's Authorisation (VCA). For further instructions on how to complete the Internal Payment Request form please refer to the [IPR Information page](#) on the Campus Central website.

If the application is not approved by the line manager/supervisor, the reasons will be provided in writing to the staff member.

2. Confirmation of Receipt of Application

The Staff Study Support process is coordinated by the People, Talent and Culture (PTC) team. Once an application is submitted to the Staff Study Support Inbox, each applicant will receive an email from a member of the PTC team acknowledging receipt of their application.

3. Processing Fee Discounts

The PTC team is responsible for assessing applications for eligibility and ensuring the process is followed in line with the procedure (e.g documentation) and supporting guidelines.

Applications for the upfront fee discount will be assessed by the PTC team to ensure the eligibility criteria and line manager/superisior authorisations have been given. Once approved, the application will be forwarded to the Student Finance team in the Student and Academic Services unit and processed in accordance with the [Student Fees and Loans Policy – A47.16](#).

Once the fee discount has been applied, an adjusted invoice will be generated that details the fee discount and remaining fees for payment.

Staff will be notified when the adjusted invoice is available via their student portal and invoices can be found in the 'myFinances' section of [myUnISA](#) student section.

For more information on tuition fee invoicing please visit the [Campus Central invoices page](#).

4. Unsuccessful Completion of Study

If a staff member fails their course, or withdraws after the census date from a course for which they have received a fee discount, the discount will be reversed and the full original study costs will be invoiced to the staff member.

STUDY RELEASE PROCEDURE

Study Release is negotiated for one study period at a time as timetabling information becomes available. Continued support through Study Release will be dependent on a satisfactory level of work performance and evidence of successful progress with a staff member's studies.

1. Seeking Approval for Study Release

The staff member should discuss a proposed program of study and plan for Study Release as part of their performance conversations.

A plan for Study Release must comply with the provisions set out below:

Activity	Maximum Release time
Compulsory weekly attendance	Up to 6 hours per week + 1 hour travel time
Intensive attendance	Up to 10 days block leave over the academic year
Weekly attendance combined with intensive attendance	Up to 3 hours per week +2.5 days block leave within the study period

The line manager/supervisor will consider an application for Study Release based on the agreed development plan of the individual and the impact on the business needs of the local work area. This may include consultation with the relevant senior manager before confirming a plan for Study Release.

2. Completing the Application

Staff members need to complete the [HR 8.1 Study Release Application form](#) and forward it, with the relevant documentation, to their line manager/supervisor for approval.

Relevant documentation includes:

- An official statement of the previous year's assessment (continuing study release applicants)
- The letter of offer for the program of study (new applicants)
- Evidence of timetable indicating study times and study load of proposed course.

In their application, staff should present a rationale for Study Release and this should be reviewed when their work or study circumstances change, e.g changing program of study or moving to a new position or work area.

If a Study Release arrangement is altered due to a change in circumstances, the staff member should complete a new [Study Release Application Form](#) to reflect the new arrangements. The new application form must be signed by the staff member's line manager/supervisor and forwarded to the local PTC team member for updating of their records.

3. Submitting the Application

Once received by the line manager/supervisor, the application is considered with the context of the business needs, and may include consultation with the staff member.

If the application for Study Release is approved, the staff member will be notified of the confirmed Study Release arrangements in writing by the line manager/supervisor or nominee (e.g. [local PTC team member](#)). The authorised Study Release application form should then be forwarded to the [local PTC team](#) for record keeping.

If the application is not approved the line manager/supervisor will provide the reasons in writing to the staff member.

4. Review of Arrangements

Study Release arrangements are reviewed and negotiated each study period as part of the regular performance conversations. Staff are encouraged to discuss study plans with their line manager/supervisor per study period as soon as timetable information becomes available.

Approval of Study Release is assessed primarily on the impact of the proposed absence on business needs and staff should be aware that approval in one study period does not guarantee ongoing approval in future study periods.

RESPONSIBILITIES AND AUTHORITIES

STAFF MEMBER

All staff are expected to actively contribute to performance discussions, and complete any applications for financial support or Study Release in accordance with this procedure

LINE MANAGER/SUPERVISOR

The line manager/supervisor is responsible for facilitating performance development conversations, and aligning plans to support the objectives of UniSA staff with individual staff member development objectives.

LOCAL PEOPLE, TALENT AND CULTURE (PTC) TEAMS

The PTC teams supporting the Academic Unit can provide advice and support to staff and their line managers in relation to the Staff Study Support guidelines and the procedure. Local PTC teams are responsible for recording Study Release arrangements, and may prepare confirmation of Study Release arrangements on behalf of the relevant line manager/supervisor as required.

STUDENT FINANCE TEAM

The Student Finance team is responsible for processing the Internal Payment Request form, and periodic reporting on Staff Study Support engagement and completions.

PEOPLE, TALENT AND CULTURE UNIT

The PTC unit is responsible for the development and continuous improvement of this procedure.

FURTHER ASSISTANCE

Staff and managers may seek further advice from

- Their line manager/supervisor
- Their [Strategic People Partner](#)
- People, Talent and Culture Unit
- People, Talent and Culture website

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