



Request for Financial Assistance for Study

Refer to the *Policy and Procedure: Study Support* before submitting this form on successful completion of the course. Financial assistance for study is only available to employees studying at The University of Notre Dame Australia for courses approved for study support prior to commencement of the study period.

EMPLOYEE AND POSITION DETAILS

Staff ID First name Last name

Position title

School/Office Campus

Employment type Fraction (FTE)

COMPLETED COURSE DETAILS

Course Name Attachments Official Results
 Evidence of payment

EMPLOYEE ACKNOWLEDGEMENT

- I have read the *Policy & Procedure: Study Support*
- I understand that I must have an approved *Request for Study Support* prior to requesting financial assistance
- I understand that financial assistance for study will be paid as a full or partial reimbursement of course fees (as per section 6 of the Policy) at the successful completion of a course
- I have attached evidence of my successful course completion and payment for this course

Signature Date:

Please submit completed request to organisational.development@nd.edu.au

PEOPLE AND CULTURE USE ONLY

P&C Action Checklist (tick)

Official Results & evidence of payment received

REIMBURSEMENT APPROVAL

Eligible for full reimbursement **OR** Eligible for partial reimbursement of up to \$1,000 **OR** Ineligible

Amount

Name Position Title

Signature Date