



Request for Study Support

Refer to the *Policy and Procedure: Study Support* and arrange a meeting to discuss the required study support with your manager prior to completing this form. *This form must be submitted to People and Culture prior to the commencement of the study period.*

EMPLOYEE AND POSITION DETAILS

Staff ID	<input type="text"/>	First name	<input type="text"/>	Last name	<input type="text"/>
Position title	<input type="text"/>				
School/Office	<input type="text"/>	Campus	<input type="text"/>		
Start date	<input type="text"/>	Fraction (FTE)	<input type="text"/>		
Employment type	<input type="text"/>	If fixed-term, specify end date	<input type="text"/>		

PROGRAM DETAILS

Institution	<input type="text"/>	Program Name	<input type="text"/>	Program Code	<input type="text"/>
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Relevancy of program to your role:

Outline the relevancy of the program to your role, professional &/or career development and how it benefits you and the University.

COURSE DETAILS

Course Name	<input type="text"/>	Course Duration	<input type="text"/>		
Course hours per week	<input type="text"/>	Semester	<input type="text"/>		
<input type="checkbox"/> Copy of course enrolment attached		Start date	<input type="text"/>	End date	<input type="text"/>
Is this a repeat course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>NOTE: Study leave will not normally be granted for repeat courses</i>		

TYPE OF STUDY SUPPORT REQUESTED

<input type="checkbox"/> Study leave	Details of study leave requirements (if relevant):
<i>Outline dates/times of study leave being requested. Include timetable or schedule of study hours if available at time of application.</i>	<input type="text"/>

<input type="checkbox"/> Financial assistance for study	<i>NOTE: If your Request for Study Support is approved, you may apply for reimbursement on successful completion of the course by submitting a Request for Financial Assistance for Study form.</i>
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EMPLOYEE ACKNOWLEDGEMENT

- I have read the *Policy: Study Support and Procedure: Study Support*
- I have discussed with my manager my plans to undertake further education and how it relates to my role and professional career goals
- I understand that my *Request for Study Support* must be approved and submitted to People and Culture prior to the commencement of the study period to be eligible for study leave or financial assistance for study
- I understand that if I discontinue or change my program or course, I must notify my manager and People & Culture
- I will submit leave applications to record all approved study leave taken in PeopleSoft

Signature Date

MANAGER REVIEW AND APPROVAL

Manager to review this request prior to approving to confirm:

- Employee’s eligibility to access study support
- Course is part of an approved program of study
- Program is relevant to the employee’s position or career progression, and benefits both employee and the University
- Employee’s performance and (if applicable) past study progress has been satisfactory
- Copy of course enrolment and (if available) timetable are attached

The employee’s *Request for Study Support* is: Approved Not approved

Outline the reason(s) for decision, if not approved:

**Managers are responsible for providing feedback to employees on the reason(s) a request is not approved.*

Manager

Name Position Title
Signature Date

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

PEOPLE AND CULTURE USE ONLY

P&C Action Checklist (tick)

- Confirm eligibility Record on Study Support register