

This form is to be lodged with the Office of Human Resources. Supporting documents must be forwarded with application – Incomplete applications will be returned. See notes end of page 2.

An Education Support Allowance is payable where a staff member incurs self-education expenses for approved study. The allowance may include reimbursement of costs or contribution towards costs incurred for approved course fees, books, materials, compulsory fees and/or equipment essential to completion of a course or subject.

The Education Support Allowance is a maximum of \$3,000 per person per annum for full-time staff members and pro-rata for part-time to be paid via the payroll and subject to PAYG tax. Any claims for tax exemption should be made to the ATO when completing a tax return. Further information can be obtained from the Professional Development Policy on the University website under Policies and Procedures.

1. YOUR DETAILS
YOU

Surname		Given Names:	
Staff Number		Telephone:	
Unit/School			
Position			
Full-Time <input type="checkbox"/>	Part-time <input type="checkbox"/>	If part-time, hours per week:	

2. COURSE DETAILS
THE COURSE OF STUDY

Course of Study: <i>(in full)</i>			
Educational Institution:			
Results from previous study: <i>(Note: copy of academic transcript must be attached to application).</i>			
Major areas of study:			
Student Status:	Face-to-face <input type="checkbox"/>	External <input type="checkbox"/>	
Year commenced:		Anticipated year of completion:	
How does this course of study relate to your current position or career development?			
Describe the value of the study to you as an individual and to the University:			
Have you participated in the Academic Performance Planning and Review (Academic Staff)			
If you are an Academic Staff Member, do you have a signed Workload Agreement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

3. REIMBURSEMENT DETAILS

REIMBURSEMENT

EXPENSES PAID FOR SUBJECTS ATTEMPTED: ATTACH ORIGINAL RECEIPTS	
Description of Expense	Amount \$
TOTAL	\$

4. AUTHORISATION & APPROVAL

AUTHORISATION

<ul style="list-style-type: none"> I certify that I am not claiming for any repeat subjects. I attach original receipts and photocopies of statements of results as required. I have not received, nor will claim reimbursement from any other source. Should I be granted any refund after receiving University reimbursement, I undertake to advise the University accordingly. 			
Applicant's Signature:		Date:	
Supervisor's Name:			
Supervisor's Comments:			
Supervisor's Signature:		Date:	
Dean/Director's Name:			
Dean/Director's Comments:	<i>I approve this application for the Educational Support Allowance.</i>		
Dean/Director's Signature:		Date:	

To lodge this application form:

- Obtain the approval of your Supervisor and Dean/Director
- Attach all original receipts
- After approval, forward to HR Projects and Operations, via email at humanresources@westernsydney.edu.au, to enable payment through the University payroll system.