

AUSTRALIAN CATHOLIC UNIVERSITY

ACADEMIC STAFF STUDY SUPPORT PROGRAM

ACADEMIC STAFF APPROVED STUDY

Information for Applicants

Full-time academic staff, who undertake postgraduate study by coursework, may be eligible for financial support in the form of reimbursement of tuition fees. Such support is available upon successful completion of an accredited postgraduate unit(s)/course relevant to the University, for which prior approval has been gained from the Head of School and the responsible Faculty Dean or, in the case of academic staff not attached to a Faculty, the relevant Executive Staff member.

NOTE: This form must be lodged with the Head of School or relevant Executive staff member prior to undertaking the study.

APPLICANT

Name:.....

Position:.....

School or other organisational unit:.....

Faculty or other organisational unit:.....

Campus:.....

Telephone extension:.....

E-mail:.....

COURSE PARTICULARS

Is this your first application for Study Approval? Yes No

If no, indicate previous studies:

Name of course/unit(s)	Institution

Provide details of studies for which Study Approval is being sought with this application:

Name of unit(s) and qualification	Institution

Signature of Applicant

Date

RECOMMENDATION

Study approval application is:

Recommended Not recommended

Comments:.....
.....
.....
.....

Head of School or relevant Executive Staff member **Date**

APPROVAL

Study approval application is:

Approved Not Approved

Comments:.....
.....
.....
.....

Dean or relevant Deputy-Vice-Chancellor **Date**

Distribution:

- (1) Original to the Institute for the Advancement of Teaching and Learning (date received:)
- (2) Copy to applicant
- (3) Copy to staff member's file (Human Resources)

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