FINANCIAL SUPPORT FOR SUCCESSFUL STUDY

Information for Applicants
This form is to be lodged no later than one month after formal advice of the successful completion by coursework of the previously approved, accredited postgraduate unit(s)/course undertaken.

The Institute for the Advancement of Teaching and Learning will process applications for financial support and, where conditions have been met, the staff member’s School or organisational unit will provide the appropriate reimbursement. National Payroll will be advised appropriately.

APPLICANT
Name:...........................................................................................................
Position:...........................................................................................................
School or other organisational unit:..................................................
Faculty or other organisational unit:...................................................
Campus:............................................................
Staff No:............................................................
Telephone extension:......................
E-mail:............................................................

COURSE PARTICULARS
Qualification:...................................................................................................
Institution:....................................................................................................

Approved and successfully-completed unit(s) for which financial assistance is being claimed, including details of associated credit points (e.g. 10 cps) (or equivalent):

<table>
<thead>
<tr>
<th>Name of unit(s)</th>
<th>Credit points (or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I wish to apply for financial assistance for the successful completion of the above mentioned unit(s).

As required, I am attaching for your information the following:
(Please tick each box)

- a copy of the prior approval by the Dean or relevant Pro-Vice-Chancellor
- provision of official results
- evidence of payment of tuition fees

Signature of Applicant Date
# RECOMMENDATION

<table>
<thead>
<tr>
<th>Recommended</th>
<th>Not recommended</th>
</tr>
</thead>
</table>

---

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

Date

---

# APPROVAL

Financial support of $………………for completion of approved study

<table>
<thead>
<tr>
<th>Approved</th>
<th>Not Approved</th>
</tr>
</thead>
</table>

---

**Dean or relevant Pro-Vice-Chancellor**

Date

---

Mail application to: Institute for the Advancement of Teaching and Learning

**Distribution:**

1. Original to the Institute for the Advancement of Teaching and Learning (date received: ………………….)
2. Copy to School
3. Copy to National Payroll
4. Copy to staff member’s file (Personnel Relations and Equal Opportunity)