

AUSTRALIAN CATHOLIC UNIVERSITY

ACADEMIC STAFF STUDY SUPPORT PROGRAM

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 Academic Staff Development Unit will process applications for financial support and, where conditions have been met, the staff member's School will provide the appropriate reimbursement. National Payroll will be advised appropriately.

APPLICANT

Name:.....

Position:.....

School:.....

Faculty:..... 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):

Name of unit(s)	Credit points (or equivalent)

I wish to apply for financial assistance for the successful completion of the abovementioned 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

provision of official results

evidence of payment of tuition fees

Signature of Applicant

Date

RECOMMENDATION

Recommended

Not recommended

Head of School

Date

APPROVAL

Financial support of \$.....for completion of approved study

Approved

Not Approved

Dean

Date

Mail application to: Academic Staff Development Unit

- Distribution:**
- (1) Original to Academic Staff Development Unit (date received:
 - (2) Copy to School
 - (3) Copy to National Payroll
 - (4) Copy to staff member's file (Human Resources, North Sydney at HR@acu.edu.au)