



# Study Assistance Scheme

## Application for Course Approval

QUT's Study Assistance Scheme is designed to encourage personal and professional development of staff and to benefit the university as a whole.

Ensure you have read the Study Assistance Scheme policy (refer MOPP Chapter B Section 12.3) prior to lodging an Application for Course Approval.

Information regarding the Study Assistance Scheme is also available on the HR website

### HOW TO COMPLETE THIS FORM

**Follow the steps below on how to complete your Application for Course Approval form:**

- Complete Part A & B of the form
- Print form
- Arrange a meeting with your Executive Dean/Head of School/Head of Division/Department or Independent Section and seek approval for the application; this is when Part C - Category of Assistance will be determined
- Staff member to Sign & date in Part C of the application
- If your application for Study Assistance is approved, ensure authorising officer completes Part D
- Take 2 photocopies of the signed form
- **Forward the original copy to the HR Department, Level 1, 88 Musk Avenue, Kelvin Grove.**
- Forward 1 copy to appropriate officer within the Faculty/School/Division/Department or Independent Section
- Retain 1 copy for your own records
- Once your application for approval has been received by the Human Resources Department, this record will be applied to your Personnel file
- The authorising officer will formally advise you of the outcome of your application by letter or email

**For further information** regarding the Study Assistance Scheme or for assistance completing your application, please contact [terry.forwood@qut.edu.au](mailto:terry.forwood@qut.edu.au) or phone 3138 4120.



# Study Assistance Scheme Application for Course Approval Form

## Part A: Applicant Details

Employee No:	Employment Status:	No of hrs/wk:	Campus:
First Name:	Surname:		Ext:
Faculty/School/Division/Department:			
Work Unit:	Position:		

## Part B: Details of Planned Course

Course of Study (name in full):		
Educational Institute:	Major areas of study:	
Student Status:	Commencing study - Semester:	Year:

## Part C: Category of Assistance – select the category of assistance below

For details of each Category, refer to [http://www.hrd.qut.edu.au/staff/docs/QUT\\_Study\\_Assistance\\_Scheme.pdf](http://www.hrd.qut.edu.au/staff/docs/QUT_Study_Assistance_Scheme.pdf)

**This course is recommended and approved on the following grounds (select one):**

**Category A** The staff member is required to enrol in the course as a condition of their employment. This condition **MUST** be stated in the **written** offer of employment  
 Support reasons: \_\_\_\_\_  
 \_\_\_\_\_

**Category B** The course of study **directly** contributes to the staff member's performance of duties and personal development i.e. Undergraduate courses 50% of course content. Postgraduate courses 75% of course content  
 Support reasons: \_\_\_\_\_  
 \_\_\_\_\_

**Category C** The course of study contributes to the staff member's personal development only  
 Support reasons: \_\_\_\_\_  
 \_\_\_\_\_

## Part C: Applicant Agreement

Yes, I have read and understood the Study Assistance Scheme Guidelines information at: [http://www.hrd.qut.edu.au/staff/docs/QUT\\_Study\\_Assistance\\_Scheme.pdf](http://www.hrd.qut.edu.au/staff/docs/QUT_Study_Assistance_Scheme.pdf)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Part D: Authorisation

Executive Dean/Head of School/Head of Division/Department or Independent Section Name:

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_