



Study Assistance Scheme

Application for Leave to Attend Approved Course of Study

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: Approved Course Details

Course of Study (name in full):	Category of Assistance:
Educational Institute:	Student Status:

Part C: (a) Details of Leave - Classes

For details of Leave entitlement for each Category, refer to www.hrd.qut.edu.au/benefits/reward/studyassistance/index.jsp

I am applying for leave to attend classes during Semester:	Year:
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Subject (Unit No. i.e. LWS075 or Name)	Day of Week (Monday - Friday)	Time Absent from Work (i.e. 1pm – 4pm)	Duration (i.e. 3 hours)
Total hours per week (up to 8)			
Signature of Applicant _____		Date: ____/____/____	

PART C: (b) Details of Leave – Compulsory Residential School

Documentary evidence of compulsory school must be attached to this application

Attendance Dates of Residential School: ____/____/____ to ____/____/____
Travel Leave (if applicable): _____ specify number of hours/days Method of Travel _____

PART D: Recommendation and Authorisation

<input type="checkbox"/> Leave Approved <input type="checkbox"/> Leave Approved – hours to be made up as agreed
Authorised by Executive Dean/Head of School/Head of Division/Department or Independent Section Name:
Print Name: _____ Signature _____ Date: ____/____/____

Please forward your completed application to the HR Department, Level 1, 88 Musk Avenue, Kelvin Grove

Ensure you retain a copy for your own records