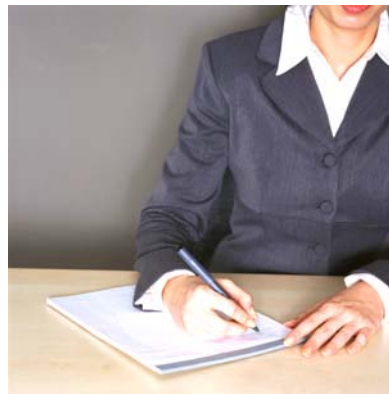


QUT

Study Assistance Scheme



Step-by-Step Guide

*How to Claim
Reimbursement of Study Fees*

Last Updated Dec-09

NOTE: Prior to claiming reimbursement of fees under the Study Assistance Scheme you must have Course Approval and have paid your fees upfront.

General Information about Reimbursement of Study Costs

Prior to lodging your application for reimbursement, please read the Policy details available on the MOPP at: http://www.mopp.qut.edu.au/B/B_12_03.jsp#B_12_03.04.mdoc

What documents do I need to supply to warrant my claim?

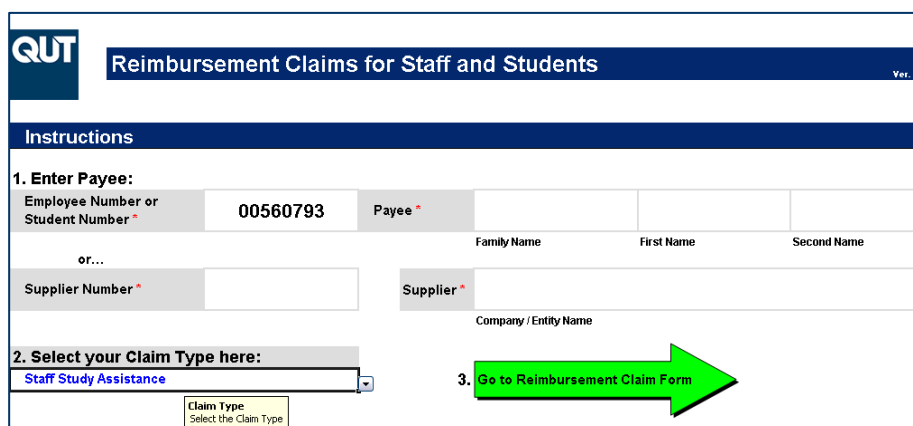
- original receipts and a copy of the original receipts;
- statement of results of units for which reimbursement is requested or attachment of statement (a print-out copy from the Institution web site is acceptable) of satisfactory progress from the academic supervisor in appropriate cases
- Where dissertation or thesis work is concerned, attach a **Statement of Satisfactory Progress** from the Thesis Supervisor
- **Please ensure you retain a photocopy of all documentation completed**

Please follow the below instructions to complete the Online Reimbursement Claim for Study Assistance Fees.

You will need to complete details in 3 forms:

- Form 1: Reimbursement Claims for Staff and Students Screen**
- Form 2: Reimbursement Claim Form**
- Form 3: Staff Study Assistance**

- Go to <http://www.frp.qut.edu.au/frptoolkit/frpforms/index.jsp>
- Go to **AP Online Payment Claim** and click on **xls** link
- A screen will pop up asking if you would like to Open, Save or Cancel, click **Open**
- Form 1: Reimbursement Claims for Staff and Students Screen** will now appear
- 1. Enter Payee:** type in your **Employee Number** in the blank box
- Type your **Family Name, First Name** and **Second Name**
- 2. Select your Claim Type here:** click on the arrow and select **Staff Study Assistance**
- 3. Go to Reimbursement Claim Form:** click on the **green arrow** **“Go to Reimbursement Claim Form”** icon




You have now completed Form 1, and need to complete the following 2 forms:

- The Reimbursement Claim Form; and
- Staff Study Assistance

Instructions on how to complete both forms are on the following pages.

Form 2: Reimbursement Claim Form

1. The Reimbursement Claim Form screen will open up in a new window
2. Your Staff Number will automatically appear in **Payee ID***: field
3. Enter the following details under the **Authorisation** section
 - a. **Date:** enter date
 - b. **Print name:** enter your full name
 - c. **Coder details:** enter the name & extension of your budget/finance officer

4. Enter the following details under the **Claim Details** section
 - a. **Date:** enter date you are entering claim
 - b. **Details of Claim:** enter Reimbursement of Study Fees, Year & Semester
 - c. **Receipts Attached:** select yes or no
 - d. **Claimed amount \$ (inc. GST):** enter amount you are claiming, including GST
5. This is all the information you will need to enter on this form, you now need to **click on the green arrow "Next Form" icon**  **at the top of the page**

Date	Details of Claim	Receipts Attached	Claimed Amount \$ (inc. GST)

Form 3: Staff Study Assistance

1. The **Staff Study Assistance Form** will now open
2. Complete the **Course Details** section (as shown in screen below)
 - a. **Type of Employment:** Full-time or Part-time
 - b. **Hours Worked:** # of hours you work each week
 - c. **Course of Study (in full):** name of course
 - d. **Educational Institute:** institute where you are undertaking study
 - e. **Year Claiming:** year you are claiming reimbursement
 - f. **Semester:** 1, 2 or summer
 - g. **Approved Category:** A, B or C
 - h. **Have you completed your course of study?:** yes or no

QUT Staff Study Assistance	
<small>Note: This form MUST be completed for all claims.</small>	
Payee ID: *	00560793 Payee: *
Course Details (All details)	
Type of Employment *	Hours of Work (per week) *
Course of Study (in Full) *	
Educational Institution *	
Year Claiming *	Semester * Approved Category *
<small>(Refer to Categories of Study Assistance below)</small>	
Have you completed your course of study? *	

3. Complete the **Fringe Benefits Tax Expense Payment Declaration** section
 - a. **I (enter full name):** Type in full name
 - b. **Declare that the above expenses of \$:** enter in amount you are claiming
 - c. **Incurred by me during the period (enter from / to):** enter date started & date finished unit/s

Fringe Benefits Tax Expense Payment Declaration - this section must be completed (Mandatory)	
I (enter full name) _____	declare that the above expenses of \$ _____
incurred by me during the period (enter from / to) _____	for the following purposes:
for studies approved under Study Assistance Scheme.	
<i>I declare that the percentage of these expenses incurred in earning my assessable income was 100%.</i>	
Signature: _____	Date: _____
<small>Note: HECS and Category C (Study Assistance) are subject to FBT.</small>	

You have now completed all 3 forms.

You will need to print, sign, copy and send all forms and documents.

1. Click on **Print the Reimbursement Claim Form and Study Assistance button**

Print Reimbursement Claim Form
and Staff Study Assistance

at the top of the page

2. Sign both forms once printed
3. Gather attachments (original and photocopies of tax invoices, statement of account and receipts, and statement of results)
4. Take a copy of ALL documentation (Reimbursement Claim Form, Study Assistance Form and attachments)
5. Send to QUT Accounts Payable, Synergy Building, Level 2, 88 Musk Avenue, Kelvin Grove

Questions?

For assistance regarding completing the forms or the status of your Reimbursement Claim, please contact:

Accounts Payable

Ph: 3138 1453

Fax: 3138 2204

Email: qut.finap@qut.edu.au

Location: Synergy Building, Level 2, 88 Musk Avenue, Kelvin Grove

For questions regarding Study Assistance Scheme Policy advice, please contact:

Human Resources Department

Ph: 3138 4131

Fax: 3138 2755

Email: c.roqica@qut.edu.au

Location: Synergy Building, Level 1, 88 Musk Avenue, Kelvin Grove