

EMPLOYEE DETAILS													
Employee ID:	—	—	—	—	—	—	—	—	Surname:		Given Names :		
Position:													
Element:						Group:				Campus:			
STUDY DETAILS													
Course/Qualification:													
Name of Institution:													
Year of study/Stage of course/program:													
Total cost of course/program being undertaken (incl. HECS, student charges, books, course fees):												\$	
REASONS FOR UNDERTAKING STUDY													
Define the educational goals to be achieved, the developmental objectives to be pursued, or work needs to be met (these should be discussed with your supervisor prior to lodging the application):													
Identify the personal skills, knowledge and qualifications necessary to fulfil the career objectives and work needs which this course of study will address:													
COURSES TO BE STUDIED THIS YEAR													
Trimester one						Weekly contact hours							
Trimester two						Weekly contact hours							
Trimester three						Weekly contact hours							

CATEGORY OF APPLICATION (select one only)

- CATEGORY A:** The course/program is a requirement of employment or is made a requirement through a policy of the School, Office or Element.
- CATEGORY B:** The course/program will directly contribute to the performance of my duties.
- CATEGORY C:** The course/program is not directly related to my specific employment position but has some relevance to my existing position at Griffith University and contributes to my continuing professional development.

PREVIOUS ASSISTANCE RECEIVED UNDER THE SCHEME

What assistance have you received under the General Staff Educational Assistance Scheme in the last 12 months? (Please attach the relevant results.)

ASSISTANCE REQUESTED (refer to the General Staff Educational Assistance Scheme for full details of assistance available)

Leave:

Leave for lectures/tutorials (number of hours/week):

Leave for compulsory residential school or practicum (specify dates):

Flexi-time for lectures/tutorials only available in working hours (number of hours/week):

Leave to attend exams
(number of hours):

Hrs

Leave without salary
(number of hours):

Full-time study release on part or full pay (no. of hrs/week): * *this leave is only available for Category A*

Education Allowance:

Payment 1: \$ Date: / / Account:

Payment 2: \$ Date: / / Account:

Payment 3: \$ Date: / / Account:

Other: (type of access to computing, printing and photocopying facilities)

CHECKLIST FOR APPLICANT

- Discussed developmental and career objectives or specific work needs to be met, with supervisor.
- Each section of the form is completed, addressing the application and approval criteria.
- Relevant documentation regarding course/subjects is attached (e.g. electronic handbook extracts, timetables etc.).
- Completed form signed and dated by applicant.
- Results or supervisor's report attached if assistance received in past 12 months.

Please forward this form to your Line Manager for endorsement.

Applicant's Signature:

Date: / /

Griffith University collects, stores and uses personal information for the purposes of administering recruitment and employment. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at <http://www.griffith.edu.au/privacy-plan>

Line Managers Endorsement of Application

I endorse this application I do not endorse this application (please provide further information)

Comments:

Line Managers Name:

Line Managers Signature:

Date: / /

HEAD OF ELEMENT APPROVAL

I approve this application as detailed below

I do not approve this application

Leave:

Leave for lectures/tutorials (no. of hrs/week):

Leave for compulsory residential school or practicum (specify dates):

Flexi-time for lectures/tutorials only available in working hours (no. of hrs/week):

Leave to attend exams (no. of hrs):

Hrs

Leave without salary (# of hrs):

Full-time study release on part or full pay (# of hrs/week): * *this leave is available for Category A approved applicants only*

Education Allowance:

Payment 1: Date: / / Account:

Payment 2: Date: / / Account:

Payment 3: Date: / / Account:

Other: (type of access to computing, printing and photocopying facilities)

Head of Element Name & Designation:

Signature:

Date:

CHECKLIST ON APPROVAL/NON-APPROVAL

Line Manager forwards copy of form to applicant for information;

Original form forwarded to HR Staff Services to process allowance (where applicable);

Original form scanned and emailed to Corporate Records & Digitisation Services (CRDS) for placement on Personal Staff File (recopy-staff@griffith.edu.au SUBJECT LINE: 7digit staff id number no s, add 0 as needed eg 0123456-E General Staff Education Assistance Form)

HR STAFF SERVICES PROCESSING

Amount 1: \$ Date to be paid: / / Account:

Processed by: On: / /

Amount 2: \$ Date to be paid: / / Account:

Processed by: On: / /

Amount 3: \$ Date to be paid: / / Account:

Processed by: On: / /