



## Application for Reimbursement of Study Fees (to be completed along with applying for reimbursement via Fraedom)

**NOTE:** The Procedure relating to the reimbursement of study fees is available from this [link](#). This form can be completed on-line before printing. It cannot be dispatched electronically as you will have to sign it. Please PRINT CLEARLY IN BLOCK LETTERS if completing the form by hand.

<b>First Name:</b>
<b>Last Name:</b>
<b>Staff Number:</b>
<b>School/Organisational Unit:</b>
<b>Name of Program of Study:</b>
<b>Institution:</b>
<b>Year and Semester/Trimester of initial enrolment:</b>
<b>Year and Semester/Trimester of this application:</b>

I wish to apply for 50% reimbursement of the study fees paid for the following successfully completed course/subject:

<b>Name of course/subject:</b>
<b>Course Code (if applicable):</b>
<b>Full fee paid/deferred* – Evidence attached: \$</b>
<b>AMOUNT TO BE REIMBURSED - 50% OF FEE PAID/DEFERRED*: \$</b>

\* Fees may be deferred through HECS-HELP or FEE-HELP.

I have obtained approval to undertake and be reimbursed for this program of study from the Head of School/Director.

**Signature of Applicant** ..... **Date** ...../...../.....

**Charge to Cost Collector or Project Code**

Item	Cost Collector or Project Code	Amount
GSC		\$
PELS		\$
HECS		\$
Other		\$

**HEAD OF SCHOOL/DIRECTOR APPROVAL**

1. The staff member obtained prior approval to undertake the program of study from Head of School/Director.
2. Evidence of payment or deferral is attached.
3. Evidence of the successfully completion of the course/subject is attached.

**Signature of Head of School/Director**

..... **Date** ...../...../.....

**PLEASE NOTE: Fringe Benefits Tax will also be charged to the School/Unit where applicable.**

An authorised copy of this form along with the required supporting documents are to be scanned as 1 pdf document file and linked to your Fraedom Cash Expense Claim for reimbursement.