



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.

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

I wish to apply for up to 50% reimbursement for The University of Newcastle study fees and/or up to 25% for other institutions, paid for the following successfully completed course/subject:

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

* 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 an authorised relevant delegate in accordance with the procedure and the delegations of authority.

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

Charge to Cost Collector or Project Code

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

APPROVAL

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

Name and Signature of Approver

..... **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.