Staff Tuition Fee Subsidy Application Form

Applicant Details

Name: _____ zID: _____

Current position number *(UNSW Staff only)*: _____

Current position title: _____

Department: _____

Phone: _____ Email: _____

Employment status: ○ Full-time ○ Part-time ● Casual ○ Conjoint ○ Other

Brief summary of role and job description:

Supervisor / Manager Details

Name: _____ zID: _____

Current position number *(UNSW Staff only)*: _____

Current position title: _____

Department: _____

Phone: _____ Email: _____

Program Details – Applicant to fill out

Program type: Short course

Name of Degree program (if relevant): _____

Relevance of Selected Course(s) – Applicant to fill out

Selected course(s): _____

Brief summary of selected course(s):

Please outline why selected course(s) are relevant to your role & job description:

Have you attempted any of these courses before: ◯ Yes ◯ No

Eligibility Criteria & Course Relevance – Supervisor/manager signature required

To be eligible for a tuition fee subsidy a staff member must:

- Be a continuing full time or part time staff member who has successfully completed probation; or
- Be a fixed term full time or part time staff member with at least 12 months of service prior to the application date and be expected to be employed by UNSW for at least the subsidised period of study;
- Be eligible to study whilst working as per their citizenship, residency or visa conditions; and
- Not be subject to an active performance improvement plan.
- Conjoints and long term sessional staff may be considered for a tuition fee subsidy by exception.

Selected courses:

- Must be relevant to the staff member's current role and position description, although there is no requirement that the course be directly linked to any identified strategic development need; and
- May be of any length or type or course (i.e. degree, diploma or certificate courses, non-award course and short courses will all be considered).

As the applicant's supervisor/manager, I confirm their eligibility for the tuition fee subsidy and that the course(s) selected are relevant to their current role.

Name: _____ Date: _____

Signature: _____

Conditions, Financial Recovery & Restrictions – APPLICANT signature required

Under certain circumstances (including non-payment of fees), UNSW may require the staff member to pay back the tuition fee subsidy or there may be restrictions on further subsidy applications.

As the applicant, I understand and agree to the recovery, restrictions and conditions of the tuition fee subsidy. I confirm that all information provided is true and correct.

Name: _____ Date: _____

Signature: _____

Once approved and signed by your manager, submit this form with a completed FBT declaration to your local HR team. For more information on the Staff Tuition Fee Subsidy, go to www.hr.unsw.edu.au/services/peopleandculture/feesubsidy.html.