



APPLICATION FOR STUDIES ASSISTANCE AND STUDY LEAVE

This form is to be used to apply for approval from Ministerial and Parliamentary Services for study leave and/or financial assistance in relation to a formal course of study.

Note: Subsequent periods of study will require a new application. Please provide proof of enrolment (certified copies acceptable).

<p>Options for returning your completed form</p> <p>Scan and Email to: mpshelp@finance.gov.au</p> <p>Fax to: (02) 6267 3271</p> <p>or Post to: Ministerial and Parliamentary Services Department of Finance John Gorton Building King Edward Terrace PARKES ACT 2600</p>	<p>Enquiries: Staff Help Desk</p> <p>Email: mpshelp@finance.gov.au</p> <p>Phone: (02) 6215 3333</p>
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PART A – APPLICANT TO COMPLETE

PERSONAL DETAILS	▶ Last name	<input type="text"/>
	▶ First name	<input type="text"/>
	▶ Office	<input type="text"/>
	▶ Work address (in full)	<input type="text"/> <input type="text"/>
		Postcode <input type="text"/>
	▶ Work phone number	(<input type="text"/>) <input type="text"/>
	▶ Classification	<input type="text"/>
	▶ Employment status	Ongoing <input type="checkbox"/> Non-ongoing <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>

STUDY PROPOSAL	▶ Financial year for which assistance is sought	<input type="text"/>
<p>Note: Semester or period of study mean the period over which a component of a course is undertaken, commencing on the first day of coursework (or the receipt of coursework or commencement of the component of the course, whichever is earlier) and ending on the last day of formal assessment of that component of the course (e.g. the final date for submission of assessment or of a take-home or online examination or the date of the final examination).</p>	▶ Semester or period of study to be approved for studies assistance under this application	From <input type="text"/> / <input type="text"/> / <input type="text"/> to <input type="text"/> / <input type="text"/> / <input type="text"/>
	▶ Full title of course	<input type="text"/>
	▶ Name of institution	<input type="text"/>
	▶ Year course commences/commenced	<input type="text"/> ▶ Expected year of completion <input type="text"/>
	▶ Course load	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
	▶ Method of study	On campus <input type="checkbox"/> External/correspondence <input type="checkbox"/>
	▶ Type of Higher Education Loan Program	HECS HELP <input type="checkbox"/> FEE HELP <input type="checkbox"/>
	▶ Method of payment	Upfront <input type="checkbox"/> Defer to HELP <input type="checkbox"/> Other <input type="checkbox"/>
	▶ Component of course (e.g. subject or unit) to be approved for studies assistance under this application	<input type="text"/> <input type="text"/>

**STUDY LEAVE
 (ABSENCES FROM WORK
 FOR STUDY PURPOSES)**

Note: You may be granted up to 5 hours per week with the approval of your employing Senator or Member.

Approved study leave may be pooled and accessed over the entire period of study, but is not accumulated during official academic breaks.

Pooled study leave should be tracked and accessed as agreed with your employing Senator or Member.

▶ Anticipated period of study leave

Semester or term	Day	Subject	Session type*	Session time	Travel time (each way)
<i>e.g. 1</i>	<i>Monday</i>	<i>Political Science</i>	<i>L</i>	<i>3.00 – 4.00</i>	<i>20 mins</i>
* S = Seminar F = Field trip P = Practical L = Lecture T = Tutorial O = Other					

▶ Other periods of study leave (e.g. to undertake an exam or for exam preparation)

COSTS TO BE CLAIMED

Note: Examples of costs that are reimbursable by the Department subject to approval of financial assistance and satisfactory completion of the relevant component of the course include compulsory tuition and course fees, Higher Education Loans Program (HELP) and examination fees. More information, including examples of the types of costs that are not reimbursable, can be found in the Studies Assistance Guideline on the Ministerial and Parliamentary Services Intranet.

▶ Course fee \$

▶ Other \$ ▶ Specify

▶ Total \$

Note: The maximum amount of financial assistance which may be reimbursed per financial year per full-time employee is \$10,000.

The maximum reimbursement threshold is applied pro rata for part-time employees in accordance with the average number of hours worked per week during the periods of study in that financial year as specified in their employment agreement. The reimbursement of study costs for each period of study is also pro rata based on the average number of hours worked per week during the relevant period of study. More information on the pro rata reimbursement of financial assistance can be found in the Studies Assistance Guideline on the Ministerial and Parliamentary Services Intranet

Where study costs are deferred to HELP, reimbursement will be reduced for any discount applying to voluntary HELP payments.

SIGNATURE

▶ **PLEASE NOTE:** Subsequent periods of study will require a new application. Please provide proof of enrolment (certified copies acceptable).

▶ Applicant's signature

Date

PART B – OFFICE HOLDER/SENATOR OR MEMBER TO COMPLETE

RECOMMENDATION

- ▶ Can the requested leave be accommodated within the present operational requirements, noting that study leave may be pooled and accessed over the entire study period, for example, a semester?
- ▶ Is the proposed course of study likely to be beneficial to the applicant's career development?
- ▶ Is the proposed course of study likely to be beneficial to the work of the office?
- ▶ Is financial assistance recommended?

No Yes

No Yes

No Yes

No Yes

If you answered 'No' to any of the above, please give reasons ←

SIGNATURE

▶ **PLEASE NOTE:** Final approval of this application rests with Ministerial and Parliamentary Services.

▶ Office Holder, Senator, Member or Authorised Officer's signature

Date

▶ Name

▶ Location

▶ Telephone

PART C – MINISTERIAL AND PARLIAMENTARY SERVICES TO COMPLETE

APPROVALS

▶ Is studies assistance approved? No Yes

If you answered 'No' please give reasons ←

SIGNATURE

▶ Delegate's signature

Date

▶ Name

▶ Classification:

Entitlements Manager