



**ONGOING AND NON-ONGOING MOP(S) ACT EMPLOYEES**  
**STUDIES ASSISTANCE AND STUDY LEAVE APPLICATION**

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><b>Options for returning your completed form</b> Scan and Email to: <a href="mailto:mpshelp@finance.gov.au">mpshelp@finance.gov.au</a> Ministerial and Parliamentary Services</p>	<p><b>Enquiries:</b> Ministerial and Parliamentary Services Email: <a href="mailto:mpshelp@finance.gov.au">mpshelp@finance.gov.au</a> Phone: (02) 6215 3333</p>
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**PART A – EMPLOYEE TO COMPLETE**

<b>EMPLOYER DETAILS</b>	▶ Employer name	<input style="width: 100%;" type="text"/>
	▶ Employer state	<input style="width: 100%;" type="text"/>

<b>EMPLOYEE DETAILS</b>	▶ Full name	<input style="width: 100%;" type="text"/>
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<b>STUDY PROPOSAL</b>	▶ Full title of qualification (e.g. Bachelor of Economics)	<input style="width: 100%;" type="text"/>
	▶ Name of institution	<input style="width: 100%;" type="text"/>

**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).

▶ Semester or period of study to be approved for studies assistance under this application	From (dd/mm/yyyy)	<input style="width: 100px;" type="text"/>	To (dd/mm/yyyy)	<input style="width: 100px;" type="text"/>
▶ Period of the mid semester break	From (dd/mm/yyyy)	<input style="width: 100px;" type="text"/>	To (dd/mm/yyyy)	<input style="width: 100px;" type="text"/>
▶ Component of qualification (e.g. subject or unit) to be approved for studies assistance under this application	<input style="width: 100%; height: 20px;" type="text"/>			
▶ Year qualification commences/commenced	<input style="width: 100px;" type="text"/>			
▶ Expected year of completion	<input style="width: 100px;" type="text"/>			
▶ Method of study	On campus <input type="checkbox"/>	External/correspondence <input type="checkbox"/>		
▶ Method of payment	Upfront <input type="checkbox"/>	Defer to HECS/HELP <input type="checkbox"/>	Other <input type="checkbox"/>	
▶ Institute printout of study period dates attached	<input type="checkbox"/>			

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

**Note:** Paid study leave of up to five hours per week of the period of study is available.

Approved study leave may be pooled and accessed over the period of study.

▶ Anticipated period of study leave

Semester or term	Day	Subject	Session type*	Session time	Travel time (each way)
e.g. 1	Monday	Political Science	L	3.00 – 4.00	20 mins

\* 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](#)

▶ 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.

**SIGNATURE**

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

▶ By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

▶ I have attached a printout from my institution confirming course start and finish dates.

**Signature of applicant**

Date

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**PART B – EMPLOYER 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 qualification relevant to the employee's employment?
- ▶ Is financial assistance recommended?

No  Yes

No  Yes

No  Yes

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


**SIGNATURE**

**Please note:** Final approval for this application rests with Ministerial and Parliamentary Services.

- ▶ By signing this form, I acknowledge that:
  - I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
  - I have read and understood the Privacy Collection Notice (see Page 2).

**Signature of Employer or Authorised Person**

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Date

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Name (if authorised person)

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**PART C – MINISTERIAL AND PARLIAMENTARY SERVICES TO COMPLETE**

**APPROVALS**

- ▶ Is studies assistance approved?

No  Yes

If you answered 'No' please give reasons ←


**SIGNATURE**

- ▶ **Signature of Delegate**

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Date

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- ▶ Name

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Director, Ministerial and Parliamentary Services