



Studies Assistance – Frequently Asked Questions

1. I have ceased working under the MOP(S) Act before the completion of my studies, can I still claim for reimbursement?

No, reimbursement will not be made where an employee ceases MOP(S) Act employment and is not re-employed under the MOP(S) Act before the completion of the component of the course.
2. I have ceased working under the MOP(S) Act after I finished my period of study. Can I still claim reimbursement of my fees?

Yes
3. How come what I have claimed for and what I have been reimbursed for is a different amount?

There can be a number of factors that affect the amount of reimbursement. If you work full-time but have been on leave without pay (LWOP) during the study period this will affect the amount. If you work part-time then the amount of fees you are claiming will be pro-rata. This is based on your average hours worked during the study period.
4. I have been approved for studies assistance for a semester, but I would like to apply for another unit in the same semester. How do I do this?

You would be required to submit a new application with these details and submit this to MOPs training for re-assessment.
5. I have been approved for studies assistance for a semester and I have now moved offices during the study period, what do I do?

You would be required to submit a new application with these details and submit this to MOPs training for re-assessment.
6. How is financial assistance calculated?

When calculating the financial component of the claim this is done so by financial year.
7. When calculating my studies assistance what if my studies for example go from 15/6/2022 – 15/8/2022?

When calculating the financial component of the claim this is calculated over two financial years, so you will get some money from 15/6/2022 – 30/06/2022, FY 21/22 and then some money from 01/7/2022 – 15/8/2022, FY 22/23.
8. I applied and was approved for three units of study and only completed and passed two units of study. What do I do when it comes to reimbursement?

You would notify us by email when providing your reimbursement documentation that you didn't complete and pass those units of study and are therefore only claiming reimbursement for the two units.
9. I failed a unit of study that was approved for and I am going to re-enrol for this unit, will I need to complete a new application form?

Yes as this will be studied for in a different semester and therefore different study periods would apply.

10. Can my parliamentarian access Studies Assistance?

No, all Professional Development Program (PDP) offerings (including studies assistance) are currently provided to MOPS(S) Act employees only. Parliamentarians are welcome to utilise the PDP resources available online but should contact their respective Houses (Department of the House of Representatives or Department of the Senate) for training options available for their own development purposes.

11. Can I claim for student fees, books etc.?

No, the following are some items that cannot be claimed for reimbursement:

- 1. Sports and student union fees**
- 2. General and administration fees**
- 3. Fees for components of a course not successfully completed**
- 4. Travel and accommodation expenses**
- 5. Books, journals, newspapers, stationary and other materials**
- 6. Costs of producing material for the course being undertaken**
- 7. Graduation ceremony and regalia hire costs.**

12. How do I know how much study leave I am entitled to?

The Enterprise Agreement provides paid study leave of up to five hours per week for full time employees. Part-time employees will not be granted for hours in excess of their actual hours worked, e.g. if a part-time employee works three hours per week, the maximum amount of study leave to be provided cannot exceed three hours per week.

13. I have been approved for study leave, how do I go about applying for this?

Please lodge any applications for approved study leave via a miscellaneous (study) leave request in PEMS HR. Approved study leave may be pooled and accessed over the period of study, for example within a semester, noting that study leave for part-time employees will not be granted for hours in excess of the actual hours worked. It is the responsibility of the employee and the direct manager to manage leave. We also recommend you track the amount of leave you take each time.

14. Can unused study leave be carried over to another study period?

No.