





**The staff member must meet all the above criteria to be eligible to apply for STSA.**

However, in the event that

Key development opportunities are identified for a staff member prior to completion of the minimum term of employment of 12 months; or

Study assistance provisions are used as part of a recruitment and attraction process; or

Study is deemed a requirement by the employer.

Then, provided all other criteria requirements are met, the staff member may proceed with an application for STSA.

Meeting the eligibility criteria however **does not** guarantee the approval of a staff STSA.

## **1.2 Exemptions**

In special cases, the relevant Senior Leadership Team (SLT) member may approve an exemption for a member of staff who does not meet the above eligibility criteria. An appeal for exemption, outlining the grounds on which it is being sought, must be made in writing to the relevant SL member. If approved, an application for study assistance may then proceed as per the standard process. In this instance, STSA will be paid for out of the Department/School/Unit budget.

## **2. Restrictions**

### **2.1 Workload**

As a guide, approval of Staff Tertiary Study Assistance is generally restricted to one course per semester and one course over the Summer School period. However, there may be instances where a course is spread over the whole year. In this case, at the m semester and a full year course. The manager must give consideration to the appropriateness of the study workload and their ability to maintain their operations and services.

### **2.2 Relevance of Study**

The University is responsible for making the decision regarding what constitutes work-related study and may require additional supporting material demonstrating the linkages from the staff member in order to make this decision.

If study is deemed work-related, the staff member will be eligible to apply for assistance of up to 100 percent of the tuition fee, at the m If study is deemed non work-related, the staff member may be entitled to apply for assistance of up to 50 percent of the tuition fee, at the m

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reconsider any current study arrangements if necessary. Where possible, Managers/Heads will endeavour to preserve the study arrangements for the current enrolment period.

### **3.2 Leave to Attend Classes and Examinations**

Managers have the discretion to approve study assistance and grant paid or unpaid leave for staff members to attend lectures or undertake research or other study. The amount of work-related study leave to attend classes will vary depending on the course agreement.

When approving leave to attend classes, managers must consider

the requirements of the course,

the study agreements of other staff in the operational unit,

the operational needs of the department/school/unit, and

the agreement.

Managers may consider it necessary for a staff member to make up their study hours or attend classes outside their normal working hours and grant approval for study on this basis.

the Application for Staff Tertiary Study Assistance form. Staff members are eligible for half-day paid examination leave to attend each examination. Additional hours of paid leave may be approved at the m

hours and the normal leave application process will apply. Please note that approval of leave to attend examinations does not apply to tests or other assessments as these normally occur within the weekly lecture or class times. Where tests fall outside of normal lecture or class times, staff members should discuss this and make appropriate arrangements with their manager.

### **3.3 Course Failures**

Only in exceptional circumstances will the University approve further study for a staff member who has previously received study assistance for a course of study they have failed. This includes those staff who have received assistance and who have withdrawn from the course past the date for refund of fees.

In the event that a staff member re-sits and passes the failed course at his/her own expense, they will be deemed to meet eligibility criteria clause [1.1 f](#)) to re-apply for further study assistance.

If a staff member withdraws from a course within the date for refund of fees, this will not affect their eligibility to apply for further study assistance. Where fees are refunded, they will be returned to the party that paid them in the first instance.

Only in exceptional circumstances will study leave be approved for a second or subsequent attempt at any course of study.

### **3.4 Performance**

**If**

Provision of study assistance, both financial and non-financial, is subject to continuing which they are employed, as outlined in eligibility clause [1](#).

**Course of Study** may refer to a single paper leading to a Certificate of Proficiency or a qualification.

**Full-time equivalent (FTE)**

