

Staff Study Assistance

For Study at the University of Otago

1. Applicant to Complete

Student ID No. Employee ID No. (see payslip) Date of Birth (if no ID)

First Name(s) Surname

Division Department

Number of hours employed per week (part-time staff) Length of appointment (temporary staff)

Qualification for which you are enrolling

First time application for study
 Ongoing study previously approved

Papers for which you are enrolling

	Semester 1	Semester 2	Full Year	Summer School
1. <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A copy of the applicant's fees account should be attached if available

Study Leave Required to Attend Classes (hours/week) – Semester 1 Semester 2 Full Year Summer School

If leave in excess of regulations is required please state how time will be made up

I agree to pay all fees that are my personal responsibility on invoice. In the event of these fees remaining unpaid ten working days after the first reminder notice, I authorise the University to deduct the full amount from my next salary/wage payment together with any late fees incurred.

Applicant's Signature Date

2. Manager to Complete

Recommendations Study Leave Approved (please tick appropriate box) Yes No

Percentage Grant

Condition of Employment	100%	First Tertiary Study	25%
Work-related	70%	Postgraduate Certificate;	100%
Māori Language Papers	100%	Diploma in Higher Education;	
Māori Studies Level 1 (non-language)	70%	or Master of Higher Education	

Limit of \$9,042 to be applied?		Paper One	Paper Two
Yes	No	Total Fees/Expenses	
		Amount to be paid by Department	

Account code to be charged *Please note only one account code can be entered*

Justification for Recommendations

Manager's Signature Date

3. Divisional Head or Dean (Division of Health Sciences) to Complete

Recommendation Endorsed Declined Amended as Follows

Divisional Head or Dean's Signature Date

Chief Operating Officer's Signature
(Operations, postgraduate study only) Date

4. Send a copy of this form to Manager, and send original to Student Finance (student.finance@otago.ac.nz)

**ADMINISTRATIVE PROCEDURES
STUDY ASSISTANCE APPLICATIONS
FOR STUDY AT THE UNIVERSITY OF OTAGO**

1. The application form must be completed by the applicant, their Manager, and their Divisional Head (Dean in the Division of Health Sciences). Any applications for postgraduate study in Operations divisions must also be approved by the Chief Operating Officer.
2. Applicants for MBA/DBA or Executive MBA programmes must also complete a special form which is available only from the Training Co-ordinator, Human Resources (learning.development@otago.ac.nz).
3. Applications for fees grants in excess of the \$9,042 limit (with the exception of postgraduate courses in Health Sciences) may be approved by the Divisional Head or Dean in the Division of Health Sciences.
4. **Once each application has been approved, amended or declined, the application form and any attached papers should be sent to Student Finance (student.finance@otago.ac.nz) not later than two weeks prior to the due date for payment of fees. At the same time, a copy of the form should be sent to the Head of Department who will advise the applicant of the success or otherwise of their application.**
5. Student Finance will send all successful candidates an amended fees account and charge the balance remaining to the specified departmental account code. It is important that departments check that the account code specified on the application form is correct.
NB: Only one account code can be entered in the fees ledger so departments that wish to split costs must do so by journals after the account has been paid.
6. For Māori Language papers Student Finance will charge 70% to the specified departmental account code and the remaining 30% will be charged to the Office of the Director of Māori Development.
7. All fees must be paid by the prescribed date. Staff members who do not meet the deadline will be charged a late fee.
8. The University will deduct from the staff members' salary/wages any unpaid fees that are their personal responsibility and that remain unpaid ten working days after the first reminder notice together with any late fees incurred.
9. Application for second semester papers only will be accepted mid year but staff should be encouraged to make all Study Assistance applications at the beginning of the year.
10. If a staff member wishes to change their course after a study assistance grant has been approved they must gain written approval from their Manager and attach it to the amended application form. Failure to do so will result in the staff member meeting the full cost of the study.
11. Please note that all staff who do not have permanent resident status must pay full cost fees.