

**APPLICATION FOR TUITION FEES** **ASSISTANCE**

*(refer to Tuition Fees Policy for details, please complete a new form for each semester*)

|  |
| --- |
| **Name:**Staff Member(Family name ) (First name) |
| Staff ID: (If applicable)**Date:** | Contact No:**Email:** |
| **School/Service Group:** |
| Position |
| Fulltime: | Part-time | No. of hours |  |
| DETAILS OF PLANNED COURSE |
| **Course of study:** | **Duration of Study: S1 / S2** (please circle) |
| **Area of study:** | **Total Semester Cost: $** |
| **A: Work-related study** - *This course of study directly contributes to the staff member’s performance of duties and professional development* |
| Reason:Amount already reimbursed or paid by Unitec this financial year: $ |
| **B: Non-work-related study** - *This course of study contributes to the staff member’s personal enjoyment or personal development not specifically related to their work.* |
| Reason: |
| I declare the following information is true and correct. I agree that I shall pay any fees by the due date and any fees refunded to me will be repaid to Unitec |
| **Year** | **Semester**  | **Fees** | **Bond** |
| 20XX  |  |  |  |
| **Staff Name**  |   | **Signature** |
| **Position title** |  |
| **Cost Centres Manager Name** |  | **Signature** |
| **HR Business Partner Name** |  | **Signature** |
| **Attach any supporting documents to this application which may be relevant for approval** *e.g. funding schedule, evidence of enrolment confirmation, relevant receipts, evidence of successful study completion*Please send the completed signed form to: **human.resources@unitec.ac.nz** |