



## APPLICATION FOR TUITION FEES ASSISTANCE

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

<b>Name:</b> (Family name) (First name) Staff Member	
<b>Staff ID:</b> (If applicable) <b>Date:</b>	<b>Contact No:</b> <b>Email:</b>
<b>School/Service Group:</b>	
Position	Fixed Term end date (if applicable) :
Fulltime:	Part-time
No. of hours	
<b>DETAILS OF PLANNED COURSE</b>	
<b>Course of Study</b> UNITEC Course      External provider	<b>Duration of Study:</b> S1      S2
<b>Area/paper of study:</b> Is this your first enrolment in this area/paper: Yes      No	<b>Total Semester Cost: \$</b>
<b>A: Work-related study</b> <i>This course of study directly contributes to the staff member's performance of duties and professional development. Up to \$1500 pro rated (per year) can be approved and paid by the department, without a bond. Any amount paid over \$1500 by the department must also be approved by the Head of Finance, and a bond form completed and sent to Human Resources.</i>	
Reason:  Amount already reimbursed or paid by Unitec this financial year: \$ Additional amount to be paid by internal requisition or reimbursement: \$	
<b>B: Non-work-related study</b> <i>- This course of study contributes to the staff member's personal enjoyment or personal development not specifically related to their work. 25% staff discount applies.</i>	
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	
<b>Year</b>	<b>Semester</b>
<b>Fees</b>	<b>Bond</b>
<b>Staff name</b>	Signature
<b>Position title</b>	
<b>Cost Centres Manager Name</b>	Signature
<b>HR Business Partner Name</b>	Signature
<b>Attach any supporting documents to this application which may be relevant or required for approval</b> <i>e.g. funding schedule, evidence of enrolment confirmation, relevant receipts, evidence of successful study completion, bond form, Internal Requisition</i> For external, work related courses, please complete an Expense claim.	

Please send the completed signed form to: [human.resources@unitec.ac.nz](mailto:human.resources@unitec.ac.nz)