



APPLICATION FOR TUITION FEES ASSISTANCE

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

Name: (Family name) _____ (First name) _____ Staff Member	
Staff ID: (If applicable) Date: _____	Contact No: _____ Email: _____
School/Service Group: _____	
Position _____	Fixed Term end date (if applicable) : _____
Fulltime: _____	Part-time _____
No. of hours _____	
DETAILS OF PLANNED COURSE	
Course of Study UNITEC Course _____ External provider _____	Duration of Study Sem 1 _____ Sem 2 _____
Area/paper of study: _____ Is this your first enrolment in this area/paper: Yes _____ No _____	Total Semester Cost: \$ _____
A: Work-related study <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: Non-work-related study <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	
Year	Semester
Fees	Bond
Staff name	Signature
Position title	Signature
Cost Centres Manager Name	Signature
HR Business Partner Name	Signature
Attach any supporting documents to this application which may be relevant or required for approval <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