

## DESCRIPTION

Discounts are available to eligible academic and professional/general staff for studies at any academic level.

## CRITERIA

Full-time staff may take 1 Avondale unit per semester free of tuition fees (equivalent to the value of 1 standard unit), and may take additional units with 50% tuition fee discount (equivalent to the value of one standard unit). Additional fees above the standard unit rate and any other fees such as laboratory fees etc. will need to be paid by the staff member.

Part-time staff on at least a 50% workload are eligible for tuition fee discounts corresponding to the proportion of a full-time load worked. Part-time staff with less than a 50% workload and casual staff are not entitled to tuition fee discounts.

## APPLICATION PROCESS

1. Staff member to obtain and Read the 'Staff Tuition Discount Policy'
2. Discuss the matter of planned study with your Dean or Head of Department (HOD) to determine if there will be any potential effect on work commitments and/or if any accommodation may be made ie. attendance at classes, winter school, exams etc.
3. Forward to HR to confirm eligibility.
4. HR to forward to Student Finance.
5. Student Finance to advise of Approval/details of eligible discount amount.

Staff Member Name	<input type="text"/>	Staff ID	<input type="text"/>
Course of Study	<input type="text"/>		
Semester 1 No. of Units	<input type="text"/>	Year Long No. of Units	<input type="text"/>
		Semester 2 No. of Units	<input type="text"/>
(Please tick only one teaching period per application)			
Signature	<input type="text"/>		Date <input type="text"/> / <input type="text"/> / <input type="text"/>
HOD/Dean Name	<input type="text"/>		
Signature of HOD/Dean	<input type="text"/>		Date <input type="text"/> / <input type="text"/> / <input type="text"/>

<b>HR</b>	Staff Member detail	Full-time/Part-time (Circle)	FTE	<input type="text"/>	%	Approved/Not Approved (Circle)
	Name	<input type="text"/>				
	Signature	<input type="text"/>		Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	
<b>Student Finance</b>	Details of approval	<input type="text"/>				