



**STAFF DEVELOPMENT INITIATIVE**

**APPLICATION FOR STUDENT CONTRIBUTION EXEMPTION  
SCHOLARSHIP FOR UTAS AWARD STUDY IN 2009**

- University of Tasmania staff may apply for Student Contribution (HECS) Exemption Scholarships for UTAS award units in 2009. It is offered for up to 25% unit load over the full calendar year. Any unit combinations up to the limit may be requested, such as two 12.5% units of study, one 25% unit or half of a 50% unit. Please see the guidelines below for eligibility criteria and further information. This application should be submitted 3 weeks prior to the start of the relevant semester to **Enrolment and Fees Unit, Locked Bag 1345, Launceston.**

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**To be completed by staff member (please print):**

Name: \_\_\_\_\_

Staff ID No.: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

Staff Email Address: \_\_\_\_\_

School/Section Employed : \_\_\_\_\_ Ph Ext: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Course Code: \_\_\_\_\_

*Unit details for which you are applying for Exemption Scholarship*

Unit Code	Semester	Unit Title	Unit Weight

I have read the guidelines and agree to abide by the stated terms.

Staff member's signature: \_\_\_\_\_

Date: ...../...../20...

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**To be completed by Head of School/ Section:**

I note that the above staff member has applied for an Exemption Scholarship for the unit(s) as detailed above and I am willing to negotiate unpaid time release (for attendance at lectures/tutorials or for assessment purposes), taking into account the operational needs of the School/Section.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: ...../...../20...

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***Student Centre Use:***

HR Eligibility .....  CSP  OK



## **Staff Development Initiative Student Contribution (HECS) Exemption Scholarships for Award study at UTAS 2009 *Guidelines***

The Student Contribution Exemption Scholarship initiative allows all staff to undertake up to 25% load over the full calendar year and may be requested for any unit combinations up to the limit, such as two 12.5% units of study, one 25% unit or half of a 50% unit for professional or personal development. These units of study do not need to be directly related to the staff member's work area.

Staff who apply for Exemption Scholarships for these units of study are not provided with paid leave for the study of the units for which they receive a scholarship.

Alternatively, staff may apply under existing procedures for University support to undertake study that is directly relevant to the work area and to apply for study leave of up to five hours per week. Please see [www.admin.utas.edu.au/hr/manual/f.html](http://www.admin.utas.edu.au/hr/manual/f.html) under 'Other leave' for details.

Staff members will only be eligible for **either** an Exemption Scholarship, **or** for study leave.

### **New and continuing students**

#### **Continuing students**

- Staff members who are already studying (continuing students in a UTAS award course) should complete the Staff Development Student Contribution Exemption Scholarship application attached to arrange for the relevant Exemption Scholarship for their identified units of study within their current enrolment. **The form should be completed and returned to the Enrolment and Fees Unit, Locked Bag 1345, Launceston.**

#### **New students**

- Staff members who are not already studying must seek entry into an award course in the usual manner by making an application for admission to the University. Interested staff should apply for admission as soon as possible.
- If your application for admission is successful you will receive a letter of offer. You then accept your offer by enrolling.
- Please submit the attached application form with your enrolment form to ensure that you receive the Exemption Scholarship under this staff development initiative. If you are interested in taking up this offer, but are unsure about what course might best suit you, please contact Lyn Webster to discuss your study options on ext. 2514.

## Eligibility criteria and other information

1. This offer is open to all full-time and part-time continuing staff and staff employed on fixed term contracts of 12 months or more. From the commencement of 2008, this offer is also open to casual staff who expect to work the equivalent of 50 hours or more within the 6 month period containing the semester in which the units of study are to be undertaken. Please note: for staff on fixed term contracts the term of their employment contract must extend beyond the end of the semester in which the units of study are undertaken. Furthermore, casual staff will be required to repay the pro rata amount if they fail to work the 50 hour minimum.
2. UTAS provide an Exemption Scholarship for up to 25% load over the full calendar year and may be requested for any unit combinations up to the limit, such as two 12.5% units of study, one 25% unit or half of a 50% unit in a UTAS award course.
3. Staff receiving Exemption Scholarships under this initiative will be required to use flex-time; arrange out of hours study; or undertake flexibly delivered units. Whilst staff do not require the direct approval of a supervisor in order to participate in this initiative, supervisors should be informed of the application for an exemption scholarship.
4. Staff may select any UTAS award course unit offered on a Commonwealth supported basis (this excludes fee-paying programs), provided they are eligible for course admission and unit enrolment in accordance with the University's normal rules of admission and enrolment.
5. Where staff are undertaking a number of units, the University reserves the right to nominate the units for which the Exemption Scholarship will be applied.
6. The University may also provide the equivalent support by treating the supported units as a fee-paying enrolment with the fee fully waived after negotiation with the member of staff.
7. Staff receiving Exemption Scholarships from the University in a Commonwealth Supported Place will still be required to comply with all DEST requirements, including submission of a Commonwealth Assistance Form (CAF) and any study they undertake will consume their Student Learning Entitlement (SLE).
8. The Student Contribution amount and the Exemption Scholarship provided under this initiative will be displayed on your 2009 fees invoice.

### *Fringe Benefits Tax*

The provision of an HECS Exemption Scholarship is a fringe benefit, however has a 'Residual In-House Benefit' there are taxable concessions. Please contact Business Services, ext 3655 or phone 6324 3655 to discuss how the provision of the Exemption Scholarship may have an impact on your personal taxation situation.

### **For more information**

Please contact Lyn Maloney, Client Services, Student Centre, on ext. 3526 or by e-mail: [Lyn.Maloney@utas.edu.au](mailto:Lyn.Maloney@utas.edu.au).