

Request to use Supplementary Academic Support (SAS)

Please review the guidelines on page 2 before submitting this form

IMPORTANT NOTE: Forms must be submitted no less than 3 weeks in advance of attendance at an event
e.g. Training workshop or conference

Student Name: _____ Student ID: _____

Course Name: _____

Type of Support requested:

i. Tutoring/Academic Support

Unit Code: _____

Unit Coordinator's name: _____

Specific requirements for unit: _____

ii. Domestic academic training, workshops or conferences directly related to the awardees main course of study (registration attendance fees only)

How will this workshop enhance/contribute to your Main Course? _____

(Please attach any documentation or invoices in relation to this workshop)

iii. Editing Theses

How many pages is the document: _____

Submission date: _____

Have you met with the Learning Skills Advisors? YES / NO (please Circle)

iv. Conference Attendance in a third country (Research Awardees only – presenting of research papers/findings in direct relation to course, as approved by supervisor)

Name of Conference: _____

Location/Region: _____

Date of Conference: _____ Supervisors Signature: _____

SCO Use Only

Date Received: _____

Funds Available: _____

Approved: _____

Guidelines for Using Supplementary Academic Support (SAS)

An Invitation or acceptance to present research findings or research paper as well as a detailed list of expenses must also be attached

Please ensure you have taken note of the guidelines prior to submitting your request to your Student Contact Officer (SCO).

- You have \$500 available per semester for SAS, this can be accrued and it cannot be expensed in advance.
- You must notify your Student Contact Officer by completing the written request on page 1, no later than 3 weeks in advance of attending an event such as a training workshop or conference.

Supplementary Academic Support can be used for the following items:

i. Tutoring/Academic Support

Request is made for assistance per unit, you must indicate which unit on page 1
Unit Coordinator must approve or recommend the tutor;
SCO will not reimburse funds spent by Awardee without prior approval;
Payments to all tutors will be made by SCO via UTAS Human Resources

ii. Domestic Academic training or workshops (such as academic writing skills etc.)

This does not include Fieldtrips or fieldwork regardless of whether it is compulsory

iii. Editing theses

You must provide adequate time to allow for SCO to arrange an appropriate Editor;
You must complete the information requested on page 1;
It is recommended that you meet with a Learning Skills Advisor prior to requesting a proof-reader.

iv. Conference Attendance in a third country (Research Awardees only)

You may use SAS for conference attendance, provided you are presenting a paper or research findings that are directly related to your field of study.
You must provide a detailed statement with your request to outline how the conference attendance relates to your studies
You must provide a written costing, including flights, registration, visa fees
Please note: SAS funds can only be used for attendance registration (if you do not have adequate SAS funding to cover registration costs, you must confirm you are able to cover additional costs yourself).

Supplementary academic support funding must not be used to:

- i. purchase IT hardware, specialised software or textbooks (awardees may use the establishment allowance for this purpose)
- ii. to meet the expenses of adjustments made for awardees with disability (separate funding is allocated for this)
- iii. towards any associated costs for fieldwork/field trips or study tour units (either selective or compulsory)