

Our Values:



Collaboration



Communication



Integrity



Efficiency



Leadership

Part A: Cadet and course details (to be completed by Cadet)

Cadet Details	
Name	
Position	
Branch (current placement)	
Department	

Study Details			
Qualification			
Unit name/s			
Tertiary institution			
Study mode (e.g. distance)		Campus	
Unit commencement date		Unit completion date	

Part B: Cadet Program Coordinator recommendation and GM approval

- The course of study outlined above is relevant to the cadet placement
- I approve the reimbursement of fees as outlined above

Recommended by	
Name of Program Coordinator	
Program Coordinator signature	
Date	
Approved by	
Name of GM	
GM Signature	
Date	

Part C: Request for reimbursement (completed by Cadet)

Reimbursement Details (please also complete and submit a Direct Payment form)			
Official receipts attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of assistance claimed	

Employee Declaration			
<ul style="list-style-type: none"> • I confirm that I have paid the fees to the tertiary institution as evidenced by the original receipts provided • In accordance with Section 1.3 of the Study Assistance Policy I confirm that I have not deferred the amount I am claiming to HECS/HELP • I agree to abide by the terms and conditions of the Study Assistance Policy and the Cadet Agreement 			
Cadet signature		Date	
Once completed in full (and signed), please forward the hard copy (original) to: 'People and Culture', Hayden Centre, Level 3.			

FOR OFFICE USE ONLY (to be completed by People and Culture)			
Application for cadet reimbursement received on		Date	
Direct payment request received on		Date	
Direct payment request and documentation sent to payment services team on		Date	
I certify that all details are complete and all information provided complies with the Study Assistance Policy		Date	
Name of People and Culture Representative			
Position			
Signature		Date	