**Course Financial Assistance Application Form - For Officers and Employees Applying for Accredited Study**

What Important information do I need to know?

* Application must be submitted at least two weeks prior to the commencement of the course.
* This application is **not an enrolment into the course**. You must also apply to study with the provider that offers your course and enroll through them.
* Submitting the application constitutes acceptance of the terms and provisions for financial assistance as set out in the Personnel Development Financial Assistance Schedule BS\_ET\_GUI-01\_TPDP.

Who should use this form?

Officers and employees seeking financial assistance for an accredited course, and who meet the following criteria:

* You have passed your six-month probation.
* This training specifically relates to TSA’s vision, mission, strategy and prioritised goals.
* This is mandatory training required for your role, OR
* This training is endorsed as part of performance development, talent management or succession planning strategies and initiatives.

## How do I use the form?

* Follow all instructions on the form.
* Fill in all details on the form.
* Sign the form.
* If this course is not offered by EBC, attach the required course information.
* Send the signed and completed form to your line manager for their endorsement and signature.
* Line manager to send the endorsed form to your Head of Department/Divisional Commander/ Cabinet Secretary for their recommendation.
* Head of Department/Divisional Commander/ Cabinet Secretary to send completed form to be sent to pdfund@salvationarmy.org.au, with copy to applicant.

The Territorial Education Fund has been made available to support:

Accredited study covers qualifications accredited in the three education sectors: higher education, vocational training and secondary education sectors.

* The Diploma, Advanced Diploma, Associate Degree, Bachelor Degree, Bachelor Honours Degree, Graduate Certificate, Graduate Diploma, Masters Degree and Doctoral Degree qualifications are accredited in the higher education sector
* The Certificate I, Certificate II, Certificate III, Certificate IV, Diploma, Advanced Diploma, Graduate Certificate and Graduate Diploma qualifications are accredited in the vocational education and training sector

What assistance is available?

Officers may be able to seek assistance for up to 80% of accredited course fees; 90% if studying with EBC. The cost of travel, meal and accommodation are to be covered by the Officer’s appointment or Division.

Employees may be able to seek assistance for up to 50% of course fees; 60% if studying with EBC. Employees are personally responsible for travel, accommodation, meals, books and all other costs relating to their accredited courses.

How do I get more information?

Procedures, terms and conditions, and other relevant information can be found in the Personnel Development Policy & Financial Assistance Procedure.

For enquiries contact the Head of Eva Burrows College

E | pdfund@salvationarmy.org.au

P| 03 9847 5400

W| <https://evaburrowscollege.edu.au/about-us/policies/personnel-development-policy/>

The Salvation Army Australia Territory

# **COURSE FINANCIAL ASSISTANCE APPLICATION FORM**

 Worker ID Click here to enter number.

Personal Details

 Title/rank and name Click here to enter text.

 Appointment/position Click here to enter text.

 Contact number Click here to enter contact number.

 Mission Expression Click here to enter text.

Learning, Education & Training History (for the past 12 months)

1. Have you attended any course in the last 12 months?

 [ ]  Yes [ ]  No

 If yes, please provide details:

 Course name/s Click here to enter text.

 Start Date dd/mm/yyyy

 Duration (number of days/years) Click here to enter number.

1. Are you currently engaged in an accredited course financially assisted by The Salvation Army?

 [ ]  Yes [ ]  No

 If yes, please provide details:

 Course name/s Click here to enter text.

 Start Date dd/mm/yyyy

 Expected date of completion dd/mm/yyyy

Course Details (details of the course you are applying for)

 Course name Click here to enter text.

 Provider Click here to enter text.

 Location Click here to enter text.

 Delivery [ ]  Face-to-face [ ]  Online [ ]  Distance [ ]  Other: Click here to enter text.

 Start date dd/mm/yyyy

 End date dd/mm/yyyy

 Duration (number of days/years) Click here to enter number.

If this course is not being run through Eva Burrows College, have you provided information about the course (e.g. brochures, program schedules, subject lists and fee costs for accredited study)?

 [ ]  Yes [ ]  No

 If no, please provide reason/s Click here to enter text.

 Is this program/course a non-negotiable requirement for your current appointment / position?

 [ ]  Yes [ ]  No

Purpose of the course

1. Is this course identified on your Development Plan or Performance Review?

 [ ]  Yes [ ]  No

If yes, provide the name of the person who identified the course Click here to enter text.

1. Why do you want to attend the course? What benefits will this have for your development?

Click here to enter text.

1. How will the course benefit your current/future role and The Salvation Army?

Click here to enter text.

Financial costs and assistance requested

 Course Fee (a) Click here to enter amount.

 Less Appointment/Department contribution (b) Click here to enter amount.

 Application total (a-b=c) Click here to enter amount.

 Are there other costs to attend this course that need to be covered by your appointment/department?

 [ ]  Yes [ ]  No

 If yes, please include amounts here:

 *Please note: these costs are not part of the Territorial Education Funding application*

 Travel Click here to enter amount.

 Meals Click here to enter amount.

 Accommodation Click here to enter amount.

Signatures

 Applicant: [ ]  I have read the Personnel Development Policy and related Financial Assistance Procedure and agree to be bound by all terms and conditions stated therein.

 Signature: Click here to type in name. Date: dd/mm/yyyy

 *Typed in name is taken as signature.*

*Please forward completed and signed application to your Line Manager.*

Line Manager: [ ]  I have read the Personnel Development Policy and confirm that the applicant meets the eligibility criteria (*see page 1 of this form*) for Financial Assistance through the Territorial Education Fund.

 [ ]  I confirm that this course/study is necessary for the applicant’s development in fulfilling their current role.

 Do you support this application? Please explain your response.

 [ ]  Yes [ ]  No

 Click here to explain your response.

 Signature: Click here to type in name. Date: dd/mm/yyyy

 *Typed in name is taken as signature.*

*Please forward completed and signed application to your Head of Department/Divisional Commander or Cabinet Secretary.*

 Head of Department/Divisional Commander/Cabinet Secretary Recommendation:

 [ ]  I confirm that this course/study is necessary for the applicant’s development in fulfilling their current role.

 [ ]  I confirm that this course/study is necessary as part of succession planning.

 [ ]  I confirm that any associated travel, accommodation and meal costs listed above have been budgeted for in appointment or divisional budget/s.

 Do you support this application? Please comment on your response.

 [ ]  Yes [ ]  No

 Click here to comment on your response.

 Signature: Click here to type in name. Date: dd/mm/yyyy

 *Typed in name is taken as signature.*

*Please forward completed and signed application to* *pdfund@salvationarmy.org.au*