

## Academic Staff Reimbursement of Course Fees Policy

<b>Approving authority</b>	Executive Group
<b>Approval date</b>	4 May 2014
<b>Advisor</b>	For advice on this policy, contact <a href="#">HR Advisory Services</a>   Human Resources
<b>Next scheduled review</b>	2018
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Academic%20Staff%20Reimbursement%20of%20Course%20Fees%20Policy.pdf">http://policies.griffith.edu.au/pdf/Academic Staff Reimbursement of Course Fees Policy.pdf</a>
<b>TRIM document</b>	2017/0000271
<b>Description</b>	This document provides information regarding when an academic staff member is eligible for a reimbursement of course fees.

### Related documents

[Code of Conduct](#)

[Conflict of Interest Policy](#)

[Staffing Delegations: Academic Groups](#)

[\[Rationale\]](#) [\[Policy\]](#) [\[Procedures\]](#) [\[Delegated Authorities\]](#)

## 1. RATIONALE

Where a Head of School considers a particular degree or diploma would improve the work of the staff member for the school, the Head of School may make a recommendation to the Dean (Academic) for approval of reimbursement of up-front course fees costs which have been paid by the staff member.

## 2. POLICY

Where enrolment in or progress towards a degree or diploma is required as a condition of appointment or confirmation, the reimbursement of up-front course fee costs may be funded by the appropriate School/Group.

Reimbursement of up-front course fee costs according to this policy may be made regardless of the institution at which study is undertaken.

Continued reimbursement of up-front course fee costs is conditional upon satisfactory progress in each trimester.

Where a School / Department's budget is not sufficient to make a 100 per cent refund available to all staff members irrespective of a subject/course undertaken, the Dean (Academic) may approve

- a 100% refund of the up-front course fee charge for a subject/course deemed directly relevant to the School/University;
- a 50% refund of the up-front course fee charge for a subject/course deemed to be of some value to the School/University, but of primary relevance to the individual.

## 3. PROCEDURES

Prior to commencing a course of study the staff member consults with the Head of School to seek approval for reimbursement of up-front course fee costs. The Head of School may then make recommendation to the Dean (Academic) for approval of the claim.

If approved and following satisfactory progress in each trimester the staff member notifies the Head of School in writing of successful completion and provides documentary evidence of payment of the up-front course fee costs

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#### **4. Delegated Authorities**

The Head of School make recommendation to the Dean (Academic) for approval of the reimbursement of up-front course fee costs which have been paid by the academic staff member.