

APPLICATION FOR TUITION FEE INTERNAL SPONSORSHIPS

Graduate Certificate of Education (Academic Practice)

Sections A and B to be completed and submitted with application.

SECTION A: APPLICANT TO COMPLETE

Name: _____

Staff Number: _____

Student Number: _____

Position: _____

School: _____

Signature: _____ Date: (dd/mm/yyyy): _____ / _____ / _____
Dean

SECTION B: HUMAN RESOURCES TO COMPLETE

I confirm that the staff member above meets the following eligibility criteria for the Graduate Certificate of Education (Academic Practice) Internal Fee Sponsorship:

- Category 1 – is a member of the academic teaching staff; and employed on at least a 50% fractional appointment; and employed on a contract of no less than two years.
- Category 2 – is currently teaching; and has been employed in casual or short term teaching contracts averaging at least 30 hours per year for three years equivalent.
- Category 3 – does not meet Category 1 or 2 but is currently teaching 30 hours per year or equivalent.
- Category 4 – is a JCU higher degree research student who is more than one year from completing his/her degree; and is currently teaching 30 hours per year or equivalent. Duration of Degree (please provide dates): _____

Signed: _____ Date: (dd/mm/yyyy): _____ / _____ / _____
Human Resources

SECTION C: TEACHING AND LEARNING DEVELOPMENT APPROVAL

Approved: _____ Date: (dd/mm/yyyy): _____ / _____ / _____
Director, Teaching and Learning Development