

# FINANCIAL SUPPORT FOR FORMAL STUDY PROCEDURE

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2. Review Date	December, 2022
3. Approved by	Leadership Team
4. Author	Employee Services Team
5. Related documents	Armidale Diocesan Religious Education Accreditation Framework Document
6. Appendices	
7. Ratified	December, 2020

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CSO Operational Guideline



Catholic Schools Office  
*Diocese of Armidale*

## SCOPE

This procedure applies to permanent and temporary Diocesan staff employed by the Catholic Schools Office Armidale (CSOA).

## ELIGIBILITY

CSOA may consider applications for financial assistance where the following criteria are met :

- the course or units of work are related to the applicant's work/teaching qualification
- the course or units of work related to the applicant's are being provided by a CSOA recognised and approved provider
- the course or units of work are completed successfully within the time required by the course provider
- the course or units of work are not part of Initial Teacher Education Training (only for staff employed as a teacher).
- the course or units of work are studied and completed whilst the applicant is employed by the CSOA and associated schools
- claims are made in the year of starting the course or in the year of completion of each unit. (Retrospective claims for courses and units completed in the previous year of application will not be approved)

## APPLICATION

It is the responsibility of staff seeking financial support to complete an [application form](#).

## APPROVAL

The Senior Manager Employee Services ensures that a suitable budget line is approved each year for the 'Financial Support for Further Study Scheme'. The Senior Manager Employee Services reserves the right to make the final decision on all applications and may consult with the Director/Deputy Director as required.

The Senior Manager Employee Services will consult with relevant staff as to :

- determine if courses and units related to theology and religious education are being provided by recognised and approved provider/s and meet the Religious Education and Leadership requirements
- approve or decline applications
- to keep accurate records of applications and approvals of financial reimbursements and place a copy of approval emails on staff files

## REIMBURSEMENT

To claim reimbursement of approved study, evidence of successful unit completion and a receipt for fee costs must be sent to Payroll at [payroll@arm.catholic.edu.au](mailto:payroll@arm.catholic.edu.au) .

Claims should be made within thirty days of receiving results.