

SCHEDULE B: Study Support Reimbursement

Refer to the [Human Resources Division \(HRD\) \(Study Support\) website](#) for information on study support eligibility and for the Supervisor's Assessment Tool in the [Application for Study Support - General Staff form](#) to determine the level of study support that should be granted.

To support the health and wellbeing of staff, reimbursement will only be granted for one unit/subject per semester/trimester up to the maximum yearly amount (detailed below) and is only paid upon evidence of satisfactory results and is subject to the area's available budget.

Study support for courses at external institutions will only be granted if the course is not offered at Deakin. Search Deakin undergraduate and postgraduate courses.

	COURSE PROVIDER	CERTIFICATE IV OR HIGHER	BACHELOR DEGREE	POST GRADUATE	MASTERS OR HIGHER	YEARLY MAXIMUM
NON HELP/HECS RELATED COURSES	Deakin University	60% of unit costs up to a yearly maximum	50% of unit costs up to yearly maximum	45% of unit costs up to yearly maximum	40% of unit costs up to yearly maximum	\$3,000
	Other institution (for courses not offered by Deakin)	50% of unit costs up to a yearly maximum	40% of unit costs up to yearly maximum	35% of unit costs up to yearly maximum	30% of unit costs up to yearly maximum	\$2,000
HELP/HECS RELATED COURSE	Deakin University	40% of unit costs up to a yearly maximum	30% of unit costs up to yearly maximum	25% of unit costs up to yearly maximum	20% of unit costs up to yearly maximum	\$1,300 (per FBT year*) *FBT Year is from 1 April – 31 March
	Other institution (for courses not offered by Deakin)	30% of unit costs up to a yearly maximum	20% of unit costs up to yearly maximum	15% of unit costs up to yearly maximum	10% of unit costs up to yearly maximum	\$1,000 (per FBT year*) *FBT Year is from 1 April – 31 March