

Study Assistance for Staff Policy

Section 1 - Purpose and Scope

Purpose

(1) This Policy is established to encourage and support Eligible Employees of the University of Queensland (the University) who undertake study to progress their professional development goals.

Scope

(2) This Policy applies to all current fixed-term and continuing employees with at least six (6) months of continuous service at the University (Eligible Employees).

(3) Eligible Employees who are part-time may apply for Study Assistance on a pro-rata basis; this includes leave and other support arrangements that may form part of the assistance.

(4) Study Assistance includes support in the form of financial assistance and/or other related entitlements including leave.

(5) Program of Study under this Policy refers to any study undertaken through a recognised formal tertiary education institution (University, registered VET provider such as TAFE) leading to a recognised qualification and includes a course designed and provided by the University.

(6) Any Study Assistance provided in accordance with this Policy, ends when the staff member is no longer eligible or ceases employment with the University unless otherwise agreed to in writing with the Authorised Officer.

Section 2 - Principles and Key Requirements

(7) This Policy should be read in conjunction with [Study Assistance for Staff Procedure](#).

(8) Eligible Employees must be Performing Well or Exceeding Expectations in their role to be considered for and continue to receive support through the terms of this Policy.

Part A - Financial assistance

UQ delivered study: Study for Staff

(9) An employee may seek financial assistance through an upfront subsidy of student tuition fees (Study for Staff), for study undertaken in approved Programs of Study set out in the [Study Assistance for Staff Procedure](#).

(10) The following levels of upfront Study for Staff subsidy are available, provided eligibility criteria and associated conditions set out in the [Study Assistance for Staff Procedure](#) have been met:

Level of subsidy	Potentially available for:	Critical requirement
75% off	Full Fee postgraduate program	Program of Study and underlying Courses are directly relevant to the employees' current role (they meet the 'relevancy test' of ATO)
Up to \$1333 every Fringe Benefit Tax year	Full Fee or Commonwealth Supported Place (CSP) postgraduate program	Program of study is not directly relevant to employees' current role and/or is a Commonwealth Supported Placement.

Externally delivered study: Reimbursement of expenses

(11) An employee may seek financial assistance through reimbursement of expenses for a Program of Study undertaken by an external provider, for the following categories of study:

- Category A: study that is deemed 'directly relevant' to their current position and duties by the Authorising Officer and Head of Organisational Unit; or
- Category B: study that is not Category A study but is undertaken predominantly for career development or personal purposes and is considered by the Authorised Officer or Head of Organisational Unit, to be of benefit to the University or Organisational Unit.

(12) The level of financial assistance available under reimbursement is, for:

- Category A: up to 100%.
- Category B: at the full discretion of the Approving Officer and/or Head of Organisational Unit.

Part B - Additional support

(13) Financial support may be linked to a package of support that also includes leave, as set out in the [Study Assistance for Staff Procedure](#) and the [Leave Entitlements Policy](#).

(14) Flexible working arrangements may also be considered in accordance with the [Flexible Work Policy](#) to support the attendance to study activities by agreement.

Section 3 - Monitoring, Review and Assurance

(15) The Authorised Officer is responsible for ensuring compliance with legislative obligations and the application of this Policy.

(16) Human Resources is responsible for reviewing and monitoring the effectiveness of this Policy.

Section 4 - Appendix

Definitions

Term	Definition
The University	The University of Queensland
Authorised Officer	The officer authorised to exercise relevant power or function in accordance with the Human Resources Sub-delegations Schedules
Commonwealth Supported Place	Means a program of study where the Australian government subsidises a portion of university tuition fees, reducing the amount to pay as a student contribution

Term	Definition
Directly Relevant	Where the Program of Study meets the criteria set out in the ATO guidelines for claiming study expenses .
Eligible Employee	Current fixed-term and continuing employee with more than six (6) months of continuous service at the University
Fringe Benefit Tax year	1 April to 31 March
Performing Well and/or Exceeding Expectations	As defined in the Executive and Professional Staff Annual Performance and Development Procedure or Academic Performance Framework with Rating Guidelines , whichever is most applicable to the employee.
Program of Study	Refers to any study undertaken through a recognised tertiary or vocational education institution (including TAFE), leading to a recognised qualification or a specific course designed and provided by the University.
Study Assistance	Refers to financial and/or other support such as leave, to assist employees in undertaking a Program of Study.

Status and Details

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