SUPPLEMENTARY ACADEMIC SUPPORT Information Sheet

SUPPLEMENTARY ACADEMIC SUPPORT (SAS)
Supplementary Academic Support (SAS) is funded by the Australia Awards Scholarship (formerly known as "AusAID") as an entitlement and administered by the International Sponsored Student Unit (ISSU).

FUNDS
A limited amount of SAS is available and is accrued at AUD$500 every six months (i.e. A$1,000 per year) for the period of the scholarship. The accrued funds may be expensed at any time during the scholarship, however funds should not be expensed in advance.

PRIORITY OF SAS
SAS is available primarily where the institution determines that assistance is essential to avoid an awardee failing their studies.

SAS FUNDING CAN BE USED FOR:
- Individual tutorial assistance, academic support, or mentoring
- Group tutorial sessions (e.g. supplementary computer training or research methods unit) when a number of AAS students are experiencing similar difficulties
- Editing thesis/project, printing and binding costs (only if student is still "on-scholarship" and in Australia).
- Domestic academic training, workshops, seminars or conferences (within Australia only) directly related to the awardees main course of study. Cost covered by SAS is for attendance registration fee only.

SAS POLICY RULES:
- SAS is only available if the support cannot be provided through the institution’s existing academic support mechanisms.
- The awardee has sufficient remaining accrued funds for the activity after all previous costs against this entitlement have been expensed.
- NOT to be used for purchasing IT hardware
- NOT to be used for purchasing specialised software
- NOT to be used to meet the expenses of adjustments made for awardees with disabilities
- NOT to be used for standard University resources (such as licenses for standard software or text books)
- NOT to be used for membership fees
- NOT to be used for any associated costs for compulsory fieldwork or field trips (eg: equipment, translator services, accommodation)
- NOT to be used for the expenses associated with study tour units (either elective or compulsory)

Conference in Australia:
SAS can be used to pay the cost of conference registration fee that is directly related to the main course of study and the conference attendance is supported by the School.

How do I access this funding?

STEP 1. Contact the ISSU and include the official conference details including the registration cost. The ISSU will be able to advise how much SAS funding is available. Please note that the formula for how much SAS is available:

1 year = A$1,000
(SAS can be accessed after you are enrolled in the second semester)

1.5 years = A$1,500
(SAS can be accessed during your third semester)

2 years = A$2,000
(SAS can be accessed during your fourth semester)

STEP 2. The ISSU will require an email from your School (such as your course co-ordinator or your supervisor) confirming that the conference is relevant to your course of study.

STEP 3. RESEARCH STUDENTS ONLY: (i) Send an email to the ISSU declaring that the cost of the conference registration fee to be paid by AAS is not being claimed by you via another funding source (such as your university research consumable funding).

Note; for more information regarding your university research funding for “Application for Conference Support” go to:
STEP 4. Once you have actioned the above 3 steps - ISSU will send you an email confirming approval to utilise SAS funding

STEP 5. BOOKING TRAVEL: You will be responsible for the cost of travel. However, BEFORE booking your travel it is your responsible to seek University Student Travel Approval and university travel insurance for domestic travel – as attending a conference related to your studies is considered travelling on University business. See the below information on how to apply for the University Student Travel Approval – however, it is your responsible to follow up and arrange.

STEP 6. BOOKING ACCOMMODATION: You will be responsible for the cost of accommodation

STEP 7. Reimbursement: you will need to pay for the registration fee. Once you return from the trip, email scan your receipt to the ISSU for reimbursement. You will only be reimbursed to the amount of the pre-approved SAS.

UNIVERSITY APPROVAL FOR DOMESTIC TRAVEL (WITHIN AUSTRALIA)
Prior to booking and undertaking travel you must complete the University Student Travel Approval Form, which is available via the travel.curtin.edu.au website. You will need to logon to the website with your OASIS credentials. Your completed Student Travel Approval Form will then need to be provided to the Travel Facilitator in your Faculty, so that they can arrange for travel authorisation. Please let your Travel Facilitator know how your airfare will be funded - either funded by yourself OR from HDR student research consumables by Curtin. You will then need to wait on their guidance of how you book your travel. A list of Travel Facilitators is available on the travel.curtin.edu.au website for your reference.

Curtin has a Student Personal Accident Policy in place, which covers out of pocket medical expenses for injuries sustained whilst on approved University business. However, you must first seek reimbursement from your Private Health Insurer or OSHC, and any remaining out of pocket expenses, would form the basis of your claim via the University.

FOR MORE INFORMATION
Contact ISSU
Curtin International
Building 101
Bentley Campus
Email: issu@curtin.edu.au
Tel: 9266 2437 / 1192 / 1941

CHECKLIST FOR THE ISSU:

☐ Step 1 above - checked SAS entitlement
☐ Step 2 above – school/supervisor confirmation received
☐ Step 3 above - email from research students received
☐ Step 4 above - sent approval email to the student
   (email template on J:IO/CI/AusAID/Tutors&SAS/SASapprovals)
☐ Step 8 above - REIMBURSEMENT:
   (i) Student sends receipts on return
   (ii) SCO send receipts to Carl and request to arrange for Financial Services to set up OASIS - so student can load bank details on student portal (email template on J:IO/CI/AusAID/Tutors&SAS/SASapprovals)
   (iii) Carl will advise SCO when student can load bank details
   (iv) SCO emails student to ask them to load their bank details – email template on J:IO/CI/AusAID/Tutors&SAS/SASapprovals
   (v) Student sends SCO email that they have loaded their bank details – forward onto Carl
   (vi) Carl processes reimbursement onto Julie’s concur for approval
   (vii) Copies of expensed receipts on student file and (ii) copies of STEP 2, 3, & 4 on student file