



# Catholic Education Tasmania

## Tertiary Study Scholarship Procedure

---

### Definitions

The Tasmanian Catholic Education Office provides annual scholarships of partial reimbursement to teachers who successfully complete tertiary units having strategic priority approved by the Leadership Team.

### Purpose

The purpose for providing an annual scholarship is to ensure educators in Catholic Education gain confidence and competence to teach and lead in particular areas.

### Principles

1. The scholarship is related to the educator's role.
2. The educator is currently employed in Tasmanian Catholic Education.
3. The scholarship application is supported by the school principal or line manager.
4. The scholarship is provided on an annual basis and pays for a maximum of 2 semester units (or equivalent).
5. In collaboration with the School Services Committee, the Leadership Team determines the area/s of priority for each calendar year.
6. The scholarship value is set by the School Services Committee and the Leadership Team as a percentage of each unit fee and excludes other student enrolment fees;
7. The Scholarship **MUST** be applied for on an annual basis. (The TCEO cannot guarantee continuation of scholarships).

### Procedures

1. Complete an application form on an annual basis. Application forms are available on the Communiqué and from Education Services. Please note there is a closing date.
2. All applicants will receive notification of their application.
3. Applicants are responsible for their own course enrolment processes and procedures.
4. Scholarships are paid (as reimbursement) at the successful completion of each unit.
5. At the completion of each unit applicants are to submit a completed reimbursement form with appropriate documentation. Forms are to be submitted to Education Services.

## **Reimbursement Procedure**

1. At the end of the semester and a pass grade has been achieved the applicant completes the reimbursement form.
  2. The form together with a copy of the academic transcript and paid invoice are submitted to CEO.
  3. TCEO processes the reimbursement form.
  4. The reimbursement letter needs to be completed by the applicant after each successfully completed semester unit.
-