SPECIAL STUDIES PROGRAM (SSP) APPLICATION FORM

PLEASE COMPLETE AND FORWARD TO:
Faculty's Special Studies Program Committee.

RECOMMENDATION BY FACULTY SSP COMMITTEE

Recommendation that the application be approved: ☐ YES ☐ NO

SSP leave period from ..... to.....

Financial support (if applicable)

In recommending financial support, consider approximation of all-inclusive travel costings for the applicant only (*refer to the Faculty/School Travel arranger or the University's Travel and Entertainment site*).

Maximum payable amount for taxable SSP Living Allowance is 14.4% of daily salary for a Senior Lecturer, Step 6 (Level C, Step 6 annual rate / 365 x 14.4%) per day spent outside of South Australia.

Recommended total provisional **SSP Living Allowance**:

SSP days outside South Australia x $.....daily amount = $.....

Recommended total provisional **Air-fare Allowance:** $.....

Other remarks: .....

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RECOMMENDATION (SIGNATURE REQUIRED)

Convener, Faculty SSP Committee

☐ Ensure applicant has been advised of the outcome of their application, including any variations to the conditions requested on their application and / or funding offered.

☐ Retain the approved Application form, to be attached to the Commencement form 6 weeks before the start of SSP.

Name *(please print)*.....

Signature:.....

Date:.....

AUTHORISATION

Executive Dean

Name *(please print)* .....

Signature: .....

Date: .....