|  |
| --- |
| **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*](http://www.adelaide.edu.au/finance/travel/)).  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: | | |
| **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: |