

ALA Study Enrichment Allowance Usage Application

The Study Enrichment Allowance (SEA) provides financial assistance up to **\$2,000 per annum** to enhance your formal studies under the Australian Leadership Award (ALA) scholarship. This allowance is effective from 1 January 2008. Unspent funds may be accrued across years but not spent in advance. The eligible activities that can be covered under SEA are:

- a) Fieldwork included as part of the formal study program;
- b) Conference / Workshop / short course relevant to your study or for professional development;
- c) Supplementary academic support (such as tutorial or editorial assistance);
- d) Purchasing materials relevant to studies;
- e) Travel home for a short-term visit;
- f) Subscribing to the institution's library resources prior to returning home at the end of scholarship.

Student's details	
Monash ID: _____	AusAID ID: _____
Surname: _____	Given Names: _____
I wish to use my Study Enrichment Allowance entitlement for:	
<input type="checkbox"/> Fieldwork – please submit fieldwork proposal, supporting documentation and approval from your supervisor. Complete the <i>Travel Booking</i> section of this form.	
<input type="checkbox"/> Conference / Workshop / short course – provide details, supporting evidence and tax invoice/receipt with ABN. For interstate travel, it is usually cheaper if you book it online yourself. For international travel, complete the <i>Travel Booking</i> section of this form. Note: Expenses for food whilst attending the session should be covered by your stipend, not SEA.	
Session name: _____	
Location: _____	
<input type="checkbox"/> Supplementary academic support – please also submit 'AusAID Tutorial or Editorial Application' form.	
<input type="checkbox"/> Purchasing study materials – please submit relevant tax invoice/receipt with ABN.	
<input type="checkbox"/> Home travel for a visit – please complete the <i>Travel Booking</i> section of this form.	
<input type="checkbox"/> Subscriptions – library resources, etc. Please provide supporting documentation and tax invoice/receipt with ABN.	
<u>Declaration:</u>	
<ul style="list-style-type: none"> ▪ I declare that all information provided is true and correct. ▪ I am aware of the limit of my entitlements and it is my responsibility to ensure it is best used for the purpose of enhancing my current study. ▪ I understand that I am financially responsible for any expenses exceeding my current entitlement. 	
Signature: _____	Date: _____

Travel Booking – please complete with names as shown in your passport					
Title:	Mr	Miss	Ms	Mrs	Other -
Family name:	_____				
Given names:	_____				
Departure Date from Melbourne (Day / Month / Year):	/	/	_____		
Departure Date back to Melbourne:	/	/	_____		
Destination city:	_____		Country:	_____	
Mobile:	_____		Home phone:	_____	
Email:	_____				

For overseas travel, this form must be submitted with the **photocopies of passport pages** showing the name, passport expiry and visa expiry dates. Please leave your photocopies in A4 size - do not trim / cut the pages.

This form and accompanying documentation must be returned to the Fees Unit for approval **via the Student Service Centre** on your campus.