



**HUMAN RESOURCES
SALARY PACKAGING—SELF EDUCATION EXPENSES**

Please complete and forward to HR Client Services, M350.

SECTION 1 - APPLICANT DETAILS (please use block letters)

Employee number Family name

Title First names

School Work Phone

SECTION 2 - TERMS AND CONDITIONS

Self education expenses are exempt from FBT under the “otherwise deductible rule” if the course undertaken is directly linked to the employees current employment. The employee must be undertaking the course of study to upgrade qualifications, improving specific skills or knowledge used in their current employment and gain an increase in employment income.

Commonwealth supported courses are NOT able to be packaged under this exemption. Allowable courses include Masters, Postgraduate and TAFE courses.

SECTION 3 - AUTHORISATION

I acknowledge that I have read the terms and conditions relating to salary packaging Self Education Expenses and hereby authorise UWA to decrease my gross salary to provide this benefit on a fortnightly basis to commence as soon as possible

or from

SECTION 4 - PACKAGING REQUEST

Self Education Expenses

\$

a. Original invoice/original receipt attached

b. Repayments over pay periods

or

c. Repayment over pay periods remaining in this financial year

SECTION 5 - HR SYSTEMS & EMPLOYEE BENEFITS USE ONLY

Date Received (dd/mm/yy)

XLS Updated (dd/mm/yy)

Date Processed (dd/mm/yy)

