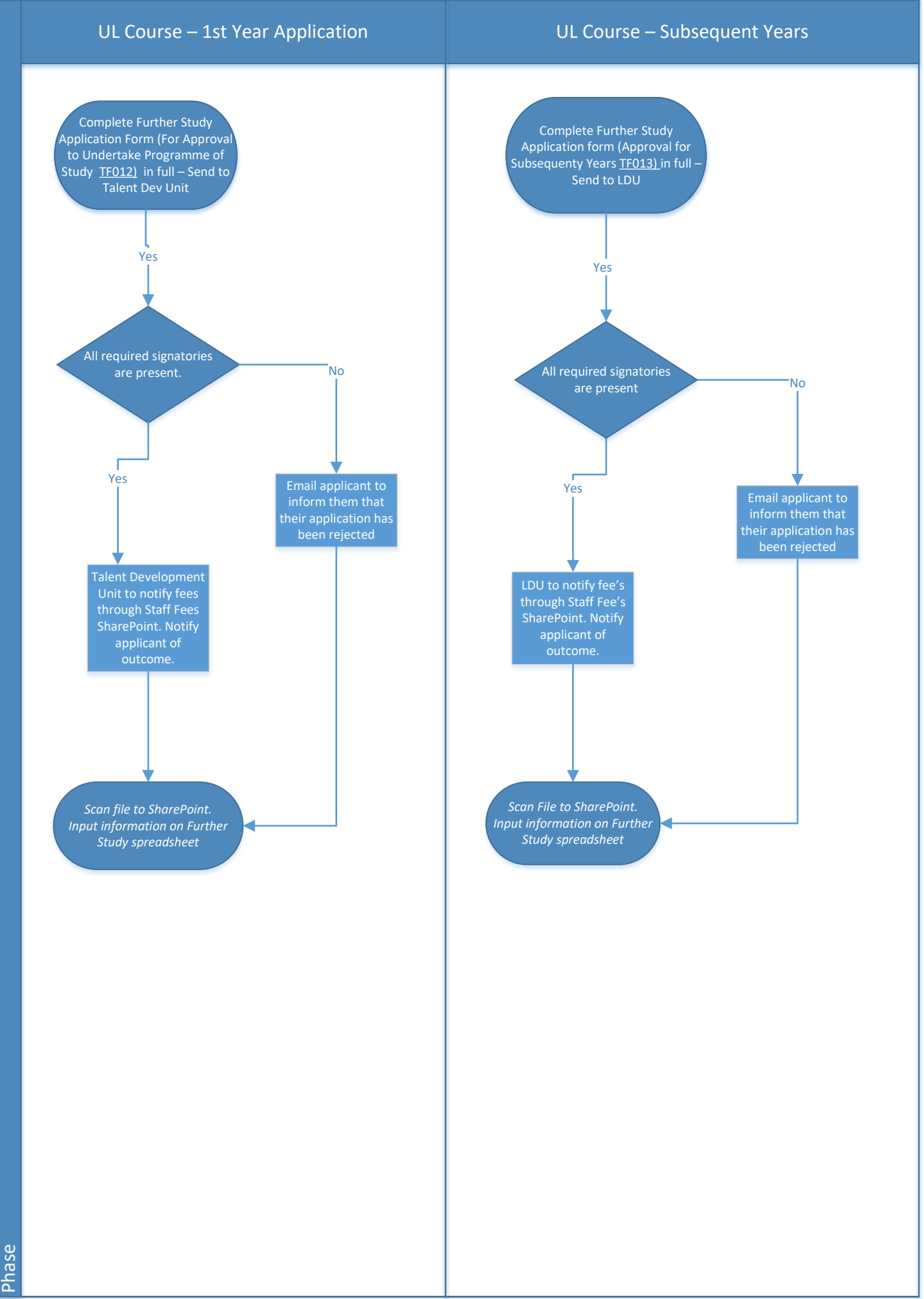


Note: Staff in receipt of financial assistance for Further Study will be required to remain in the employment of the University of Limerick for at least 24 months post-qualification period. In instances where an employee resigns or terminates their employment prior to the conclusion of the 24 month post qualification period, the employee commits as part of an express term of the agreement entered into between the parties to reimburse the University for the financial cost of the sponsorship or support granted as per [Further Study Policy](#).

Note: All staff availing of further study must apply for funding every year. Applications must be submitted by the 1st of June for a September start date. Applications must be submitted by 1st November for a January start date



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Non-UL Course – 1st Year Application

Non-UL Course – Subsequent Years

Complete Further Study Application Form (For Approval to Undertake Programme of Study TF012) in full – Send to Talent Dev Unit

Yes

Send application to LDU Head

Approved

No

Yes

Email applicant to inform them of approval and asked them to arrange full payment through their own cost code

Email applicant to inform them that their application has been rejected

Applicant must raise PO for the full amount of the annual fees from their dept/divisional cost code and send proof of payment to Talent Dev Unit. 50% cost code transfer arranged from the Talent Dev Unit cost code to applicant's cost code.

Scan File to SharePoint. Input information on Further Study spreadsheet

Complete Further Study Application form (Approval for Subsequent Years TF013) in full – Send to LDU

Yes

Send application to LDU Head

Approved

No

Yes

Email applicant to inform them of approval and asked them to arrange full payment through their own cost code

Email applicant to inform them that their application has been rejected

Applicant must raise PO for the full amount of the annual fees from their dept/divisional cost code and send proof of payment to Talent Dev Unit. 50% cost code transfer arranged from the Talent Dev Unit cost code to applicant's cost code.

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