

**Payment Information****PLEASE ENSURE THAT ALL SECTIONS ARE COMPLETED OR INDICATE IF NOT APPLICABLE****EMPLOYEE DETAILS**

Employee Name:	Phone (wk):
Employee ID #:	Fax (wk):
Building & Room Number	Mobile:

PROGRAM & COURSE DETAILS

Program: OMMA Master of Business Administration	Course:
Term:	Cost Centre Code (office use):

TEACHING ARRANGEMENTS FOR FIRST 35 STUDENTS (PLEASE COMPLETE THE SECTION WHICH APPLIES TO YOU) – INSTALLMENT 1 AFTER TEACHING IS COMPLETE

Sessional Staff	UniSA Permanent Staff
<input type="checkbox"/>	ABOVE LOAD <input type="checkbox"/>
Total Payment: \$6,650 (includes \$50 internet allowance)	Total Payment: \$6,650 (includes \$50 internet allowance)
Paid by Invoice <input type="checkbox"/> Paid as Casual <input type="checkbox"/>	Continuing <input type="checkbox"/>
Please advise if AssignIT is going to be applied: YES <input type="checkbox"/> NO <input type="checkbox"/>	

COMBINED TEACHING/MARKING ARRANGEMENTS (ONLY APPLICABLE WHEN CLASS SIZE EXCEEDS 35 STUDENTS) – INSTALLMENT 2 AT CENSUS DATE

COMBINED TEACHING/MARKING RATE PER STUDENT	OFFICE USE ONLY	OFFICE USE ONLY
\$200	TOTAL NUMBER OF STUDENTS ENROLLED	
	TOTAL ENROLMENTS LESS 35	
	Total Combined Teaching/Marking Payment: \$ DETERMINED AT CENSUS DATE	

MARKING ARRANGEMENTS (MAXIMUM AMOUNT PAID FOR MARKING OF FIRST 35 STUDENTS IS \$1925) – INSTALLMENT 3 ON GRADE ENTRY

MARKING RATE PER STUDENT (UP TO AND INCLUDING 35)	OFFICE USE ONLY	OFFICE USE ONLY
\$55.00	Total of Students (up to and including 35)	
	Total marking payment	

SALARY SACRIFICE (UNSA STAFF ONLY AND IF REQUIRED)

Amount in \$A:		Reason for Sacrifice:	
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SIGNATURES

HOS Signature:		Lecturer's Signature:	
Date:		Date:	
Remarks (if any):		Remarks (if any):	

OFFICE USE ONLY:

Date Received:		Date Processed:	
Processed by:		Initials:	

Please return the completed form to Transnational Support Services, 189 Hindley Street by **<Due Date>**