



Australian Government
Department of Defence

DEFENCE INSTRUCTIONS (GENERAL)

Department of Defence
CANBERRA ACT 2600

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Amendments to Defence Instruction (General) PERS 05-1 are issued pursuant to section 9A of the *Defence Act 1903*.

R.C. SMITH, AO, PSM
Secretary

A.G. HOUSTON
Air Chief Marshal
Chief of the Defence Force

LIST B—ISSUE NO PERS B/10/2005

Amendment

PERS 05-1 *Defence Assisted Study Scheme*
AMDT NO 10
Complete Revision

Single Service filing instructions

This instruction should be filed as:

1. NAVY PERS 20-5
2. ARMY PERS 70-8
3. AIR FORCE PERS 34-17

Cancellation

DI(G) PERS 05-1 ISSUE NO PERS B/2/2004 of 16 JAN 2004 (AL9) is cancelled.

DEFENCE ASSISTED STUDY SCHEME

INTRODUCTION

1. The aims of the Defence Assisted Study Scheme (DASS) are to improve the in-service study opportunities for military personnel of all rank levels and to encourage individuals to consider professional training and education options throughout their career. A further aim of the DASS is to support the Career Transition Assistance Scheme (CTAS) by assisting personnel to undertake courses that will help them in their transition to a new career following termination of service. The DASS supports the departmental position that Defence's most important resource is its people, and clearly focuses on the development of skills and knowledge relevant to Defence needs, while also assisting in personnel career transition.

2. The DASS does not provide for the development of job-specific training or military career progression qualifications. Those requirements are met by the Service civil schooling schemes or by Service training providers. If particular skills are essential for a particular job, then Defence will provide for the development of those skills through means other than the DASS. The Service civil schooling schemes, the Junior Officer Professional Education Scheme and other Service-sponsored training/education schemes continue as independent schemes.

3. The DASS is based on member-initiated applications and establishes a mutual agreement between Defence and the member. The provision of assistance under the DASS is not an automatic right or entitlement. The level of any support provided under the DASS will be based on resource considerations and Defence priorities.

Associated documents/references

4. This instruction complements the following documents/references relating to Australian Defence Force (ADF) education and training programs:

- a. Defence Instruction (General) (DI(G)) PERS 05-22—*Australian Defence Force Policy on Officer Education and Training*.
- b. Defence Instruction (Air Force) PERS 34-5—*Civil Schooling Schemes*.
- c. Army Training Instruction (ATI) 3-1—*Army Civil Schooling Program*.
- d. Defence Instruction (Navy) PERS 20-4—*Civil Schooling Scheme for Naval Personnel*.
- e. DI(G) PERS 49-3—*Part-Time Leave Without Pay for Permanent Members of the Australian Defence Force*.
- f. ATI 4-5—*Junior Officer Professional Education Scheme (JOPES)*.

THE SCHEME

Overview of levels of sponsorship

5. The DASS caters for a range of training/educational needs and has three levels of sponsorship:

- a. **Level 1.** Level 1 is the highest level of sponsorship and is available for disciplines/areas of study that are preferred by Defence, or that would support a member-initiated application for a career change in the ADF.
- b. **Level 2.** Level 2 sponsorship is for courses that are relevant to Defence, but do not warrant the same level of support as Level 1.

- c. **Level 3.** Level 3 sponsorship is for vocational courses relevant to the member's current job in the ADF, or to the member's intended job following termination. Level 3 sponsorship can include vocationally oriented tertiary courses for the member's intended job following termination.

Key principles of the Defence Assisted Study Scheme

6. The key principles of the DASS are:
- a. a partnership between Defence and the member;
 - b. member-initiated applications;
 - c. own-time (including full-time study load) or part-time studies;
 - d. financial reimbursement of approved course-related costs on successful completion of the course or semester subjects;
 - e. fair, equitable and consistent consideration of all applicants, regardless of Service, employment group, location, time or rank in Service; and
 - f. higher levels of support for courses with a greater relevance to the ADF.

Financial support

7. **Reimbursement rates.** Defence aims to provide a high level of financial support. Every effort will be made to maintain reimbursement rates at 75 per cent or higher, and up to 100 per cent of approved costs may be reimbursed. However, members cannot anticipate any specific level of financial support, which may vary depending on available funding and the number of applications. The reimbursement rates are varied to ensure DASS expenditure remains within the available budget, and in some circumstances, reimbursement rates could fall significantly below 75 per cent. For all courses completed within a calendar year, the same reimbursement rate will apply across all DASS levels.

8. **Approved costs.** Members may be reimbursed all, or part of, the following course-related costs:

- a. costs incurred under schemes such as the Higher Education Contribution Scheme—HELP (HECS—HELP) and the Postgraduate Education Loan Scheme (FEES—HELP);
- b. compulsory institutional fees such as tuition fees, student administration fees, examination fees and fees for distance education; and
- c. for Level 1 courses, compulsory course texts to a set annual maximum.

9. **Reimbursement caps.** In addition to using variable reimbursement rates to ensure DASS expenditure remains within the available budget, caps are set for each DASS level. The caps can be used to limit overall expenditure, and to limit expenditure on individuals who undertake comparatively expensive courses. The Defence Education Coordination Committee (DECC) will set caps for each DASS level so that courses at each level are appropriately encouraged and supported. The caps are based on the anticipated funding for the scheme, the up-take rate for DASS sponsorship and the prevailing costs for education and training courses at each level. The current caps are detailed in [annex A](#). The caps reflect the relative priority that Defence affords each DASS level. Higher caps apply to courses that are more relevant to Defence. Therefore, DASS Level 1 courses have the highest cap and DASS Level 3 courses have the lowest cap.

Release from normal duties for Defence Assisted Study Scheme sponsored courses

10. A member approved to undertake a course under the DASS may be released from normal duties for study-related activities, subject to approval from the member's supervisor after considering the work-related implications of the member's absence. The time release provisions for various study-related activities are detailed in the DASS Operating Guidelines (OG).

Operational priority

11. Although Defence provides time and/or financial support to encourage and facilitate study by members, sponsorship under the DASS in no way inhibits a member's ability to be deployed, seconded or posted. Further, work release approval may be reduced or withdrawn at any time should a Commanding Officer (CO) require a sponsored member to perform required duties.

DEFENCE ASSISTED STUDY SCHEME MANAGEMENT

12. **The DECC.** An executive control body known as the DECC manages the DASS. The DECC is responsible for overall management of the scheme, including the interpretation and development of the DASS policy. The detailed terms of reference for the DECC are contained in the DASS OG. The DASS and the CTAS are complementary schemes under which members may access courses for career transition. Appropriately, the DECC also has a role in developing policy and processes for the CTAS to ensure the two schemes are mutually supportive, consistent and achieve optimal value for money. The DECC is also responsible for the overall management of Studybank, the study assistance scheme for Defence Australian Public Service employees.

13. **The DECC structure.** The DECC is responsible to, and is chaired by, the Director Education and Training Policy (DETP). Normally the DECC comprises a representative for the DASS and a representative for CTAS from each Service, the Studybank Manager and a CSI Studybank representative, the Assistant Director Education Assistance Schemes (ADEAS) and the Executive Officer Career Transition Assistance. Additional members may be invited to DECC sessions as required. The Service representatives for the DASS and the CTAS are nominated by the Service Training Commands and/or the service provider organisation (CSI currently provide CTAS-related services). The ADEAS is responsible to the DETP for the efficient management of the DASS and is the DECC Secretary and coordinator. The governing body of the DECC is the Training and Education Policy and Projects Advisory Group (TEPPAG).

14. **Annual performance report.** The DECC reports annually to the TEPPAG on the performance of the DASS. The TEPPAG will determine whether changes to the DASS or its operations are to be implemented. The report will focus on expenditure on the respective levels across the three Services and the number of personnel sponsored at each level.

15. **The ADEAS.** The ADEAS administers the scheme on a day-to-day basis and is the permanent representative of the DECC. Specifically, the ADEAS is responsible to the DECC for fund management and allocation, coordination between the three Services, processing appeals by applicants and staffing changes to the DASS policy and OG.

16. **Approval and review of decisions.** Following unit action, DASS applications are forwarded to the approval delegate for further processing. The approval delegates for each Service are:

- a. **Navy:** Navy Personnel and Training Centre—Canberra (Staff Officer Education and Development).
- b. **Army:** Regional Education Officers (or Manager, Education Training and Development).
- c. **RAAF:** Headquarters Training Command—Air Force (ES).

Applicants may seek a review of the delegate's decision through the approval delegate and the DASS Manager to the DECC.

Operating guidelines

17. Detailed DASS OG provide current information about the administration and implementation of the DASS. The OG ensure the DASS is implemented consistently and equitably between the Services and regions.

LEVELS OF SPONSORSHIP

18. **Level 1.** Level 1 covers ADF-preferred courses and training/education that would support a member-initiated application for a career change in the ADF; for example, a course essential for a commission into a specific corps/category, or a course for a transfer of specialisation/corps. The DECC, in consultation with the Service personnel areas, determines these study discipline areas. The Level 1 study discipline areas are listed in the OG.

19. **Level 2.** Level 2 caters for courses relevant to Defence requirements and/or ADF employment. The applicant must demonstrate the relevance of the proposed study to their present or likely future employment within their career stream, category or trade. Sponsorship will also be approved for studies/courses leading to a change in Service career-path. Where appropriate, applicants may be required to seek the endorsement of the relevant career management agency.

20. **Level 3.** Level 3 provides assistance for Vocational Education and Training (VET) courses that are relevant to the applicant's vocational development for their current or imminent future job, or in preparation for post-termination employment (career transition). To access VET courses for career transition, applicants must provide amplifying statements to substantiate their intention to separate from the ADF within a reasonable time frame. Vocationally oriented tertiary courses for career transition may also be undertaken. These may take several years to complete, so the time frame for sponsorship of tertiary courses may be several years. Members who are eligible for Career Transition Training (CTT) under the CTAS may not apply for DASS Level 3 sponsorship for career transition. However, sponsorship is continued for DASS courses approved prior to the member establishing eligibility for CTT. *ADF Pay and Conditions Manual (PACMAN)*, chapter 2, part 2 describes the CTT provisions.

Approval of courses or course units

21. Many courses that are relevant or preferred by Defence include units in subject areas that are not relevant or preferred by Defence (although those units might contribute to a balanced and liberal education). On the other hand, although some courses are largely irrelevant to Defence they may include units in subject areas that are relevant or preferred by Defence. Applications are approved or administered as courses or discrete units as follows:

- a. courses in preferred subject areas or disciplines, which might include non-preferred units, should be approved as courses;
- b. courses for which at least 50 per cent of the units are in subject areas or disciplines that are relevant or preferred by Defence should be approved as a course, at the appropriate level;
- c. applicants seeking approval of a course that is not readily identifiable as a preferred or relevant subject area or discipline are responsible for demonstrating that their proposed course comprises units of which at least 50 per cent are in preferred or relevant subject areas or disciplines;
- d. courses that comprise units of which fewer than 50 per cent are in preferred or relevant subject areas or disciplines should not be approved; however, individual units in relevant or preferred subject areas or disciplines may be approved; and
- e. where individual units in preferred and relevant (ie Level 1 and Level 2) subjects or disciplines are approved in one application, the Level 1 cap will apply.

Alternative delivery options

22. The same support provisions apply for all approved courses within a DASS level, regardless of the course delivery strategy.

Previous sponsorship

23. Generally, the set caps and reimbursement rates for a particular DASS level will apply to all applicants at each DASS level, whether or not they have been previously sponsored for a course. However, a DASS approval delegate may set further limits on financial sponsorship for members seeking sponsorship at DASS Level 1 or Level 2. Such further limits, which may extend to nil financial support, would be applied only to members who have previously received support under the DASS or another member-initiated Defence education assistance scheme for one or more tertiary qualifications. Further, setting additional limits would occur only if DASS funding was severely constrained, and where an application from a member is at the same level as a previously sponsored study program. The additional limits would serve to distribute the benefit to more members. Before imposing any additional limits on an individual, the approving authority would need to consider any significant career changes during their service (for example, through commissioning or a change in corps/mustering/category).

ELIGIBILITY

24. Any member of the ADF who is rendering continuous full-time service (CFTS) of 12 months or more is eligible to apply for the DASS. However, to be eligible to apply for reimbursement of approved costs, the applicant must continue to render CFTS throughout the approved course. Members of the High Readiness, Active and Specialist Reserve groups are also eligible to apply for the DASS provided:

- a. they have completed recruit training and initial employment training, or officer cadet training and regimental officer basic training (or equivalent);
- b. they have completed a minimum of 20 days Reserve service in either the previous or current training year; and
- c. funding is available from a Reserve source.

25. Limits and exceptions regarding eligibility for DASS benefits follow:

- a. Reserve members have no access to career transition oriented training under the DASS and are not eligible for work release provisions.
- b. Normally, ADF members who take leave without pay (LWOP) during an approved course are not eligible for reimbursement of any approved costs. However, members remain eligible to apply for the DASS, and to apply for reimbursement of approved costs, where LWOP is taken:
 - (1) to accompany a serving spouse on posting, or
 - (2) in conjunction with paid maternity leave.
- c. ADF members who take part-time LWOP during an approved course remain eligible for DASS financial sponsorship, however, they are not eligible for the work release provisions during periods on part-time LWOP.

26. Generally, support through the DASS is not available to any member currently receiving any other form of Defence study assistance; however, some VET courses and tertiary courses under DASS Level 3 may be excepted. On a case-by-case basis, a DASS delegate might approve a VET course, and these exceptions will be monitored by the DECC. Any DASS Level 3 tertiary course applications recommended by delegates may be reviewed by DETP; however, applicants should not anticipate approval.

Members whose service is to be terminated for disciplinary or adverse administrative reasons

27. A DASS application (at any level) from a member whose service is to be terminated for disciplinary or adverse administrative reasons cannot be approved. However, applications approved prior to the Defence decision to terminate service will be honoured. In such cases, the member must complete the course and apply for reimbursement prior to termination (see [paragraph 32.](#)).

ADMINISTRATION

Application and approval processes

28. DASS applicants initially must complete Form AD 105—*Defence Assisted Study Scheme Application*. The supervisor is to note the proposed course and comment on any required work release, before forwarding the application to the appropriate Service delegate for approval. If the supervisor does not support work release that is essential for the requested study program, the application should not be forwarded to the approval delegate. The member may seek administrative review within the unit. The DASS application process, including the decision review process, is outlined in [annex B](#).

29. For courses taking one or more years (at the part-time rate) to complete, application for the DASS is normally for the calendar year. The maximum period of DASS sponsorship is one calendar year. However, applicants wishing to commence studies in mid-year may apply for Semester 2, and may be sponsored to the end of the calendar year. Courses longer than one year require further applications on an annual basis. Subsequent approvals are not guaranteed. Applicants may arrange for further study beyond the period of sponsorship but future DASS support is not guaranteed.

30. Members applying for Defence-funded Postgraduate study at ADFA, refer to [paragraphs 42.–45](#) for application process.

Submission of Defence Assisted Study Scheme applications

31. The DASS application submission requirements follow:

- a. For courses conducted on a semester, trimester, quadrimester or annual basis:
 - (1) For annual and Semester 1 applications the submission date is 01 November.
 - (2) For Semester 2 applications the submission date is 30 April.
 - (3) For courses that are offered on a trimester or quadrimester basis, applicants must apply by the submission date for the semester in which their course will commence.

Delegates will endeavour to inform applicants of a decision within six weeks of the submission date.
- b. DASS Level 3 applications for short courses may be submitted at any time prior to the course commencing, allowing sufficient time for processing. Delegates will endeavour to inform applicants of their decision within one week of receiving applications.

Reimbursement/payment of fees and expenses

32. Requests for reimbursement are to be lodged upon successful completion of each study period during the term of the approval, or on successful completion of the short course. All claims must be accompanied by:

- a. documentary evidence of successful completion of the approved course, units or modules; and
- b. tax invoices and receipts for expenditure on approved course costs, and/or a statement of liability incurred under the HECS–HELP or FEES–HELP scheme.

33. Members whose service is terminated must have completed the approved program and have applied for reimbursement prior to termination. Those members might not receive their course results until after termination. Their claim may be processed after they provide the required documentation.

34. Reimbursement claims are to be submitted no later than 30 September for courses or units completed in the previous half-year period from 01 January–30 June, and no later than 31 March for courses or units completed in the previous half-year period from 01 July–31 December.

35. **HECS–HELP and FEES–HELP payments.** After successfully completing an approved study program, a member who paid HECS–HELP prior to the HECS–HELP cut-off date (and therefore received a discount) may be reimbursed. A member who has deferred the HECS–HELP liability may, after successfully completing an approved study program, be paid an amount based on the discounted HECS–HELP amount (although the member’s liability will be more than the discounted HECS–HELP amount). Similarly, a member who initially financed an approved study program using the FEES–HELP may receive a payment based on the discounted liability associated with the program.

36. **DASS Level 3 for career transition.** In the case of DASS Level 3 sponsorship for career transition purposes, members are eligible for reimbursement of approved course costs at the prescribed rate if 50 per cent of the course completion requirements are met before termination. In this instance, applications for termination must be lodged before termination.

Late applications

37. Members whose applications are received by the approval delegate after the submission date are not eligible for financial sponsorship, however, they are eligible for release from normal duty for study-related activities.

Retrospective approval

38. An unforeseen service exigency such as a posting, operational deployment or significant change in job may cause a member to submit a late application for the DASS. Late applicants may apply for retrospective approval; however, applicants should not anticipate that this will be granted. The OG provide further guidance regarding circumstances when retrospective approval might be appropriate. Approval delegates may grant retrospective approval for no more than one semester. Grants of retrospectivity greater than one semester can only be considered by the DECC, and must be based on extreme mitigating circumstances clearly outside the applicant’s control. Members granted retrospective approval would receive the same financial sponsorship as members who met the submission date.

Failure due to Service exigencies or medical conditions

39. **Service exigencies.** Unforeseen Service exigencies such as postings, operational deployments or significant changes in employment may prevent a member from successfully completing an approved study program. In such cases, members may be reimbursed 100 per cent of approved course-related costs (as listed in [paragraph 8.](#)). The CO must support the case that an unforeseen Service exigency prevented the member from successfully completing the course.

40. **Medical conditions.** Members who suffer from a severe and prolonged medical condition that causes them to fail an approved study program, or part thereof, may apply for reimbursement of costs associated with the failed component. The applicant would require a statement from a Medical Officer to the effect that the medical condition was of sufficient severity and duration to have a substantial adverse effect on the applicant’s ability to meet course requirements. If the medical condition was caused by a Service activity, the applicant may be reimbursed 100 per cent of approved course-related costs (as listed in [paragraph 8.](#)). For the purpose of this provision, Service activities are activities specifically approved by a CO or higher commander, or civilian equivalents, to achieve Defence goals. On the other hand, if a medical condition was not caused by a Service activity, the reimbursement would be limited to the approved rate (eg 75 per cent), to the cap for level.

Requesting a review of decisions

41. Where a member’s application is not approved, or the member believes it has been approved at the wrong level, the member may request that the delegate’s decision be reviewed. Annex I to the DASS OG provides the procedural detail required for such reviews. The DASS Manager will coordinate a DECC review. The DECC will not consider appeals against decisions by the applicant’s immediate supervisor or unit executive. Members who disagree with the DECC’s review of a decision may apply for redress through the process detailed in DI(G) PERS 34–1—*Redress of Grievance—Tri-Service procedures.*

PROVISIONS FOR MEMBERS SELECTED FOR DEFENCE–FUNDED POSTGRADUATE STUDY AT THE AUSTRALIAN DEFENCE FORCE ACADEMY

42. Each year Defence funds a number of members for postgraduate study at the Australian Defence Force Academy (ADFA). Members who gain a Defence-funded position do not pay any course fees upfront and do not incur a liability under the HECS.

43. **Allocation of positions at the ADFA.** Postgraduate study at the ADFA is available to all Defence members who meet the criteria for admission to University of New South Wales courses. ADF members seeking to undertake Defence-funded postgraduate study at the ADFA must submit a Form AD 48—*Application for Postgraduate Study at ADFA*, to DASS approval delegate. The DASS approval delegates will forward the applications to the Executive Officer Education Services Centre. Where the number of applications exceeds the number of positions available, the DECC will allocate applicants to positions.

44. **Support provisions for members selected for Defence-funded postgraduate study at the ADFA.** Provided their application has been approved, and depending on the level of approval, members who are selected for Defence-funded postgraduate study at the ADFA are eligible for the support provisions detailed in [annex A](#).

45. **Members who are not selected.** Any member who is not selected for Defence-funded postgraduate study at the ADFA may opt to study at the ADFA as an ordinary full-fee-paying student. Provided their application has been approved, and depending on the level of approval, they are eligible for the support provisions detailed in [annex A](#).

- A. [Table of support provisions under the Defence Assisted Study Scheme](#)
- B. [Defence Assisted Study Scheme application processing flow chart](#)

Sponsor: DGDETD

TABLE OF SUPPORT PROVISIONS UNDER THE DEFENCE ASSISTED STUDY SCHEME

	LEVEL 1	LEVEL 2	LEVEL 3
COURSE TYPE	Defence preferred courses and training with a career development focus.	Courses relevant to Defence requirements or Australian Defence Force employment.	VET courses to vocational development or to career transition. Vocationally oriented tertiary courses. Certificates I-IV are limited to Level 3.
EXPENSES THAT MAY BE REIMBURSED Reimbursement rate will vary depending on available funding and applications approved. Annual caps (below) apply.	<ul style="list-style-type: none"> • Compulsory course fees^a • Tuition fees • Higher Education Contribution Scheme (HECS-HELP)/ Postgraduate Education Loan Scheme (FEES-HELP) • Compulsory text books/printed material as detailed in the course handbook (annual cap of \$250 applies)^b 	<ul style="list-style-type: none"> • Compulsory course fees • Tuition fees • HECS-HELP/ FEES-HELP 	<ul style="list-style-type: none"> • Compulsory course fees • Tuition fees • HECS-HELP/ FEES-HELP
ANNUAL REIMBURSEMENT CAP (PER INDIVIDUAL OVER ONE CALENDAR YEAR)	\$4000	\$2000	\$1000
EXPENSES NOT REIMBURSED	There is no reimbursement of travel and accommodation costs for any level.		

Notes

- (a) Compulsory course fees may include:
- course registration fees;
 - compulsory student association fees where non-payment of such fees would prevent enrolment;
 - costs incurred in seeking Recognition of Prior Learning (RPL) or Recognition of Current Competencies (RCC);
 - compulsory examination fees and additional institutional fees for distance learning; and
 - the University Admission Centre fee (excluding the additional fee for late payment) for the approved course.
- (b) Fees for visits, field trips and similar activities, while part of the course, are not reimbursed. The delegate is to ensure that only the cost of compulsory text books/printed material is included in the calculation of the amount to be reimbursed. Particular care is to be taken to ensure that members understand that additional equipment/materials (eg lab-coats, computers, calculators, software, diaries, etc) are not reimbursed.
- (c) Text books/printed materials are defined as those books and printed materials that are prescribed in the course handbook. The \$250 per annum limit forms part of the overall Defence Assisted Study Scheme (DASS) Level 1 reimbursement cap. In some cases, purchase of compulsory software may be reimbursed as part of the text book allowance. Hire fees for compulsory textbooks also may be reimbursed.

WORK RELEASE PROVISIONS	<p>Release from normal duties for study-related activities is not to exceed 180 hours per year/90 hours per semester/60 hours per trimester/45 hours per quadrimester. This time may not be accumulated or carried over into a new academic session. The time may be used for lectures, tutorials, seminars, residentials, private study, research and other study-related activities. For residentials, 1 day = 7.5 hours.</p> <p>Additionally, members may be released for up to three hours each week for travel to and from study-related activities. This time cannot be accumulated or carried over into a new week.</p> <p>Additionally, members may be released from normal duties for up to five days per calendar year to attend supervised examinations as required. Work release for examinations is granted for the time of the examination/s plus travel to and from the examination/s.</p>
PAYMENTS/ DOCUMENTATION REQUIRED	<p>All levels: Proof of successful completion of course/course elements.</p> <p>Levels 1, 2: Evidence of payment by member (original tax invoices and receipts) and evidence of HECS–HELP/FEES–HELP liability.</p> <p>Level 3: Evidence of payment by member (original tax invoices and receipts).</p> <p>Level 3 (transition): Evidence to satisfy the delegate of having completed a minimum 50 per cent of the course prior to termination.</p>
FAILURES/ WITHDRAWALS DUE TO EXTENUATING CIRCUMSTANCES	<p>A member may be reimbursed 100 per cent of approved course-related costs in the event that they fail, or fail to complete, a course or element due to an unforeseen Service contingency or due to a severe and prolonged medical condition caused by a Service activity (refer to paragraphs 38.–39).</p> <p>A member may be reimbursed the agreed reimbursement (eg 75 per cent, to the cap for level) in the event that they fail, or fail to complete, a course or element due to a severe and prolonged medical condition that was not caused by a Service activity (refer to paragraphs 39).</p>
COMPENSATION PROVISIONS	<p>Members sponsored under the DASS will be subject to the provisions of the <i>Safety Rehabilitation and Compensation Act 1988</i> (the Act) while attending the approved place of study or examination for the approved activity, or travelling between the authorised location and their home or workplace. This does not apply if the member is on leave without pay as this is specifically excluded by the Act.</p>

DEFENCE ASSISTED STUDY SCHEME APPLICATION PROCESSING FLOW CHART

