**LETTER OF EMPLOYER SUPPORT**

**Exceptional Circumstances (Reimbursement)**

(To be printed on the Company Letterhead – please delete this line and watermark)

Date

MBA Programme Director

Faculty of Business & Law

Curtin University

**Re: Women in MBA Scholarship Application**

Dear Curtin Graduate School of Business,

We are writing this letter to support the application of our employee

**<<Insert first name surname of employee>> <<Student ID (if known)>>**for the Women in MBA Scholarship offered by Curtin University.

As part of the terms of the scholarship we agree as follows:

1. **Employer Financial Support – Option 2 – Reimbursement**

In addition to the Curtin Scholarship (40% of the student tuition fees of the Master of Business Administration each trimester for up to 4 years), we commit to making a minimum Employer contribution of at least 20% of the student tuition fees for the MBA each trimester for up to 4 years.

The Employer contribution will be paid as reimbursement to our employee based on our company policy for reimbursements. The employee will be liable for her student tuition fees and any other fees, and payments must be made by the due date each trimester.

The reimbursement will be made to the employee after successful completion of each unit at the rate of at least 20% of the student tuition fees each trimester. The employee must follow the company’s policy/procedures to receive the reimbursement.

1. **On the ground**

To provide practical support to enable the applicant (employee) to attend class, undertake additional study or group work and complete assignments.

1. **Guidance and advice**

To nominate a senior industry based student mentor to provide support and advice throughout the applicant’s MBA studies and also help the applicant develop a post MBA career pathway.

Sincerely,

Signature

Full Name of Authorising Officer

Position Title

Organisation Name

ABN

P:

F:

E:

Signature

Full Name of Applicant

Position Title

Organisation Name

P:

F:

E: