# Board decision for payment of course fee

**About this letter:** This is an example letter your board may use when agreeing to fund the student contribution for a person applying for an ORIC-supported position to study the BSB41021 Certificate IV in Aboriginal and Torres Strait Islander Governance in 2025.

**Instructions:** Please have your corporation’s board of directors complete the letter and email it to [training@oric.gov.au](mailto:training@oric.gov.au)

To whom it may concern

We understand that **<insert director’s name>** has applied for a place in the BSB41021 Certificate IV in Aboriginal and Torres Strait Islander Governance being provided by ORIC and delivered by AbSec in 2025.

Their enrolment with the nominated registered training organisation (RTO) requires **<insert director’s name>** to pay a reimbursable student contribution to the course fee, being $1,500.00 (GST does not apply).

The director has requested **<insert corporation name>** to pay this fee on their behalf.

The board understands that if the director lodges all required assessments for the course, the corporation will be eligible to have the course fee reimbursed. However, if the participant does not lodge all required assessments, there will be no reimbursement of the fee.

The board of **<insert corporation name>** has discussed the director’s request for financial support to undertake study and resolved that the corporation will paythis course fee on behalf of **<insert director’s name>**.

We agree to pay the fee to AbSec by 29 May 2025 following confirmation from ORIC of the participant’s acceptance into the 2025 course.

This decision was made by resolution of the board on **<insert date of the board meeting>**.

Signed by **<insert name>** on behalf of the board of directors.

Signed:

Date: