

**DEPARTMENT OF PUBLIC SERVICE
APPLICATION FOR STUDY LEAVE**

DPS Form 4A

Ministry:

Department:

Name		Rank/Position	Employee No.
Date of Appointment	Posting		Duties
Email Address:		Technical / Professional Training	
Academic Qualifications (to include studies currently pursuing)			

Type of Award Applying For (please indicate with a tick in the appropriate box)

Full In-Service (Abroad)	<input type="checkbox"/>	Full In-Service (Local)	<input type="checkbox"/>
Partial/Limited In-Service (Salary Only)	<input type="checkbox"/>	Partial/Limited In-Service (Salary & Tuition)	<input type="checkbox"/>
Unpaid Study Leave	<input type="checkbox"/>	Educational Loan	<input type="checkbox"/>
Special Leave (under 12 months)	<input type="checkbox"/>		

Studies Pursuing (e.g. Certification, Associates, Bachelors, Masters)	Area of Study (please be specific)	Name and Address of Institution
Commencement Date	Is School accredited? [] Yes [] No	
Estimated Length of Study	Acceptance Letter Received? [] Yes [] No <i>(if yes please enclose acceptance letter)</i>	Estimated Annual Tuition (please provide proof)

Please give name of three (3) sureties and addresses:

Name	Address / P.O. Box / Telephone Number

Briefly state how you will apply your studies upon your return and how this will benefit the organisation.

Applicant's Signature	Date
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