

DEPARTMENT OF PUBLIC SERVICE
APPLICATION FOR STUDY LEAVE

Ministry: _____ Department: _____

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

Type of Award Applying For (please check 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 / Degree)	Area of Study (please be specific)	Name and Address of Institution	
Commencement Date	Is School accredited? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Estimated Length of Study	Acceptance Letter Received? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes please enclose acceptance letter)		Estimated Annual Tuition (please provide proof)

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

Name	Address

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

Applicant's Signature	Date
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* If fields are insufficient to capture data, please attach a typed copy of the information

