



**APPLICATION FOR STUDY SUPPORT**

**PERSONAL INFORMATION**

TITLE: \_\_\_\_\_ ID No: \_\_\_\_\_

NAME: \_\_\_\_\_ STAFF No: \_\_\_\_\_

SURNAME: \_\_\_\_\_ TEL No: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL No: \_\_\_\_\_

(Please mark with an X)

(Please mark with an X)

<b>GENDER</b>	Male	Female		<b>GROUP</b>	African	Coloured	Indian	White
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(Please mark with an X)

(Please mark with an X)

<b>PERSON WITH DISABILITY</b>		Y	N		<b>AGE GROUP</b>	<35	35-55	>55
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**JOB RELATED INFORMATION**

Type of appointment (mark with X): **Permanent**  **Contract**

If on contract, please indicate: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Designation: \_\_\_\_\_ Job Level: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

**STATE QUALIFICATIONS REQUIRED FOR JOB AS PER JOB PROFILE:**

Qualification required in job (Job profile/Performance contract)	Qualifications of Employee

**WHAT IS THE RELEVANCE OF THIS COURSE AND/OR QUALIFICATION TO YOUR JOB (MOTIVATION BY APPLICANT)?**

**MOTIVATION BY LINE MANAGER**

**WHO/WHAT PROMOTED THE CHOICE OF THIS COURSE**

(Please mark with an X)

<b>PMS</b>	<b>SELF</b>	<b>LINE MANAGER</b>	<b>OTHER</b>
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**WHICH PERFORMANCE OUTCOME DOES THE PROGRAMME RELATE TO?**

(Attached: Personal Development Plan)

**COURSE OR QUALIFICATION RELATED INFORMATION**

A. Particulars Relating to the studies for which subsidisation is being applied for:

1.1 Proposed course of study (eg, B.A. MSc): \_\_\_\_\_

1.2 Name of the institution offering the course: \_\_\_\_\_

1.3 Institutions accredited status: \_\_\_\_\_ SETA: \_\_\_\_\_

1.4 Length of the course: \_\_\_\_\_

**STAGE FOR WHICH SUPPORT IS APPLIED FOR:** (Please mark with an X)

1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year

**If qualification is offered by VUT, justify reasons for not studying at VUT**



**It is the responsibility of the applicant to ensure that all the above documents are attached to the application form.**

**Applications without these attachments will not be considered.**

### **CONDITIONS**

**1. Please note that the following will not be paid for:**

- Book fees
- Research fees
- Travel and accommodation
- Registration with professional bodies

*2. Study support will be given for a maximum period of 1 year at a time*

*3. If the employee resigns from their position within two (2) years after completing a study programme, the employee shall be liable to reimburse the employer [50%] of the total educational expenses incurred by the employer.*

### **APPROVAL PROCESS**

4. The Skills Development Training Committee approves using the following Broad guidelines:
  - Alignment with: Skills Development, Employment Equity, Strategic Objectives of the Vaal University of Technology.
  - Relevance including Performance Management.
  - Institutional status.
  - Types of course and its SAQA registration status;
  - Learnerships are encouraged
5. The decision is communicated to the applicant in writing.
6. A contractual agreement form must be signed by the applicant on approval of the application.
7. Cheques are issued in the name of the institution.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

LINE MANAGER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED (SKILLS DEVELOPMENT OFFICE): \_\_\_\_\_ DATE: \_\_\_\_\_