



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)

GENDER	Male	Female		GROUP	African	Coloured	Indian	White
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(Please mark with an X)

(Please mark with an X)

PERSON WITH DISABILITY		Y	N		AGE GROUP	<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)

PMS	SELF	LINE MANAGER	OTHER
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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 st year	2 nd year	3 rd year	4 th 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: _____