



**HUMAN CAPITAL
LEARNING & DEVELOPMENT**

APPLICATION FOR PAYMENT OF EXTERNAL STUDIES – 2024

The completed Application Form must be submitted to the Manager: Learning & Development

1. PERSONAL DETAILS:

Name & Surname of Employee		Staff Number	
Job Title		Grade	
Date of Appointment		Permanent/ Contract	
Faculty		Department	
Contact Tel No.		Office Tel No	
Email address		Cell number	

2. DEGREES/DIPLOMAS HELD (POST-MATRIC ONLY):

QUALIFICATION (full names)	Institution	Year first registered	Year obtained

3. DETAILS OF STUDIES:

Name Course			
Name of Institution			
Did you receive funding for a previous qualification from CPUT?(Please tick)	YES: ----- Name of Fund if yes:	NO:	
Is this course offered at CPUT (Please tick)	YES:	NO:	
Year of first registration towards the above degree/diploma		Current Academic Year/Level of Study	
Amount of Tuition Fees for Current Study Year - ONLY		Expected date of completion of studies	

4. EXAMINATION RESULTS / PROGRESS REPORTS (Please tick)

3.1. Previous year's results to be attached?	
3.2. Did you complete the Declaration?	

5. LEAVE DETAILS

4.1. Number of days to your credit: Accumulative	
Non-Accumulative	

Section 5 should only be completed by M-degree and PhD Students

6. ABSTRACT OF DISSERTATION.

Applicants must provide a full description of the dissertation. If possible, please provide supporting documents

7. MOTIVATION:

7.1 HEAD OF DEPARTMENT/UNIT (Motivation for Acceptance/Rejection)

Line Managers should note that in their motivation(s) they should refer to issues like job relevance, career-pathing or any other good reason why the application should be considered favourably.

HoD's Full name..... Signature: Date:

7.2 DEAN/DIRECTOR

Motivation for Acceptance/Rejection

DEAN/DIRECTOR Full name..... Signature: Date:

8. PLEASE NOTE THE FOLLOWING CRITERIA

- 8.1 Applicants should acquaint themselves with the Staff Formal Studies Policy;
- 8.2 Proof of registration or acceptance for registration has to be attached to your application;
- 8.3 An original statement of fees for the current year has to be attached. Please be advised that no outstanding debt of previous study years will be paid;
- 8.4 Examination results or a progress report of previous year of studies must be attached to your application;
- 8.5 All applications for funds will be subject to the recommendation of the Staff Development Committee and approval of the Executive Management of the Cape Peninsula University of Technology;
- 8.6 Important: Number 7 should be fully completed by the Line manager/HOD & Director/Dean of the applicant.

9. DECLARATION:

- 9.1 I acknowledge that I have read the policy document on Staff Formal Studies governing this application.
- 9.2 I understand that an application for study leave must be lodged with my Head of Department/Unit separately. The leave application form (duly approved) should be attached to this application form.
- 9.3 I hereby certify that I am not in receipt of funds from any other source for the payment of fees applied for above and that I shall declare any funding for the purposes of my studies after the receipt of funds from the Staff Training and Development Fund. I understand that I may have to repay such amount advanced to me by the Cape Peninsula University of Technology.
- 9.4 I understand that if this application is successful, I will be required to enter into a contract with Cape Peninsula University of Technology, specifying the terms and conditions of the award.
- 9.5 I understand that I shall have to submit a progress report on my studies which the funds were applied for when such progress report becomes available.
- 9.6 I understand that I shall have to reimburse the Cape Peninsula University of Technology with all the monies and/or leave advanced to me to pursue my studies, should I fail to complete the studies, resign or be dismissed from the service of the Cape Peninsula University of Technology.

SIGNATURE OF APPLICANT	
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DATE	
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FOR OFFICE USE ONLY
