



Staff Request for Financial Support for Undertaking Courses of Further Study with a non-CDET B organisation

Applicant Details

Staff Name: _____

Staff No: _____

Centre: _____

Centre No: _____

Staff Category (*please tick*)

Teaching	Administrative	Maintenance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Course Details

Course Title: _____

Course Provider: _____

Course Duration: _____

Course Cost: _____

Please attach all original receipts with your application. A statement of satisfactory attendance should also be attached

Recommendation by Principal / Head of Centre / Head of Section

I am satisfied that the course for which the applicant wishes to apply is of relevance to his/her job and therefore recommend that the request for financial support be approved

Signed: _____
Principal / Head of Centre / Head of Section

Date: _____

Approval (for Head Office Use Only)

Amount approved _____ Date sent for payment _____

Approved by _____ Date _____