

SIYATHEMBA



MUNISIPALITEIT

MUNICIPALITY

APPLICATION FOR A STUDY LOAN

A. PARTICULARS OF STAFF MEMBER

1. Name:		2. Personnel number:	
3. Department:		4. Telephone number:	
5. Job designation:		6. Date of appointment:	
7. Amount of loan/study fees payable/paid (Proof be attached):	Registration:	R	_____
	Tuition:	R	_____
	Total:	R	_____
8. Educational Institution:			
9. Field of study:			
10. Envisaged subjects for academic year:			
Subject	Tuition fees	Subject	Tuition fees

11. Details and expenses i.r.o. study books (proof must be attached) (maximum amount allowed R2000)

B. APPLICATION

I hereby apply for a study loan and certify that the above information is correct, proof of registration/supporting statements are attached and that the field of study is work related. I also undertake to notify the Municipality immediately upon discontinuation of my studies, and in this regard, to repay the full amount of the loan, or any outstanding part thereof, to the Municipality within 20 working days

SIGNATURE

DATE

C. AUTHORISATION WITH REGARD TO RECOVERY OF STUDY LOAN

I hereby authorise the Municipality to deduct the study loan to the amount of R_____ in equal payments over a period of _____ months (maximum 12 months), with effect from the month following the month in which the study loan was approved, from my salary. I further authorise the Municipality, should I leave its service for any reason, to deduct the full outstanding amount of my study loan from my pension/moneys owed to me. In the case of discontinuation of studies, I undertake to repay the outstanding amount of my study loan to the Municipality within 20 working days of my notice of discontinuation of studies.

SIGNATURE

DATE

D. RECOMMENDATION BY HEAD OF DEPARTMENT

I certify that:

- Information and supporting documents are correct
- Field of study is work related and in the interest of the Municipality's business
- Satisfactory proof of registration/supporting statements have been submitted
- Satisfactory proof of the purchase of study books relevant to the field of study has been submitted
- The institution is a recognised educational institution

Application is recommended and that study loan be paid to the staff member / relevant institution as follows:

Registration:	R_____	Study books:	R_____
			(actual expenses to a maximum of R2000)
Tuition:	R_____		
Total:	R_____	Total:	R_____

Application not recommended and reasons:

HEAD OF DEPARTMENT

DATE

E. APPROVAL BY MUNICIPAL MANAGER

- ❖ Information and supporting documents are correct: (R_____Reg./Tuition) (R_____Study books)
- ❖ Please pay the approved amount of R_____ to the staff member / relevant institution
- ❖ Please pay the approved amount of R_____ to the staff member (i.r.o study books)

The application is not approved:

MUNICIPAL MANAGER

DATE

F. ADMINISTRATIVE ARRANGEMENTS

- ❖ Finance informed regarding monthly repayment
- ❖ Repayable over 12 months at R_____ pm

HEAD OF DEPARTMENT

DATE

G. FINANCIAL COMPONENT

- ❖ The information captured on financial system:
- ❖ PAYMENT MADE: R_____ TO: _____
- ❖ PAYMENT MADE: R_____ TO: _____

CHIEF FINANCIAL OFFICER

DATE