

Section B

Current Position/Job Title:

Place of Employment:

Date of Employment: Date of first Appointment: (Government employees)

Present Salary:

Section C

Field of Study:

Level of Study: PHD Masters Bachelors Associates

Mode of study: Online On Campus

Intended University/ Institution:

Country of above University/Institution:

Course Commencement Date: End Date:

Estimated Cost for (*circle the appropriate currency*)

Tuition (Yearly)	USD/ECD
Room & Board	USD/ECD
Books	USD/ECD
Airfare	USD/ECD
Total Estimated Cost	USD/ECD

TOTAL ESTIMATED COST PER YEAR USD\$/ECD

Kindly provide banking information for disbursement of funds: Account No.

Name on Account Name of Bank

Have you sought financial assistance from any other institution? Yes () No ()

If YES, kindly state which Institution:

Section D

Indicate whether you are willing to sign a bond: Yes () No ()

If yes, the name, address and occupation of your two (2) proposed Guarantors will be required.

1. Name:

Address:

Contact Information:

Employer: Position:

2. Name:

Address:

Contact Information:

Employer: Position:

The individuals listed above as sureties, have been notified and have agreed to sign a bond agreement on your behalf. () Yes () No

Kindly attach the following documents to the application:

- i. Cover letter addressed to Permanent Secretary, Ministry of Human Resources specifying objectives for pursuing studies;
- ii. Original letter of acceptance from the institution or most recent transcript; and
- iii. Relevant breakdown of fees.

To the best of my knowledge, I certify that the above information is true and accurate.

Applicant's Signature

Date: (dd/mm/yyyy)

Section E

TO BE COMPLETED ONLY BY PERSONS WORKING FOR GOVERNMENT.

Permanent Secretary/ Head of Department kindly fill in the below, sign and date this section.

Please indicate your approval of officer’s application for further study: Yes () No ()

Indicate whether arrangements can be made for another officer to carry out duties in the applicant’s absence: Yes () No ()

Kindly comment to support your decision:

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Signature of Permanent Secretary/ Head of Department

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Date: (dd/mm/yyyy)

Kindly take Note of the following:

- *If a scholarship is granted from another institution you are not eligible for financial assistance.*
- *Any changes to your study must be communicated to the Ministry of Human Resources.*
- *An official transcript from the university/college must be submitted annually to the Ministry of Human Resources to ensure the disbursement of funds.*
- *Study leave is granted if a public officer has served for five (5) consecutive years in an appointed position.*
- *If you have already begun your course of study, kindly attach your most recent transcript to this application.*