



# Staff Request for Financial Support for Undertaking Courses of Further Study provided by **CDET B**

## 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: \_\_\_\_\_

## 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)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Date Guaranteed Fee Letter Issued: \_\_\_\_\_