



STUDY AND RESEARCH ASSISTANCE SCHEME (S.A.R.A.S)

APPLICATION FORM

A. PERSONAL DETAILS

Title:	Surname:	Given Names:	Date of Birth:
Payroll No:	Present Position:		Classification:

B. DETAILS OF PROPOSED COURSE

Full title of course:	Educational institution:
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C. PRESENT EDUCATIONAL QUALIFICATIONS

Qualification:	Educational Institution:	Year completed:
1.		
2.		
3.		
4.		

D. ATTACH THE FOLLOWING:

- i. Course program (please list entire course program with initial application; ongoing applications list details of semester/year and subjects completed to date an/or exemptions granted)
- ii. Statement of reasons why you should be granted SARAS and information supporting your application
- iii. Leave requirements for year/semester

Signature of applicant	Date / /
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OFFICE USE ONLY

To be completed by the Employee's Unit Commissioner

- 1. The course is relevant to the employees role and key services of the Office
Yes No
- 2. The employees conduct and diligence is satisfactory
Yes No
- 3. Where applicable, it will be operationally convenient for the requested leave to be granted
Yes No
- 4. Level of assistance recommended (see Attached Form for details)
Essential Highly Desirable Desirable

Recommendation

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.....
.....

Signature

Position

Date / /

To be completed by the Information Commissioner

Certification

- 5. Assistance is approved
Yes No
- 6. Level of assistance approved (see Attached Form for details)
Essential Highly Desirable Desirable

7. Details of approved assistance/comments

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Financial Authorisation

In considering the financial commitment of funds for this application, I certify that this expenditure has been committed and is in compliance with the *Financial Accountability Act 2009* or any other Acts or law relating to that expenditure and that the sum of money set forth in the application above is a lawful charge indicated thereon and accordingly.

Signature

Information Commissioner

Date / /

Applicant's name:
Course title:

STUDY AND RESEARCH ASSISTANCE SCHEME (S.A.R.A.S.)

ASSISTANCE APPROVED

Financial Assistance

Leave Assistance

Tier of assistance sought	Tick one	Assistance	Financial Assistance										Leave Assistance						
			Higher education contribution	Student services fees	Examination fees	Books	Travel to/from residential schools	Compulsory residential schools – accomm exp	Non compulsory residential schools – accomm expenses	Material costs, fees etc	Travel costs	Other financial assistance	Examination leave on full salary	Course attendance leave on full salary convenient to unit	Study leave (with or without salary)	Compulsory residential school (with or without salary)	Non compulsory residential school (with or without salary)	SARAS leave – without salary	
		Essential part time																	
		Essential full time																	
		Highly desirable part time																	
		Highly desirable full time																	
		Desirable part time																	
		Desirable full time																	

 Not applicable