



MINISTRY OF EDUCATION, HERITAGE & ARTS

Education and Cultural Diversity for Empowered and Sustainable Futures for All

STUDY LEAVE (WITH/WITHOUT/WITH PARTIAL) PAY APPLICATION FORM

A. INSTRUCTIONS

1. This form should be completed and sent to the Learning & Development Unit, Marela House, Suva, on or before the deadline/closing date stated in the advertisement.
2. Full and accurate information must be provided.
3. Incomplete and late applications will not be processed.
4. Please read the Study Leave Policy before you fill this form.

B. PERSONAL DETAILS

1. Application for Study Leave: With Full Pay/With Partial Pay/ Without Pay
2. Name: _____
3. TPF: _____
4. Date of Birth: _____
5. Gender: Male Female Others
6. Mobile Contact: _____
7. Valid E-mail: _____
8. Residential Address: _____
9. Marital Status: Single Married Others
10. No: of Children: _____
11. Are you a: Teacher Non-Teacher
12. Present School/Department/Unit: _____
13. Current District: _____
14. Current Division: _____
15. Substantive Position: _____
16. Salary Band: _____
17. Salary Step: _____
18. Annual Substantive Salary: _____

19. Date of Joining the Service: _____

20. End Date of Current Contract _____

C. ACADEMIC RECORDS

1. List all the Qualification Completed and Awarded to you. (Latest first)

Program	Institution	Year of Completion	Country
e.g. BCom- Accounting and Economics	USP	2011	Fiji

D. PROPOSED STUDY LEAVE

1. Study Level – Please circle one- Certificate/Diploma/Bachelors/Post Graduate/Masters

2. Program of Study: _____

3. Majors: 1. _____ 2. _____

4. Is the program of study a priority area for MEHA (Please refer the Study Leave Flyer):
Yes No

5. Semester: _____ 6. Year: _____

7. Total No: of Units Required to complete the program: _____

8. No: of Units completed towards the program: _____

9. No: of Units Left to complete the program: _____

10. If I fail to secure Study Leave with full pay/partial pay, I wish to be considered for study leave without pay: Yes No

11. Have you been previously offered Study Leave With/Without Pay: Yes No

If Yes, please provide the details: (N/A for No)

a. Year/Years: _____

b. Programme: _____

c. Institution: _____

12. Are you currently being offered or on a scholarship? Yes No
(N/A for No)
Scholarship: _____
Programme: _____
Institution: _____

13. Are you currently serving a bond: Yes No
(N/A for No)
If Yes: What is the duration left to complete the bond? _____

E. DECLARATION

I _____ declare that I had fully read and understood the Study Leave Policy and the information provided in this application is true and accurate.

Date: _____

Signature: _____

F. DOCUMENTS

Please make sure that the following documents are submitted with the application form. (Tick in the boxes to indicate documents submitted)

<input type="checkbox"/>	Certified copy of the Birth Certificate
<input type="checkbox"/>	Certified copy of all the certificates and transcripts
<input type="checkbox"/>	Result of all the units completed
<input type="checkbox"/>	Latest program structure from the Institution
<input type="checkbox"/>	Latest Audit Letter from the Institution
<input type="checkbox"/>	Recommendation letter from Head of School/Director
<input type="checkbox"/>	Valid Photo ID (Joint Card, Driving License, etc.)

The following documents must be submitted **after** you have been selected:

1. Offer letter
2. Filled bond form
3. Learning Contract Proposal Form
4. Joint Card or Tin Letter

G. FOR OFFICIAL USE ONLY

1. Verification by Learning and Development Unit

a. Fully complete application form: Yes No

b. All the required documents submitted: Yes No

IF No: Please indicate: _____

2. Bond Details: With Full Pay and Partial Pay only

a. Duration of the study: From _____ to _____

b. Bonding period: From _____ to _____

c. Bond Amount: _____

Name of Verifying Officer: _____

Date: _____

Initial: _____

Checked by: _____

Date: _____

Initial: _____