



**Provide Details on Your Payment Plan**

- i. Statement on Lump sum instalment (state the amount and date of payments)

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.....

- ii. Deduction at source from salary (state the amount and duration)

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.....  
.....

**Undertaken**

I agree that the university has the right to withdraw the facility should I violate this agreement.

Signed.....

Date.....

**SECTION B. ELIGIBILITY ASSESSMENT – HR DEPARTMENT**

Staff No:.....Job Title.....

Date Employed:.....Period of Service .....

Tuition .....

Tuition Support .....

Tuition Payable .....

Comments about applicant’s payment plan.

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.....  
.....

Do you recommend the application to be approved?

a. Yes                       b. No.

Justification/Reason for recommending or not recommending.

.....  
.....  
.....

Name.....Sign ..... Date.....

**SECTION C - VICE PRESIDENT/REGISTRAR**

Comments about applicant's payment plan.

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.....  
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Do you recommend the application to be approved?

b. Yes                       b. No.

Justification/Reason for recommending or not recommending.

.....  
.....  
.....

Name:.....Signature.....Date:.....

**SECTION E - APPROVAL BY PRESIDENT**

Do you approve the application?

a. Yes                       b. No.

Reason(s) for approving or not approving.

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.....  
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Name:.....Signature.....Date:.....