



GHANA TECHNOLOGY UNIVERSITY COLLEGE

HUMAN RESOURCE DEPARTMENT

APPLICATION FOR TUITION SUPPORT FORM

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SECTION A – APPLICANT

- i. Name:
- ii. Grade/Position:: Staff no:
- iii. Faculty/Department:.....
- iv. Brief job description:.....
.....
.....
- v. Programme of study.....
- vi. Session of programme: Day: Evening: Weekend:
- vii. Type of Programme: Undergraduate Master's Degree Doctorial Degree
- viii. Time for attending lectures.....
- ix. Duration of the programme:
- x. Start DateEnd Date:.....
- xi. Relevance of the programme to the University:
.....
- xii. Signature:Date:

(Please attach admission letter, course outline and time table)

SECTION B – EMPLOYEE ELIGIBILITY ASSESSMENT – HUMAN RESOURCE

Date Employed Period of Service:.....

Item	Criteria	Status of Applicant	Qualification		Remark
			Yes	No	
i.	Employment Status				
ii.	Service Requirement				
iii.	Overall Eligibility				

i. Do you recommend the application to be approved?

a. Yes b. No.

Justification/Reason for recommending or not recommending.....

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

SECTION C – VICE PRESIDENT/REGISTRAR

Do you recommend the application to be approved?

a. Yes b. No.

Justification/Reason for recommending or not recommending.....

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

SECTION D –PRESIDENT

Do you approve the application?

a. Yes b. No.

Justification/Reason for approving or not approving.....

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