



**INFORMATION ON CLAIM**

Types of allowances claimed (Please tick (√))	Placement Allowance End of course House-rent allowance Family allowance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Name of course :		
Duration of course :		
Place of course :		
Previous address :		
New residence :		
Date of move to new residence :		

**CERTIFICATION**

I admit that:

- (a) I had moved to a new residence due to the offer of study leave and my family are staying together with me throughout my studies.
- (b) this claim is made according to the rate and condition as stated in the currently enforced rules and regulation for officers who are approved study leave.
- (c) details as declared above are true and I am responsible for them.

Date: .....

.....  
(Signature)

.....  
(Name)

.....  
(Designated)

**CONFIRMATION BY THE DEAN**

Based on my knowledge, I certify that the staff has moved to a new residence due to the offer letter of study leave and his / her family are staying together with him / her throughout his / her studies I admit that:

Date: .....

.....  
(Signature)

.....  
(Name)

.....  
(Designated)