|  |  |
| --- | --- |
|  |  |
|  | **CLAIMS FOR ALLOWANCES DUE TO LOCAL STUDY LEAVE** |
|  | ***(OUTSIDE THE 25KM RADIUS FROM IIUM)*** |
|  |  |  |  |  |  |  |
|  | **INFORMATION ON CLAIMING OFFICER** |
|  | Name (Capital Letter) : |  |  |  |  |
|  | Staff No. / Identity Card No. : |  |  |  |  |
|  | Kulliyyah : |  |  |  |  |
|  | Post : |  |  |  |  |
|  | Marital Status : |  |  |  |  |
|  | No. of Children : |  |  |  |  |
|  | (Male)  | (Female) |  |  |
|  |  |  |  |  |  |  |
|  | ***DETAILS ON FAMILY*** |
|  | **Name**  | **Relationship** | **Date of Birth** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  | ***INFORMATION ON CLAIM*** |
|  |  | Placement AllowanceEnd of courseHouse-rent allowanceFamily allowance |
|  | Types of allowancesclaimed(Please tick (√ ) |
|  |  |
|  |  |  |  |  |  |
|  | Name of course : |  |  |  |  |  |
|  | Duration of course :  |  |  |  |  |  |
|  | Place of course : |  |  |  |  |  |
|  | Previous address : |  |  |  |  |  |
|  | New residence : |  |  |  |  |  |
|  | Date of move to new residence : |  |  |  |  |
|  |

|  |
| --- |
| ***CERTIFICATION*** |
| I admit that :1. 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.1. 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.1. 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)*  |

**NOTE :** This claim is to be made based on the conditions stipulated as per decision of the SSLC meeting No. 4/2000  held on 8th June 2000. |  |  |  |  |  |