Cape Peninsula
University of Technology

HUMAN CAPITAL
LEARNING & DEVELOPMENT

APPLICATION FOR PAYMENT OF EXTERNAL STUDIES – 2026

The completed Application Form must be submitted to the Manager: Learning & Development

1. PERSONAL DETAILS:

Name & Surname of Employee		**Staff Number**	
Job Title		**Grade**	
Date of Appointment		**Permanent/ Contract**	
Faculty		**Department**	
Contact Tel No.		**Office Tel No**	
Email address		**Cell number**	

2. DEGREES/DIPLOMAS HELD (POST-MATRIC ONLY):

QUALIFICATION (full names)	Institution	Year first registered	Year obtained

3. DETAILS OF STUDIES:

Name Course			
Name of Institution			
Did you receive funding for a previous qualification from CPUT?(Please tick)	**YES:** ☐ **----------** **Name of Fund if yes:**	**NO:** ☐	
Is this course offered at CPUT (Please tick)	**YES:** ☐	**NO:** ☐	
Year of first registration towards the above degree/diploma		**Current Academic Year/Level of Study**	
Amount of Tuition Fees for Current Study Year - ONLY		**Expected date of completion of studies**	

Manager: Shahieda Bebe Hendricks
Cell: 082 759 2197
Fax: +27 (0)21 959 6065

Tel: +27 (0)21 959 6919
Email: Hendrickssh@cput.ac.za
Tel: +27 (0)21 959 6064 / 959 5847

4. EXAMININATION RESULTS / PROGRESS REPORTS (Please tick)

4.1. Previous year's results to be attached?	☐
4.2. Did you complete the Declaration?	☐

5. LEAVE DETAILS

5.1. Number of days to your credit: Accumulative	
Non-Accumulative	

Section 5 should only be completed by M-degree and PhD Students

6. ABSTRACT OF DISSERTATION.

Applicants must provide a full description of the dissertation. If possible, please provide supporting documents

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7. MOTIVATION:

7.1 HEAD OF DEPARTMENT/UNIT (Motivation for Acceptance/Rejection)

Line Managers should note that in their motivation(s) they should refer to issues like job relevance, career-pathing or any other good reason why the application should be considered favourably.

HoD's Full name…… Signature: …… Date: ……..……..

7.2 DEAN/DIRECTOR

Motivation for Acceptance/Rejection

DEAN/DIRECTOR Full name……..…… Signature: …..…… Date: ……..…….

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8. PLEASE NOTE THE FOLLOWING CRITERIA

8.1 Applicants should acquaint themselves with the Staff Formal Studies Policy;

8.2 Proof of registration or acceptance for registration has to be attached to your application;

8.3 An original statement of fees for the current year has to be attached. Please be advised that no outstanding debt of previous study years will be paid;

8.4 Examination results or a progress report of previous year of studies must be attached to your application;

8.5 All applications for funds will be subject to the recommendation of the Staff Development Committee and approval of the Executive Management of the Cape Peninsula University of Technology;

8.6 Important: Number 7 should be fully completed by the Line manager/HOD & Director/Dean of the applicant.

9. DECLARATION:

9.1 I acknowledge that I have read the policy document on Staff Formal Studies governing this application.

9.2 I understand that an application for study leave must be lodged with my Head of Department/Unit separately. The leave application form (duly approved) should be attached to this application form.

9.3 I hereby certify that I am not in receipt of funds from any other source for the payment of fees applied for above and that I shall declare any funding for the purposes of my studies after the receipt of funds from the Staff Training and Development Fund. I understand that I may have to repay such amount advanced to me by the Cape Peninsula University of Technology.

9.4 I understand that if this application is successful, I will be required to enter into a contract with Cape Peninsula University of Technology, specifying the terms and conditions of the award.

9.5 I understand that I shall have to submit a progress report on my studies which the funds were applied for when such progress report becomes available.

9.6 I understand that I shall have to reimburse the Cape Peninsula University of Technology with all the monies and/or leave advanced to me to pursue my studies, should I fail to complete the studies, resign or be dismissed from the service of the Cape Peninsula University of Technology.

SIGNATURE OF APPLICANT		**DATE**	

FOR OFFICE USE ONLY

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