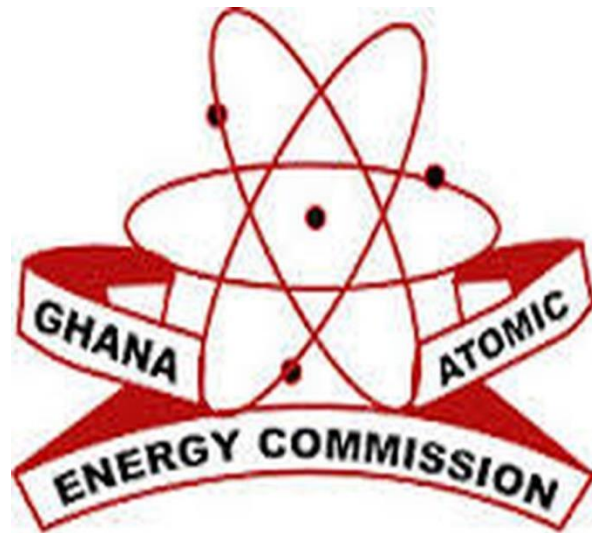


**GHANA ATOMIC ENERGY COMMISSION
APPLICATION FOR APPROVAL TO PURSUE
FURTHER STUDIES**



**GHANA ATOMIC ENERGY COMMISSION
OFFICE OF LEGAL AFFAIRS
P.O.BOX LG 80
LEGON, ACCRA**

PART A – PERSONAL INFORMATION

- a. Surname.....Other Names.....
- b. Date of Birth (dd/mm/yyyy).....
- c. Marital Status.....No. of Children.....
- d. Date of Employment (dd/mm/yyyy)Date of Re-appointment
- e. Staff ID.....Current Grade.....
- f. Personal Telephone No (preferred)Alternate No.....
- g. Personal Emails.....

PART B: EDUCATIONAL HISTORY

Kindly provide details of your educational history starting with the most recent educational institution

1. Name of institution:
Date of Enrolment
Date of Completion.....
Qualification Obtained.....
2. Name of Institution.....
Date of Enrolment.....
Date of Completion.....
Qualification Obtained.....
3. Name of Institution.....
Date of Enrolment
Date of Completion.....
Qualification Obtained.....

PART C: - RECORD OF PREVIOUS STUDY LEAVE AWARD(S)

- a. Have you been granted approval to pursue further studies before? YES/NO
- b. If yes, was it with pay? YES/NO
- c. If yes, for what Program?
- d. Duration of Program?
- e. Date of Completion of Study Leave (dd/mm/yyyy)
- f. Date of Resumption (dd/mm/yyyy)
- g. How many years have you worked after resumption?
- h. If not with pay, was your certificate accepted for upgrading/conversion? YES/NO
- i. If yes, how many years have you served after upgrading/conversion?
- j. If no why? (Explain and attach supporting document if any.....)

PART D - PARTICULARS OF COURSE TO BE PURSUED

- a. Give a brief description of your current job.....
.....
.....
- b. What course are you applying for?
- c. Duration of Programme
- d. Name of Institution.....
- e. Relevance of course to current job
-
-
-
-

PART E: MODE OF STUDY

Please indicate how you intend to pursue the course:

- Study Leave with Pay
- Study Leave without pay
- Sandwich
- Summer School
- Weekend School
- Distance Education
- Weekend
- Evening
- Others (specify)
-

.....
Signature of Applicant

.....
Date

PART E - RECOMMENDATION BY DIRECTOR/MANAGER/HEAD/SUPERVISOR

I have read the Study Leave Policy of the Ghana Atomic Energy Commission and I know that the applicant meets all the requirements specified therein. I also know that the applicant course for study is and will be relevant to his position. Therefore, based on these two grounds I unreservedly recommend his/her for application for approval.

Name of officer

Name of Institute/Directorate.....Position.....

SignatureDate

Official Stamp

BOND FORM FOR STUDY LEAVE WITH PAY

CONDITIONS

I, Prof/Dr/Mr/Mrs/Miss..... having met all the requirements for Study Leave with pay and after reading through the Study Leave Policy and other related policies on further training and placement thereafter, I herein unequivocally undertake that if offered study leave with pay, I shall observe and comply with all the following conditions:

1. The study leave with pay is offered for (Insert program) which the Commission considers a priority course.
2. The Applicant shall not change the approved programme without the prior written approval of the Commission.
3. The study leave approval is for the period of Years with effect from (dd/mm/yyyy) to the (dd/mm/yyyy).....
4. The Study Leave period shall not be extended by the applicant unless permission is sought and obtained from the Commission before the Study leave lapses.
5. An Applicant shall, upon the lapse of the study leave period and in the absence of an extension granted by the Commission, report to work within (10) working days or be deemed to have vacated his or her post.
6. An Applicant of study leave with pay shall resume duty immediately if the course ends earlier than the expected end date and expected date of resumption indicated in the study leave approval letter.
7. An Applicant enjoying the Commission's Housing facility shall retain his or her accommodation for a period of one year, if the course is outside Ghana and a period of two years, if the course of study is within Ghana.
8. An Applicant who does not report back to his/her previous station within ten (10) days working days after the expiration of the study leave period will be deemed to have vacated post, and shall be made to refund all salaries paid to him/her whilst in school plus interest at the prevailing lending rate of the Bank of Ghana.
9. An Applicant of study leave with pay shall start and complete the approved course.
10. An Applicant who abandons the course or absconds, or is withdrawn from the course by the school authorities as a result of poor performance/misconduct shall refund the total amount of salaries paid to him/her during the training plus interest at the prevailing lending rate of Bank of Ghana.

11. The continuous payment of the salary, periodical salary increment and other approved expenses as approved of an Applicant as provided in the Collective Bargaining Agreement/ Conditions of Service, shall depend on good conduct and satisfactory academic performance in the course of study for which the study leave was granted.
12. An Applicant of study leave with pay shall ensure that his/her annual academic performance reports are submitted to the Director General through the Director of the Applicant's Institute.
13. An Applicant of study leave with pay shall be obliged to serve the Commission as follows:
 - Courses lasting for more than 3 months but less than six months- One (1) Year
 - Courses lasting for more than 6 months but less than 12 months – Two (2) Years
 - Courses lasting for more than 12 months and above- Twice the period spent but not more than five (5) years
15. An Applicant who after enjoying study leave with pay, defaults in serving the required bond period shall pay the full bond sum.
16. The value of the bond shall be equivalent to the total salary paid to the Applicant whilst in training or course of study plus interest at the prevailing lending rate of the Bank of Ghana
17. Any refund of salary in respect of the breach of this bond shall be directly paid to the Commission and shall not be refundable.

DECLARATION

1. I, Prof/Dr/Mr/Mrs/Miss.....
(hereinafter called awardee or award beneficiary) have on this day.....of.....
in the year..... read the Study Leave Policy, other related policies and circulars
and the terms and conditions of this agreement between myself and Ghana Atomic
Energy Commission (hereinafter called the Commission) and understand the terms and
conditions contained herein and therefore do hereby make the following solemn
declarations:

 2. That, I agree to be offered study leave with pay to pursue:
.....
(Area of Study) in.....
(Institution).....for a period of (.....) years

 3. I do solemnly undertake to avail myself to serve the Commission for a period of
..... (bond period) commencing immediately after the completion of my study
leave with pay.

 4. That in the event of my failure to complete the approved program and/or serve the
stipulated number of years in the service of the Commission, I.....
(name of applicant) shall be liable to refund to the Commission, the full amount of
the salaries paid to me during the period of my training plus interest at the prevailing
lending rate of the Bank of Ghana.

 5. That the Commission/Government of Ghana shall have the right to take legal action
against me in case of any breach of the conditions outlined as part of the bond.
- Dated this day of In the year
- Name of Award Beneficiary, Grade, Signature:
- Permanent Address of Award Beneficiary:
-
-

**AFFIDAVIT OF GUARANTEE BY IN SUPPORT OF AN
APPLICATION FOR STUDY LEAVE WITH PAY FOR**

I, of House No.

in the Greater Accra Region of the Republic of Ghana make oath and say as follows:

1. I am the deponent herein and I am fully employed in the Civil/Public Service as a (Position) with..... (Name of institution) at (Location) in the(Region)
2. That my annual income is at par with or above the annual income of the Applicant as evidenced in my pay slip and attached as **"Exhibit 1"**.
3. That I shall be not due for retirement within the study period of the Applicant.
4. I have known the Applicant (name) (title).....who is a (position).....with.....(Institute).....of the Ghana Atomic Energy Commission (GAEC) since (year).....and he/she is not my spouse.
5. I am a Ghanaian citizen by birth or by naturalization and I am a holder of Ghanaian passport No..... **or** a Ghana Identification card No..... the relevant page of which is attached and marked as **"Exhibit 2"**.
6. I am also the holder of a Driver's Licence, an ECOWAS Identity card or a Voter's Identification Card No..... , copy of which is attached herein as **"Exhibit 3"**.
7. That the Applicant has been admitted by(name of Educational Institution)in.....(Location) to pursue a..... (Duration of Course) in.....(Name of Course) beginning in the(State the Academic year)
8. That the Applicant is applying to his/her employer's, GAEC for a Study Leave with Pay for a period of (Duration of Course) and I have agreed to Guarantee the Applicant's Study Leave Bond.
9. I guarantee that the Applicant shall fulfill all the terms of the said Study Leave Bond Agreement with GAEC and shall resume duty as a full time employee of GAEC for a period of(Duration of Bond) years from the date of resumption of duty on the completion of his/ her course of study.

10. That I irrevocably and unconditionally guarantee to indemnify GAEC for the total sum of monies being salaries and all other approved expenses incurred by GAEC on behalf of the Applicant during the period of his/her Study Leave as well as any accrued interests at the prevailing lending rate of the Bank of Ghana.

11. That should there rise a situation which requires my attention, the commission can reach me on.....

12. That I am aware and understand that by the signing of the consent form attached as **"Exhibit 4"**, GAEC may deduct any outstanding amounts owed by the Applicant from my salary at the Controller and Accountant General. That GAEC may also pursue legal action against me to compel me to pay the amount due and interests at the prevailing lending rate of the Bank of Ghana.

13. That I depose to this Affidavit willingly without any duress or force and knowing the full legal implication of this my guarantee.

WHEREFORE, I swear to this affidavit.

SWORN IN ACCRA THIS DAY OF.....)

.....
 DEPONENT

BEFORE ME
COMMISSIONER FOR OATHS

GHANA ATOMIC ENERGY COMMISSION BOND
FORM A

NAME OF APPLICANT:

NAME OF INSTITUTION OF STUDY:

.....

.....

ADDRESS IN HOST CONTRY/INSTITUTION:.....

.....

.....

STARTING DATE OF PROGRAMME:.....

ANTICIPATED END OF PROGRAMME:.....

NAME OF SUPERVISOR:.....

TITLE OF SUPERVISOR:

CONTACT NUMBER:

E-MAIL OF SUPERVISOR (PERSONAL AND INSTITUTION):

SIGNATURE OF SUPERVISOR:

DATE:.....

THE CHIEF EXECUTIVE OFFICER

Name of Institution:

Address:

Town:

Dear Sir,

LETTER OF CONSENT

My name is (Mr./Mrs./Miss/Dr./Prof.).....of House No.....of P.O. Box.....

I am currently an employee with(Name of Institution) with Employee Numberand the Rank of

I wish to inform your esteemed office that pursuant to a duly executed affidavit, I acted as a guarantor for (the Applicant), an employee of Ghana Atomic Energy Commission (GAEC) in support of an Application for study leave with pay.

Consequently, I irrevocably and unconditionally guaranteed to indemnify (GAEC) for the total sum of monies being salaries and all other approved expenses incurred by GAEC on behalf of the Applicant during the period of his/her Study Leave as well as any accrued interests at the prevailing lending rate of the Bank of Ghana.

I therefore direct your esteemed office to approve any deductions requested by GAEC in fulfillment of the above stated obligation to defray any costs incurred by them on behalf of the Applicant.

Yours Faithfully,

.....

Dated.....20.....

CC: Director of Finance

**DIRECTOR-GENERAL
GHANA ATOMIC ENERGY COMMISSION
KWABENYA, ACCRA**

Dear Sir,

GUARANTOR'S LETTER OF CONSENT FOR EXTENSION OF STUDY LEAVE

My name is (Mr./Mrs./Miss/Dr./Prof.)..... Of House
No.....P.O.Box.....

I am currently an employee with(Name of Institution)
with Employee Numberand I am not due for retirement within the
next the Study Leave period and Bond period.

I wish to inform your esteemed office that pursuant to a duly executed affidavit, I acted
as a guarantor for (the Applicant), an
employee of Ghana Atomic Energy Commission (GAEC) in support of an Application for
study leave with pay.

The said applicant has duly informed me that he/she would like to apply for an extension
of his/her study leave for an additional year (s) and I have no
objection to the extension.

In addition to my initial guarantee, I irrevocably and unconditionally guarantee to
indemnify GAEC for the total sum of monies being salaries and all other approved
expenses incurred by GAEC on behalf of the said Applicant during the period of
extension of his/her Study Leave including any accrued interests at the prevailing
lending rate of the Bank of Ghana.

Yours Faithfully,

.....

Dated.....20.....

INSTRUCTIONS FOR COMPLETING FORMS

REQUIRED ATTACHMENTS

- A. Officers applying for study leave without pay, Distance and Weekend and who shall be at post throughout the duration of the program should:
- Attach your first appointment letter
 - Attach your admission letter
 - Attach a copy of the certificate earlier obtained if study leave is for the second time
 - Ensure your form is duly endorsed by the Director General and submit to his Office.
 - Ensure you obtain a formal approval letter before the commencement of program.
- B. Officers applying for study leave with pay, Sandwich, Summer and who shall not always be at post during the pendency of the course should:
- Proceed to complete the bond form
 - Attach a sworn affidavit by your guarantor(s)
 - Attach your first appointment letter
 - Attach a copy of your admission letter
 - Attach a copy of the certificate earlier obtained if study leave is for the second time
 - Submit your form to the appropriate office
 - Attach formal approval letter from the Commission before the commencement of course.
- C. The Form 'A' is supposed to be completed by the Supervisor of the Applicant after he/she has reported to the place of study. The Form 'A' should be mailed/Emailed to the Director General through the Head of Institution **within twenty-one** days of commencement of the programme.

QUALIFICATION OF GUARANTOR/ REQUIRED ATTACHMENTS

1. An Applicant must fill all the required forms and attach it to his/her application letter to the Director General through his/her immediate supervisor/director/head.
2. An Applicant for study leave with pay shall ensure that he provides guarantee for the repayment of all salaries paid to him or her during the study leave period.
3. An Applicant shall ensure that the guarantor earns an annual income which is at par with the annual income of the Applicant or higher.
4. In the event where the Applicant cannot secure a guarantor with an annual income equivalent to his or her annual income, the Applicant may provide two or more guarantors.
5. The Guarantor (s) shall be a Civil or a Public Servant who shall not be due for retirement within the study leave period and the bond period.
6. The Guarantor(s) shall swear to an affidavit in support of his or her undertaking to guarantee the performance of the study leave conditions, by the Applicant.

7. It is important for the Guarantor(s) to know and understand the implications of agreeing to guarantee the repayment of salaries that may be owed by the Applicant as a result of a breach of his/her conditions of study leave.
8. The Guarantor(s) shall attach two (2) forms of valid Identification card (passport, driver's licence, voter's ID card, ECOWAS Identity card).
9. The Guarantor must prove that he or she is not a spouse of the Applicant.
10. The Guarantor must attach a copy of his/her pays lip and sign a consent form for deduction at source should the Applicant defaults on the condition of his/her bond.
11. Applicant must ensure that all the exhibits attached to the affidavit are stamped and signed by the Commissioner of oath, who shall place his seal on the affidavit.
12. All the exhibits must be properly marked and labelled.
13. An Applicant who is seeking a study leave extension must obtain the consent of his/her guarantor in writing and must attach the consent letter to the letter of request to the Commission before his/her request for extension would be considered.

For further clarification please contact the Office of Legal Affairs @ gaecgh@123