

Document - Template Name	MG-HR-APP-FINA 202406
Previous Name, if changed	EMPLOYEE APPLICATION ASSISTANCE FORM
Description	MG HR EMPLOYEE FINANCIAL ASSISTANCE FORM
Revision No	01
Date of Revision	21 JUNE 2024
Date of Next Revision	21 JUNE 2026



EMPLOYEE STUDY ASSISTANCE APPLICATION FORM

EMPLOYEE PERSONAL DETAILS:

Surname:		Initials:	
ID No.:		Employee No.:	
Date of Employment:		Years of Service:	
Position:		Grade:	
Department:			

STUDY DETAILS:

Proposed Course:	
Institution:	
Duration of Course:	
Cost of Course:	
Explain how the course will enhance your value to the company in your present or future position:	
Previous Study Assistance received:	
Course	
Institution	
When?	
Results	

I hereby acknowledge that I have read and understand the [Study Assistance Policy](#) and agree to be bound by the stated conditions:

Employee Signature:		Date:	
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MANAGER RECOMMENDATION

(delete not applicable)

I recommend / do not recommend Company participation in the proposed course costs, on the grounds that the course will make the employee more valuable to the company, and that the applicant is worthy of such assistance:				
The proposed course is in line with the employee's Career Discussions :(please tick appropriate)	YES		NO	
The employees performance supports the proposed course	YES		NO	
Comments:				

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Manager Signature:		Date:	
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APPROVED:

HR Consultant:		Date	
Comments:			

General Manager:		Date:	
Comments:			

FOR POST GRADUATE STUDY:

Director:		Date:	
Comments:			

Executive Committee		Date:	
Comments:			

ACTIONED:

Payroll administrator:		Date:	
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SUMMARY OF STUDY ASSISTANCE REQUIREMENTS & CONDITIONS:

1. Permanent employee
2. Studies must be undertaken through a recognised university, college, technikon or learning institute and must be in line with the employee's present or possible future position within the Company.
3. Approval and authorisation of study assistance is at the discretion of the Line Manager, General Manager and Human Resources Consultant.
Post-graduate higher level studies e.g. Honours and Masters, inclusive of MBA, is subject to Executive Committee Approval through the ABI Executive Committee Human Capital Review Forum. Requests for post-graduate study needs to be adequately motivated through the appropriate director for presentation at the ABI Human Capital Review Forum - for a decision at the end of October of each year.
4. Study Assistance will cover 100% of the semester or year's tuition, registration and examination fees, and the list of prescribed textbooks only (not recommended books).
5. The employee must remain in the employ of the Company for an equal number of years that the study assistance was granted. At management's discretion, the work-back period may be extended should the cost of the course of study be excessive.

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6. Should the employee leave the employ of the Company for any reason other than redundancy/retrenchment he/she will be required to refund the Company the amount of the study assistance paid by the Company, pro-rated to the years worked after successful completion of the course. This payment must be made in full upon leaving the Company. The Company reserves the right to deduct the balance from any monies owing to the employee.
7. If the employee fails a course or recognised portion thereof, or a year of study, the studies must either:
 - be repeated at the employee's own expense; or
 - money to be re-paid by the employee to the Company over maximum of 12 months, commencing the month after the final results are known and the employee decides not to repeat the year / course.
8. If an employee does not complete a course for which the Company has advanced funds, the employee will be required to repay the money paid by the Company over a maximum of 12 months, commencing the month after the results are known.