

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

REGISTRY DEPARTMENT

(Directorate of Establishments And Human Resource)



STUDY LEAVE/SERVICE AGREEMENT FORMS **WITHOUT PAY**

THIS AGREEMENT is made the day of20.....
BETWEEN THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE (hereinafter referred to as "THE UNIVERSITY" of the one part).

AND

OF.....

Hereinafter referred to as the BENEFICIARY/TRAINEE of the second.

WHEREAS:

1. THE UNIVERSITY is conscious of the role of training to enhance staff development towards effective and productive performance on the job.
2. THE UNIVERSITY in order to achieve high level of performance among members of staff has embarked on efficient utilization of meager resources accruing to it to promote staff development. However, this study leave without pay since the Beneficiary/Trainee has secured alternative means for funding.
3. THE Beneficiary/Trainee therefore being a member of staff of the University granted/accorded the opportunity by the University to embark on study leave for (month, years) with effect from day of20..... to day of20.....to enable the beneficiary/trainee pursue a course of study leading toaward/degree in

WHEREBY IT IS AGREED as follows:

1. That it shall be the duty of the Beneficiary/Trainee to apply for and obtain an admission to an institution where the award is tenable but such institution must be approved in writing by the University.
2. That the award is tenable at
3. That the award shall not be held at the same time with another award.
4. That during the period of the course of study, the Beneficiary shall not pursue any other course of study or undertake/engage in any employment whatsoever except with the prior notification and written approval of the University.
5. That the Beneficiary/Trainee shall not change, abandon or modify his/her course of study other than as approved by the University in writing.
6. That the Beneficiary shall not be paid his/her salary during the period of award having secured alternative means of funding.
7. That the University where the award is tenable outside Nigeria would be responsible for the cost of a return passage after the Beneficiary/Trainee might have concluded his or her study/sponsorship.
8. That the Trainee/Beneficiary shall at all time conduct himself or herself as a honest and faithful student and shall observe, obey and perform such lawful instructions and directions as shall be given from time to time by the head of the institution or those in authority in the institution.

9. That the Trainee/Beneficiary shall at the end of every year satisfy the requirement pertaining to the attendant comportment and progress report from the Head of the institution or his representative.
10. That the Trainee/Beneficiary shall sit for and pass any prescribed examination or approved group of examinations within the time fixed by the authorities of the institution of his study or the awarding authority. Save and except where he is prevented or incapacitated by sickness to do so, then in such a case a certificate under the hand of a recognized medical practitioner shall be good evidence of such sickness.
11. That the Trainee/Beneficiary after the expiration of the study shall return to the University in continuation of his employment.
12. At the expiration of the course of study, should the Trainee/Beneficiary refuse or fail to return to the University in the manner herein provided, such an act of refusal/failure shall constitute an act of misconduct which shall make the Trainee/Beneficiary liable to disciplinary actions in line with extant provisions of the Federal University of Technology, (FUTA) Act, 2004”.
13. In the event that the Trainee/Beneficiary failed to resume duty at the end of his or her study leave, the decision of the University to terminate the appointment of such staff shall be communicated to the host institution and his current employer (if any).
14. At the expiration of the course of study, should the Trainee/Beneficiary refuse to return to the University, a legal procedure would be instituted in a competent Court of Law by the University against him/her to ensure that he/she complies with all the provisions stated in the Bond/Service Agreement Form because he/she tied his/her position down for a long period; thus, preventing the University from filing such position/vacancy.
15. Without prejudice to the generality of the provision of paragraph six (6) above, where the Beneficiary requests for a change, modification or extension of his/her approved course of study, all correspondences conveying the said request as well as any approval or rejection of the request by the University Management (as exchanged between the parties), shall constitute integral parts of this Service Agreement Bond and such change, modification, and or extension shall accordingly be regulated by the terms and conditions stipulated in this agreement.
16. Subject to the provision of paragraph fourteen (15) above, where the University Management approved the Beneficiary’s request for a change, indication or extension of his/her approved course of study, the Beneficiary herein agrees that upon signing this agreement that he/she remains bound and liable under the terms of this agreement as for as long as the said change, modification and or extension thereof subsists.

DETERMINATION

17. This award shall be determined where the Trainee/Beneficiary fails, refuses or neglects to observe or perform any of the obligations hereinbefore provided for.
18. This award shall lapse where after a Trainee/Beneficiary has been awarded such scholarship he fails, refuses or neglects to take the benefit of the same within in the stipulated time.
19. In the event of the Trainee/Beneficiary becoming unfit or unable to complete his studies owing to illness or other factors whatsoever, the University may determine this agreement in accordance with the Trainees term appointment.

.....
TRAINEE’S/STAFF’S SIGNATURE AND DATE

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE
EDUCATIONAL LEAVE FORM
(Complete three copies)

Please fill in block letters

PART A

SURNAME	OTHER NAMES	TITLE
1.	SCHOOL:.....	
2.	DEPARTMENT:.....	
3.	DATE OF FIRST APPOINTMENT IN THE UNIVERSITY:.....	
4.	GRADE ON FIRST APPOINTMENT IN THE UNIVERSITY:.....	
5.	PRESENT GRADE:.....	
6.	DATE APPOINTED OR PROMOTED TO PRESENT GRADE:.....	
7.	GRADE LEVEL/STEP:.....	

PART B

8. TYPE OF EDUCATIONAL LEAVE:.....
9. LOCATION:.....
10. DEPARTURE DATE:.....
11. EXPECTED DATE OF RETURN:.....
12. PURPOSE OF LEAVE:.....
13. CONTACT ADDRESS:.....
14. E-MAIL/TELEPHONE ADDRESS:.....
15. NEXT OF KIN:.....
16. NEXT OF KIN'S ADDRESS (Including E-mail & GSM):.....
17. WHO TO CONTACT IN CASE OF EMERGENCY (if different from next of kin):.....
18. ADDRESS OF WHO TO CONTACT IN CASE OF EMERGENCY (Including E-mail & GSM):
.....

I certify that the information provided above is correct to the best of my knowledge.

.....
SIGNATURE

.....
DATE