



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونَيْتِي بُرْسِيْتِي اِسْلَامِيَّةٌ اِنْتَبَاهُ اِلْحَسْبِ اَمَلِنَا

## MANAGEMENT SERVICES DIVISION

### 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. :	
Kulliyah :	
Post :	
Marital Status :	
No. of Children :	
(Male)	(Female)

DETAILS ON FAMILY		
Name	Relationship	Date of Birth

INFORMATION ON CLAIM	
Types of allowances claimed (Please tick (√))	Placement Allowance <input type="checkbox"/> End of course <input type="checkbox"/> House-rent allowance <input type="checkbox"/> Family allowance <input type="checkbox"/>
Name of course :	
Duration of course :	

Place of course :

Previous address :

New residence :

Date of move to new residence :

**CERTIFICATION**

I admit that :

- (a) 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.
- (b) 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.
- (c) 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)

held on 8<sup>th</sup> June 2000.



