



UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA
STAFF CONCESSION APPLICATION FORM

SECTION A: Applicant's Information *(To be completed by Staff or Former Staff or Next of Kin of deceased staff on behalf of dependant)*

Name of Applicant: Staff No:
(Surname) (Other names)

Applicant's Postal Address:

Applicant's Status: *Please tick (✓) as appropriate* SM SS JS

Date of First Appointment into the University:

Present Appointment in the University (if applicable):

Applicant's Department/Unit/Section:

If retired/resigned/deceased, tick as appropriate and indicate year:
(If deceased, attach copy of death/burial certificate)

Signature of Applicant: Date:

(Only for persons completing on behalf of deceased staff and applicant who is not available during the time of processing) Name of Next of Kin:

Signature of Next of Kin: Date:

SECTION B: Dependant's Information *(To be completed by Dependant)*

Name of registered dependant:
(Surname) (Other names)

Date of Birth: Contact No.:

Relationship to Candidate: *Please tick (✓) as appropriate*

Registered Biological Child Registered Ward Registered Spouse

Name of Institution where concession is required:

Pin No: E – Voucher SN:

- Choice of Programme:**
1.
 2.
 3.

4.

Examination details of child/ward/spouse *(Attach copies of examination results if any)*

SSSCE Subjects/Grades

Core

(1) English..... (2) Mathematics..... (3) Integrated Science..... (4) Social Studies.....

Electives

(1)..... (2)..... (3)..... (4).....

WASSCE Subjects/Grades

Core

(1) English..... (2) Mathematics..... (3) Integrated Science..... (4) Social Studies.....

Electives

(1)..... (2)..... (3)..... (4).....

'A' Level Subjects/Grades

(1)..... (2)..... (3)..... (4).....

Is your child/ward/spouse awaiting results? Please tick (✓) as appropriate Yes No

Signature of Dependant: Date:

SECTION C: Confirmation of Information *(To be completed by Head, HR Unit)*

I confirm that Mr/Mrs/Miss/Ms is a

REGISTERED DEPENDANT
of

Signature of Head, Human Resource Unit: Date:

SECTION D: Approval *(To be completed by Registrar)*

Approval of concession information by Registrar:

Signature and Stamp of Registrar: Date: