

**TEACHERS SERVICE COMMISSION**

Telephone: Nairobi  
 312067/68/78/89 & 244514  
 Telegrams: "MWALIMU". Nairobi  
 When replying please Quote  
 WWW.tsc.go.ke  
 Ref. N°:



TSC HOUSE  
 KILIMANJARO ROAD  
 UPPER HILL  
 PRIVATE BAG  
 NAIROBI, KENYA

**APPLICATION FOR STUDY LEAVE  
 INSTRUCTIONS TO APPLICANTS**

(Please read and understand the instructions before completing the form)

1. This form is to be completed in triplicate. The original will be sent to the Commission, Duplicate to the Headteacher and Triplicate to the **TSC County Director**.
2. Application for study leave must be received at the Teachers Service Commission Headquarters at least 90 days before commencement of studies.
3. Application for study leave must be accompanied by a copy of the University/**College admission letter**.
4. **Applicants for the Three (3) months Research leave must attach the following:-**
  - (i) **Initial Admission letter**
  - (ii) **Coursework completion letter**
  - (iii) **Transcripts for units completed**
5. A teacher shall **NOT** leave the duty station before study leave is approved in writing by the Commission.
6. A teacher will be expected to report for duty on or before the date of expiry of the study leave.
7. Applications for extension of study leave or Change of course or institution must be made to the Commission at least thirty (30) days in advance.

**PART1 (A) TO BE COMPLETED BY THE TEACHER**

1 Name ..... 2. TSC NO .....

3 Designation: - Principal  Headteacher  Deputy Headteacher

4 School/Institution ~~~~~ Address.....

5. **Qualifications:**
- (a) Grade: ~ P1  DIP  GRADUATE
- (b) Professional Qualifications: ~ P1  DIP ED  B. ED
- (c) Main teaching subject (Post Primary Institutions only) ~~~~~
6. (a) Date of first appointment ~~~~~
- (b) Date resumed duty from previous study leave ~~~~~
7. (a) Course you intend to pursue ~~~~~
- (b) Name of University/Institution/College ~~~~~
- (c) Subjects you intend to study ~~~~~
8. Period of Study Leave required: from ~~~~~ to .....  
(State dates as precisely as possible)
9. (a) Contact address during Study leave ~~~~~
- (b) Mobile number ~~~~~-Email Address.....

**PART I (B)**

10. (i) Terms of Service  
Permanent & Pensionable  Probation  Temporary  Contract
- (ii) Remuneration
- Present Basic salary Kshs. ....P.M.
  - Responsibility Allowance .....
  - Hardship Allowance .....
  - Special Allowance .....
11. Stations of choice (in order of preference) for posting after study leave.
1. \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_

**NOTE:** *The Commission reserves the right to post you where a vacancy exists.*

12. I accept to be bonded after my study leave as stipulated in circular letter ref: OP.CAB39/4A dated 10/4/06 and accept to redeem the bond in full if breached.

**NOTE:** *Attach duly completed bonding forms to your application.*

Applicant's Signature ~~~~~ Date ~~~~~

**PART II**

**(a) TO BE COMPLETED BY THE HEAD OF INSTITUTION**

I confirm that the school has ..... Streams and that the following teachers from this school are currently on study leave from this school/institution.

S.NO	NAME	TSC NO	DEPARTMENT	DURATION OF LEAVE
1				
2				
3				
4				

I therefore recommend  do not recommend  this application.

Reasons for not recommending .....

Name ----- TSC/NO -----  
 Designation ----- Signature -----  
 Mobile No. ----- Email Address -----  
 Official Stamp ----- Date -----

**(b) TO BE COMPLETED BY STAFFING OFFICER FOR TEACHERS IN PRIMARY INSTITUTIONS**

I confirm that the number of teachers currently on study is..... ..and does not exceed 2% of the District's teacher population.

I therefore recommend  do not recommend  this application.

Reasons for not recommending -----

Name ----- TSC/NO -----  
 Designation ----- Signature -----  
 Official Stamp ----- Date -----

**c) TO BE COMPLETED BY TSC COUNTY DIRECTOR (TSC-CD) FOR (POST PRIMARY INSTITUTIONS ONLY)**

The number of teachers currently on study leave in the institution is.....

I therefore recommend  do not recommend  this application.

Reasons for not recommending .....

Name ..... TSC NO. ....

Designation .....