



## APPLICATION FOR PAYMENT OF PROFESSIONAL FEES

*You are requested to read the Guidelines document governing the payment of professional fees for RU staff.*

Title		First Name		Surname	
Staff number or identity number			Permanent or Contract Staff member		
Department/Division					
Post			Head of Department/Division		
Office hours telephone			Email		
Nature of professional registration			Professional Body with which you will register		
Is registration a condition of employment at RU?	Yes	No	Is registration required to practice as a professional?		Yes
			No		No
The year that you are requesting payment of registration fees		During the course of this year, will you do private work outside the University for which you will be paid and for which you require this relevant professional registration <sup>1</sup> ?		Yes Please note that in this case, only 50% of the professional fee is paid.	No Please note that it is expected that should this situation change that you contact the HR Division and make the necessary financial arrangements.
Amount of annual fees	R	Have you already paid the fees for the year under consideration?		Yes, I should be reimbursed. I attach a copy of the invoice of fees due and proof of payment.	No, the professional body should be paid directly. I attach a copy of the invoice of fees due.

Any additional information you want to provide							
Signature This serves to confirm that you accept the terms of the payment of professional fees by the institution.				Date			
<u>HEAD OF DEPARTMENT/DIVISION APPROVAL</u>							
Are you satisfied that the professional registration is required for this post?				Yes		No	
Please confirm the arrangement for payment of fees, subject to the guidelines governing payment of registration fees				0% job does not require professional registration	50% of fees for the year 100%	of fees for the year	
HOD signature			Date				
<u>PEOPLE AND CULTURE APPROVAL</u>							
Date received		Approved	Yes Paperwork sent to Finance Division on:  (date)	No, the reasons are:			
				Paperwork not provided	Post does not require registration	Not supported by HOD	Other:
				Date that decision communicated to HOD and staff member:			

<sup>i</sup> An example of this is a registered psychologist at Rhodes who does private therapy as well.