

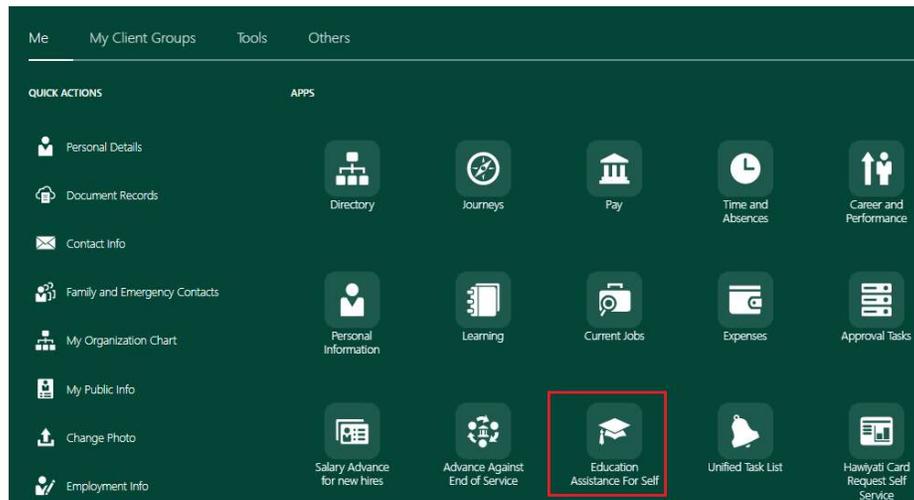
Program agenda

Education Assistance for self

Education Assistance for self

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Education Assistance for Self** icon.

Note: Education Assistance for self is given based on employee's eligibility.



- Click **Create Request**.

Education Assistance

Search

Request Details

[+ Create Request](#) [Export](#)

Request Number **Person Number** **Person Name**

Education Assistance for self

- Enter all the mandatory and relevant fields.
- All the eligible children will be listed in **Child Name** Field.
- The employee may choose a QF or a non QF School.
- Attach necessary documents in Drag and Drop section.

- Click **Next**.

Request Details

Child Name	<input type="text"/>	Required
Child Date of Birth	<input type="text"/>	
School Name	<input type="text"/>	Required
Academic Year	<input type="text"/>	Required
Grade	<input type="text"/>	Required
Academic Year Start Date	<input type="text"/>	
Academic Year End Date	<input type="text"/>	

Attachments

Drag and Drop

Select or drop files here.

- EXE files are not supported.

Installment/Payment type	<input type="text"/>	Required
Total Requested This Year(Approved, Pending)	<input type="text"/>	
Total Received This Year(Approved)	<input type="text"/>	
Amount	<input type="text"/>	Required
Invoice Number(For QF Schools Only)	<input type="text"/>	
Comments	<input type="text"/>	
Disclaimer	<input type="checkbox"/> I confirm information is true and accurate	Required

Cancel

Next

Education Assistance for self

- Review all the details entered.
- Click **Submit** and it will be sent for approvals.

Education Assistance

Cancel Back Save for Later **Submit**

Employee Details

Employee Name: Mr. Soundararajan Iandhechhyan Employee Number: 11551

Organization Email Address: isoundararajan@qf.org.qa Non Sponsored: N

Employee Gender: Male Employee Grade: Senior

Request Details

Child Name: Ms. Aadharsha Iandhechhyan Treatment/Payment type: 5

Child Date of Birth: 30-Sep-2007 Total Requested This Year(Appeared, Pending):

School Name: University of Nottingham Total Received This Year(Appeared): 0

Academic Year: 2023/2024 Amount: 10,000

Grade: Grade 10 Invoice Number(For QF Schools Only):

Academic Year Start Date: 01-Sep-2023 Comments:

Academic Year End Date: 31-Aug-2024

Disclaimer: I confirm information is true and accurate



- Once the request is submitted, you can search for the submitted requests using Person Number, Status, Requested Number, Created from and Created To.

Education Assistance

Search

Person Number Request Number Status

From To

Search Reset

Request Details

+ Create Request Export