



University of Fort Hare
Together in Excellence

Human Resources Department
Private Bag X 1314; Alice; 5700; Republic of South Africa
Telephone (040) 602 2256 Fax (040) 653 1023

DES Claim Form

NB: Claims to be submitted to Assistant Registrar by the last Monday of each month.

Lecturer: _____

Month: _____

Department: _____

Faculty: _____

Date	Course	Group A 16H50 – 18H10	Group B 18H15- 19H35	Group C 19H40- 21H00	Lectures 80 Minutes	Consultations 1 HOUR	Practices 3 Hours	Room No.

Signed by Claimant: _____

Date: _____

Endorsed by Program Coordinator (HOD): _____

Date: _____

Signed by Executive Dean: _____

Date: _____

Approved by Registrar: _____

Date: _____