



**THE WEST AFRICAN EXAMINATIONS COUNCIL**  
**PRIVATE MAIL BAG.NO.1022,YABA,LAGOS**

**APPLICATION FORM FOR SALARY/TUITION/RENT/VEHICLE**  
**RE-FURBISHING LOAN/ADVANCE**

**PART A**  
**(TO BE COMPLETED BY APPLICANT)**

1. Name of Applicant: .....
2. LP Number: .....
3. Grade of Applicant: .....
4. Unit/Department: .....
5. Salary Per Annum: .....
6. ADVANCE NOW REQUIRED
  1. Amount Required: .....
  2. Purpose: .....
  3. To Be Refunded In: .....Installments.

Date: ..... Signature .....

7. GUARANTOR  
 I undertake to stand surety for the advance.  
 Name: ..... Unit/Dept./Division.....  
 Grade/Rank: .....Salary Per Annum .....
- Signature: Sign on a 50K  
Postage stamp Date: .....

**WITNESS:** Name: ..... Signature and Date: .....

8. RECOMMENDED/NOT RECOMMENDED. PLEASE

.....  
 HEAD OF DIVISION

**PART B**

**FOR USE BY THE FINANCE DIVISION**

9. PARTICULARS OF ADVANCES TAKEN IN THE PAST 5 (FIVE) YEARS

(1) <u>Salary Advance</u>	<u>Time Taken</u>
#.....	#.....
#.....	#.....
#.....	#.....

(2)	<u>Tuition Advance Amount</u>	<u>Date Received</u>
	#.....	#.....
	#.....	#.....
	#.....	#.....
	#.....	#.....
	#.....	#.....

(3)	<u>Car/Motor Cycle/ Bicycle Amount</u>	<u>Date Received</u>
	#.....	.....
	#.....	.....
	#.....	.....
	#.....	.....
	#.....	.....

Balance now outstanding. # .....

I certify that no advance is outstanding against/the advance outstanding against  
Mr./Mrs./Miss..... is as above.

Please I recommend/do not recommend the above advance because  
.....  
.....  
.....

FINANCE DIVISION

PART C

10. Advance Authorised

.....  
DIRECTOR OF ADMINISTRATION

11. Payment Approved

.....  
DIRECTOR OF FINANCE