



PUBLIC ACCOUNTANTS' AND AUDITORS' BOARD

## FORM TR10C

### APPLICATION FOR ACADEMIC RECESS DURING A TRAINING CONTRACT

**\*PLEASE NOTE:**

- In terms of Regulation 21.2 of the Training Regulations, “the training officer and the trainee accountant must lodge the application for academic recess 30 days before the commencement of the recess...” Regulation 22.5 of the Training Regulations state “...a trainee accountant who is studying towards either an accredited undergraduate or bridging programme or the CTA or equivalent, is permitted to take one recess of a maximum of a calendar year or a part thereof from his academic studies, at any point in his contract, with the restriction that only one recess per contract term is allowed.”
- Regulation 22.6 of the Training Regulations state “the trainee will be exempt from academic progress requirement during the academic recess period”.

**NOTE: ANY ALTERATIONS TO THIS FORM MUST BE SIGNED BY BOTH THE TRAINEE ACCOUNTANT AND THE TRAINING OFFICER**

**1 TRAINEE DETAILS** (must be completed by the trainee accountant)

PAAB NUMBER:

Title   First names<sup>1</sup>

Surname<sup>2</sup>

ID number

E-mail address  Cell No:

Postal address: \_\_\_\_\_

**2 TRAINING OFFICE DETAILS** (must be completed by the training officer)

Title   Initials  Surname

Training office name  Branch

Telephone no. (  )  Fax no. (  )

<sup>1</sup> As indicated in the trainee's identification document.

<sup>2</sup> As indicated in the trainee's identification document.

Training officer e-mail address

**3 REASON FOR THE ACADEMIC RECESS (please complete either A, B, C or D below):**

**A. Financial hardship (provide details)**

\_\_\_\_\_

\_\_\_\_\_

Period of recess

FROM:	DD	MM	YY	TO:	DD	MM	YY
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**B. Severe Illness (attach a medical certificate)**

Period of recess

FROM:	DD	MM	YY	TO:	DD	MM	YY
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**C. Study Responsibility (provide details)**

Period of recess

FROM:	DDDD	MMMM	YYYY	TO:	DDDD	MMMM	YYYY
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Period of recess

FROM:	DD	MM	YY	TO:	DD	MM	YY
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We, the undersigned hereby apply for academic recess of the training contract, entered into between the training office and the trainee accountant.

We confirm that the information given in this application is, to the best of our knowledge, true and correct.

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(Training officer signature)

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(Date)

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(Trainee accountant signature)

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(Date)

## **DOCUMENTS TO BE SUBMITTED**

The document indicated below must be submitted to the PAAB together with this application.

**PLEASE NOTE THAT PAAB WILL NOT PROCESS ANY APPLICATIONS FOR ACADEMIC RECESS  
IF THE APPLICABLE DOCUMENTS ARE NOT ENCLOSED**