# Application Form

**Please complete this form indicating preferences and return as soon as possible to: Staff Development, Room 2F07, Jordanstown (Fax: 66865).**

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| --- | --- | --- | --- |
| **Day and Date** | **Time** | **Course Title** | **Location/ venue** |
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**Please Note: Numbers on some courses are limited.**

First name Surname Title

Position School/Dept

Faculty/Directorate Room Ext

Campus **Staff No** **(compulsory)**

E-mail Fax

Places will be offered on a first come, first served basis, and applicants will receive confirmation regarding the status of their application. The cost of the courses will usually be met by Staff Development. Travelling and residential expenses should be met by your School/Department.

**Applications from all staff must be signed by their Head of School/Department to**

**indicate approval to attend course.**

Where the course involves a residential, Staff development will make a journal transfer to recover costs.

Please give the cost and analysis codes to be used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_

How will this help you to achieve the work, aims and objectives of your area and/or your individual career development?

Approved/Not approved by Position

**Cost and analysis code…………………………………………………………………………………..**

Reason for non-approval

Please give details of any individual needs (mobility, sensory or unseen) or special dietary requirements:

## Cancellations

There are significant administrative costs in setting up a training and development event. Some costs are based on the anticipated numbers attending. From September 1996, Staff Development introduced the practice of charging Schools and Departments a cancellation fee of £30 (and a higher fee in the case of residential or externally sourced courses) if a member of staff who is formally registered for an event cancels at less than five days notice or fails to give notice of non-attendance. Exceptions will be made where staff are unable to attend due to ill health or unforeseen circumstances, or if the place can be filled from a waiting list.

Given the cancellation charges that apply ALL applications to attend a course must be countersigned by the applicants Dean, Senior Officer, Head of School or Head of Department before Staff Development will accept them.

### Data Protection

Please tick the box if you **do not** wish your name and contact details to appear on participant lists