

OVERSEAS DEVELOPMENT GROUP

APPLICATION FORM

Please complete both sides in BLOCK CAPITALS or TYPE and give FULL details

Course/Workshop Title
(for short course/workshop applications)

OR

Area(s) of interest
(for Professional Development Programme)

1. Personal/corporate objectives/expectations from training

.....
.....

2. Personal details

Title (Mr/Mrs/Ms/Miss/Dr) Male or Female

Surname/Family Name

Other Names

Nationality Date of Birth

3. Contact details (please ensure you provide fax and email details as well as phone.)

Your address for correspondence

.....

..... Country

Telephone Fax

E-mail

4. Employment Details and Educational Background – please attach a CV or resumé.

Name of employer

Your current position/job title

5. Course Fee Payment

Please let us know who will be sponsoring you to attend this course:

.....

A deposit of £100 is required immediately, with this form, in order to secure a course place. Fees must be paid, in full, one month before the start of the course. Fees (and deposits) are payable in UK pounds sterling using one of the following methods. Please indicate which method you will use:

a) **by cheque or bank draft** made payable to **OVERSEAS DEVELOPMENT GROUP (UEA)** and posted to us at the address at the end of this form.

b) **directly into our bank account**, details as follows:

Barclays Bank plc	Sort Code: 20-62-53
5 – 7 Red Lion Street	Account: Overseas Development Group (UEA)
Norwich	Account No: 20572233
NR1 3QH	SWIFT BIC: BARCGB22
UK	IBAN gb34 BARC 2062 5320 5722 33

Please quote your name in full on bank transfer forms and fax or attach a copy of your bank's payment advice with your application form as proof of payment.

c) **credit card:**

Please debit my credit/debit card number for the amount of £..... Expiry date: Issue Number (debit card only) Security code (last 3 digits of the number on the back of the card).....

Signature

Cancellation charges: Should you withdraw from the course prior to the commencement date an administration charge will be applied equivalent to 50% of the deposit. Withdrawal within 24 hours of the course commencement will result in an administration charge of 50% of the full course fee.

6. **Do you have any disability/medical condition or dietary restrictions? Please give details:**

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How did you hear about ODG's Short Courses?

- I received a brochure
- Advertisement in
- My friend/colleague
- The World-Wide Web (if you can remember which site please indicate))
- The British Council
- Other (please give details)

Signature **Date**

Please return completed form together with your CV/resumé to:

The Training Office, Overseas Development Group, University of East Anglia, Norwich, NR4 7TJ, UK
Tel: +44 1603 592340 Fax: +44 1603 591170
E-mail: odg.train@uea.ac.uk
or apply on-line from our website at <http://www.odg.uea.ac.uk>