**ANNEX B to**

**2018DIN07-109**

**Dated Oct 18**

**Application to Attend a University Short Course**

**\* Must be completed, incomplete forms will be returned to originator**

**\* 1. Course Details**

Title:

 Applicant’s Service

Dates: Location:

 NS

 Army

**Can you accept a place at short notice?** Yes/No RAF Civ

**\* 2. Personal Details (use block letters)**

|  |  |
| --- | --- |
| \* Rank/Rate | \* Full Name |
| \* Service Number | \* Regiment/Corps/Branch/Trade |
| \* Section/Department | \* Ship/Establishment/Unit/Station **(Full Postal Address, including Rm No/Bldg No/Name)** |
| \* Parent Unit (if applicable) |
| \* Type of Engagement | \* Military Telephone Number |
| \* Tour Expiry Date |  Mobile Number |
| \* Service Exit Date | \* Work E-mail  |
|  |  Personal Email Address: |

**\*Background**

|  |
| --- |
| \* Most recent educational qualificationsTitle DateFor Language Courses please enter present grade |
| \* Other relevant experience |
| \* University Short Courses attended in the last 2 yearsTitle Date Location |
| \* Reasons for wishing to attend the course |

\* **3.** **Applicants Declaration**

I certify that that the information I have given on this application is, to the best of my knowledge, correct. I accept, should I be selected, to attend all course sessions punctually and to conform to the domestic arrangements made by my Service desk on my behalf.

I have discussed the course overleaf with my line manager (**minimum SO3 level within the chain of command)** who has given authority for me to attend should I be selected. My line manager is aware that, in the event of a cancellation the relevant Service desk should be informed without delay so that a replacement can be found. Only when either the exigency of Service duty or a Service recognised compassionate case prevents attendance on a course will cancellation fees be waived. In all other instances of non-attendance, cancellation fees may be recovered from the applicant’s parent unit or the individual. (Please see current DIN for details).

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application approved by Divisional Officer/HOD/Section/Department Commander (**Your** **Line Manager of minimum SO3 Level**)

Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*4.** Forward Applications to relevant Learning Centre Staff: **(RN and RAF Personnel Only) Ship/Establishment/Unit/Personal Learning Advisor**

Date forwarded to Service desk/Education Centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank/Grade:\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*5. Completed applications should be forwarded from Learning Centre Staff to the following:**

**Naval Service Applications:**
LDO Co-ord, Learning and Development Hub (Waterfront), 1-154 Building, HM Naval Base, Portsmouth, Hampshire, PO1 3NH

**Email:** deborah.rand100@mod.uk

**Fax: 9380 24498 or 02392 724498 Tel: 9380 27933 or 02392 727933**

**Army Applications:** Army Personnel Services Group (APSG), Floor 2, Zone 4, IDL 430, Ramillies Building, Monxton Road, Andover. SP11 8HJ

**Email:** APSG-EdBr-USCP@mod.gov.uk

**Fax:  94391 2039 or 01264 382039 Tel: 01264 382374 or 94391 2374**

**RAF Applications:**
Higher Education Registrar, Accreditation, Room 221b, Trenchard Hall, RAFC Cranwell, Sleaford, Lincs, NG34 8HB

**Email:** jacquie.price251@mod.gov.uk

**Tel: 95751 8179 or 01400 268179**