**Support for Fee Payment**

**Application Form**

**External Short Courses**



|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **School / Unit:** |  | **Staff Number:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course:** |  | | |
| **Course Organiser:** |  | | |
| **Cost:** |  | **Budget Code to be charged:** |  |
| **Duration of course:** |  | | |
| **Reasons and benefits of attending:** |  | | |
| **Leave Requirements:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Staff member Signature:** |  | **Date:** |  |
| **Head of School/Unit Signature:** |  | **Date:** |  |
| **Learning & Development, HR signature:** |  | **Date:** |  |