THE UNIVERSITY OF MANCHESTER

SCHOOL OF ARTS, LANGUAGES AND CULTURES

UNIVERSITY LANGUAGE CENTRE

**ULC STAFF DEVELOPMENT FUND – 2016/17**

**APPLICATION FORM**

**Please tick the box to confirm you have read the Guidance Notes before submitting your application form**

**Please complete all sections. Incomplete applications will be returned.**

1. **Personal Details**

Title: Miss, Mrs, Ms, Mr, Dr, Other:……

Surname: ………………………………….First Name: …………………………………

Subject Area: ……………………………………………….

Tel. No.: ……………………. Email address: ……………………………………………

## 2 Application Details

Please provide information on what you are applying for and when it is proposed that the Staff Development funds, if awarded, would be used. If successful in your application how would the funds (a) further your professional development and (b) enhance the activities of the ULC?

|  |
| --- |
| Event:Date:Web link: |

#### Details of Costs Involved

### Please include details of the costs (travel/accommodation should be approximate) included in your application together with the total sum applied for.

|  |
| --- |
| Event fee: £Travel: £(**If train, please indicate which station & preferred times. You should also include transport to and from station/hotel/event venue etc.**)Accommodation: £Total applied for: £ |

Signature of the Applicant:……………………………………..

Date: …………………………………………

Note: The decision on the application will be made by the ULC Senior Management Team.

The completed application form should be submitted to: Michelle Fenlon, ULC Admin Officer, University Language Centre, Room LG8.1, Samuel Alexander Building. Or via e-mail to: michelle.fenlon@manchester.ac.uk

For ULC Use Only:

The application has been approved/not approved (delete as necessary).

**ULC Senior Management………………………………**

**Budget approver………………………………………...**