

# Application Form

## European Higher Education Study Tour

### Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_  
(as it appears on your passport)

Position title \_\_\_\_\_

Organisation \_\_\_\_\_

Postal address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone (bh) ( ) \_\_\_\_\_ Fax (bh) ( ) \_\_\_\_\_

Email \_\_\_\_\_

Assistant's Name \_\_\_\_\_

Special dietary requirements \_\_\_\_\_

Main area of responsibility:     Academic     Research     Administration     Executive  
 Other (specify) \_\_\_\_\_

Level:     Entry     Middle     Senior

Organisation type:     University     TAFE     Private     Research  
 Other (specify) \_\_\_\_\_

### TERMS AND CONDITIONS

The LH Martin Institute and ESMU reserve the right to cancel a program and will endeavour to provide participants with as much notice as possible. Upon cancellation, any fees already paid by the participant will be refunded. Details are correct at the time of printing. Costs, dates, venues and presenters are subject to change without prior notice.

#### Fees

The participation fee includes all documentation and study tour materials, all meals during the program, accommodation (7 nights) in the Study Tour locations, intra-European flights and all local transportation (Brussels–Valencia–Glasgow–Paris). This fee does not include intercontinental flights, travel insurance, personal expenses and other incidentals. Fees are due prior to the commencement of the program. Programs are frequently oversubscribed and places can only be guaranteed on receipt of an enrolment form and acceptance of terms and conditions. Fees will be paid in Euros to ESMU.

#### Variations to enrolment

The LH Martin Institute and ESMU incur substantial administrative costs prior to the commencement of a program; the following cancellation fees will apply to withdrawals:

Before 15 November	Between 16 November - 14 December	Between 15 December - 10 January	After 10 January
Full refund	20% of program fee	50 % of program fee	100 % of program fee

Alternatively, a substitute may attend a program in place of another participant however the proposed substitute will be subject to the same selection process as the original participant. The fees associated with substituting the participant (i.e. changing names for travel booking) will be the responsibility of the substitute's institution. Please note: all variations to enrolment must be made in writing to the LH Martin Institute via email, fax or letter.

#### Privacy Notification

Information collected on this form will be dealt with in accordance to the Privacy and Personal Information Act 1988. The Martin Institute may provide your institution and/or employer with your name and the course you attended. If you do not wish for this information to be given to your institution or employer email [martin-institute@unimelb.edu.au](mailto:martin-institute@unimelb.edu.au) To view the complete policy please visit <http://www.mihelm.unimelb.edu.au/about/Privacy.html>

#### Acceptance of terms and conditions (to be signed by the person authorising payment)

I understand and agree to the above terms and conditions. Upon acceptance of this application, /my organisation will become liable for the program fee and will be bound by the terms and conditions.

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

Full name \_\_\_\_\_ Position \_\_\_\_\_

Please forward an invoice to (name and postal address)

\_\_\_\_\_

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