Funding request form to attend an external programme

See <https://www.york.ac.uk/admin/hr/policies/learning-development/external-development> for more information.

# Your details

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** |  | **Surname** |  |
| **Department** |  | | |

# Programme details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme title** |  | | | |
| **Start date** |  | **End date** |  | |
| **Provider/organiser** |  | | | |
| **Venue** |  | | | |
| **Mode of attendance** |  | | | |
| e.g. day release, half-day release and evening | | | |

|  |  |
| --- | --- |
| **Estimate of formal training/development hours or days (if being taken from your working hours)** |  |
| **What are the intended outcomes? These must be linked to agreed development objectives** |  |
| **What is the benefit to the University? These must be linked to departmental objectives and strategic goals** |  |

Based on the priorities in your department’s staff development plan, what level of priority is the requested activity? (the level of priority **must** be indicated)

|  |  |
| --- | --- |
| **Level 1** Essential, aligns to current departmental objectives and agreed as part of performance review |  |
| **Level 2** Desirable, required for future departmental objectives and for individuals agreed career development |  |
| **Level 3** Not essential at present but activity is useful for personal development |  |

# Support requested

Estimates of costs must be shown below and must include future years where the commitment requested is for multiple years.

* Full details specifying proposed expenditure must be given
* Travel and subsistence must be at rates agreed before the programme commences
* Excessive expenditure over approved estimates will not be reimbursed

|  |  |  |  |
| --- | --- | --- | --- |
|  | First year | Next year | Future years |
| **Programme fee** |  |  |  |
| **Tuition/exam fee** |  |  |  |
| **Travel** |  |  |  |
| **Accommodation** |  |  |  |
| **Other expenses** |  |  |  |
| **TOTAL** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What level of financial support is requested?** | Full support |  | **Total financial support requested** | £ |
| Partial support |  |  | |
|  | No support |  |
| **What level of non-financial support (if any) is requested?** |  | | | |

# Declaration

I hereby declare that I wish to make application for support towards attending an external staff development programme, and that I have read and will comply with the fee repayment requirement ([See the Support for external programmes training](https://www.york.ac.uk/admin/hr/policies/learning-development/external-development)) if I leave the University with the stipulated period or fail to complete.

|  |  |  |
| --- | --- | --- |
| **Applicant’s signature** |  | |
| **Date** |  |  |

# Approval

|  |  |
| --- | --- |
| **Reasons for approval or non-approval**  **(to be completed by line manager)** |  |

|  |  |  |
| --- | --- | --- |
| **Line manager’s name** |  | |
| **Line manager’s signature** |  | |
| **Date** |  |  |

This section should be completed if the request is approved with financial support.

|  |  |  |
| --- | --- | --- |
| **Departmental budget code** |  | |
| **Budget holder’s name** |  | |
| **Budget holder’s signature** |  | |
| **Date** |  |

When completed and authorised, a copy of this form should be sent to the Learning and Development, Human Resources.