



## ROYAL COLLECTION STUDIES

5th - 14th September 2010

### APPLICATION FORM

Surname: \_\_\_\_\_ Title (Dr/Mr/Mrs/Ms/Miss etc.): \_\_\_\_\_

Full forenames: \_\_\_\_\_

Give the first name by which you like to be known (for List of Participants): \_\_\_\_\_

Home Address\* \_\_\_\_\_

Telephone number \_\_\_\_\_ Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Facsimile number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you happy for this to be included in the list of participants? \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Surname (at birth): \_\_\_\_\_

Age (in September 2010): \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Nationality: \_\_\_\_\_ Town & Country of birth: \_\_\_\_\_

#### **Employment Details**

Title of current position (if relevant): \_\_\_\_\_

Name and address\* of Institution / Company: \_\_\_\_\_

\*The home address will be used for correspondence and will be given in the Participants list. If you would prefer your work address to be used, please tick here: \_\_\_\_\_

\*As participants on the course will be studying within security controlled areas, this section of the Application form will be subject to security check. The information given will be treated in the strictest confidence.

## **Abbreviated Biography**

Qualifications and Courses:

Previous work experience and responsibilities:

Interests:

Membership of relevant societies / organisations:

Publications:

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On a separate sheet:

- a) Please state your reasons for wishing to attend Royal Collection Studies.
- b) For **Scholarship** candidates only, please supply a short statement of financial need (see under Fees)

**How did you hear about the course?**

**Have you attended either the Summer School or Study Week and if so, when?**

**ENROLMENT AND FEES**  
**Early submission is advised for all applications**

The cost of the course is £2,050. **This includes shared accommodation**, meals, tuition, admissions, guide-books and travel by private coach. All participants will stay at Cumberland Lodge, a former Royal residence situated in Windsor Great park and now a comfortable and well equipped conference centre. All bedrooms have en-suite facilities. A limited number of single rooms are available for a supplement of £300 per person. It should be noted that the course will be intensive and physically demanding.

There are also some full and partial scholarships available for qualified candidates. If requesting a scholarship, applicants should decide how much they can contribute to the cost through their institution / company / and / or their own resources. A statement of financial need is required. **Full scholarships are only awarded in exceptional circumstances.** Limited scholarship assistance is available for qualified candidates\*

All candidates awarded scholarships to attend the course will be asked to make a personal contribution of £150 to the Charitable Trust.

Please **tick** to indicate type of application:

Full fees:	<input type="checkbox"/>	£2,050 due from candidate.
Partial scholarship:	<input type="checkbox"/>	£1,500 due from candidate.
Partial scholarship:	<input type="checkbox"/>	£1,000 due from candidate.
Partial scholarship:	<input type="checkbox"/>	Payment due at candidate's discretion.
Single Room Supplement:	<input type="checkbox"/>	£300

All candidates will be notified by end of March 2010 if they have been awarded a place. Payment of fees in full will be due by 31st May 2010, and may be made by bank transfer or with a sterling cheque. Participants are strongly advised to insure against cancellation as no refunds will be made following payment, unless the place can be filled by another suitable candidate. In such a case, an administrative fee of £100 will be made.

**The closing date for applications is 15th February 2010.** Please send **four** copies of:

- a) Completed application form
- b) Statement giving reasons for wishing to attend
- c) Two letters of reference
- d) Statement of financial need (if relevant)

Please send to:

Sara Heaton, Administrator, Royal Collection Studies, 18 First Street, London SW3 2LD

\* For applicants from Australia seeking scholarships, please refer to <http://www.coplandfoundation.com.au> before 30th November 2009.