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|  | *Please return to:**PZ at the Institute* *or* P&O NWO-I PO Box 3021 3502 GA UTRECHT The Netherlands | For further information, employees of institutes please contact your personnel officer. Other employees can contact:Ms. A. Bor, a.bor@nwo.nl, +31 30 600 12 37orMs. M.L.F.G. Teuwissen, m.teuwissen@nwo.nl, + 31 30 600 12 61. |

**REQUEST FOR CONTRIBUTION TOWARDS STUDY COSTS**

**================================================**

**(In case you receive the 30% rule, we do not compensate the costs for a Dutch Course.)**

Name and initial(s) :

Institute/Team :

Job title :

Working hours :

Educational institution's name :

Physical address of programme/course :

Course/Programme name :

Study mode :  Day  Evening  Correspondence course

Start date and end date :

Course hours :

Course structure and schedule : days a week / month

 Monday Tuesday Wednesday Thursday Friday

 (Circle what is applicable.)

 For a period of weeks / months /years

Estimated costs per year : Any additional details:

Course fee €

Exam fee €

Learning materials €

Travel expenses €

Meal expenses €

Total €

What is your motivation for taking this course / programme?

Date: Signature:

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Notes/comments by line management:

Date: Signature:

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Personnel officer's/Team leader's judgement and recommendation:

How will the applicant and the Institute/Team benefit from the proposed course of study?

In view of his or her career options/prospects, has the applicant selected the correct course of study?

Contribution:  50%  75%  100%

Study leave for exams during  No leave  50%  100%

working hours

Travel expense reimbursement?  Yes  No

Meal expense reimbursement?  Yes  No

Have any further arrangements been made

about these two reimbursements?  Yes  No

If yes, what arrangements?

Date: Name: Signature:

For P&O/NWO-I Official Use only

Kostensoort/reg.nr. :

Reg. verm. LB :

Verwerkt P&O :

Verwerkt SA :

Controle SA :