



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 37  
 Go to [NWO-I People](#) to submit this form digitally!

## REQUEST FOR CONTRIBUTION TOWARDS STUDY COSTS

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

*Please note! This form is valid for AMOLF, ARCNL, DIFFER, Nikhef, the NWO-I office and the university work locations (BUW). The functionality is also available in NWO-I People.*

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:

=====

Notes/comments by line management: \_\_\_\_\_

\_\_\_\_\_

Date:

Signature:

=====

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:	<input type="checkbox"/> 50%	<input type="checkbox"/> 75%	<input type="checkbox"/> 100%
	↓	↓	↓
Study leave for exams during working hours	<input type="checkbox"/> No leave	<input type="checkbox"/> 50%	<input type="checkbox"/> 100%
Travel expense reimbursement?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Meal expense reimbursement?		<input type="checkbox"/> Yes	<input type="checkbox"/> 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 : \_\_\_\_\_