# **Henley PGCert/PGDip/MSc in Coaching for Behavioural Change**

# **HLY-Device-RGB2Application for UK Registered Charity Discount**

# Please fill in all sections and return by email to **exec@henley.ac.uk**

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| **Section 1 : Applicant and Charity Details** |

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| Title (Mr/Mrs/Ms/Miss/Other): |       |
| Surname: |       |
| Forename(s): |       |
| Job Title: |       |
| Charity Name: |       |
| UK Registered Charity Number: |       |

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| **Section 2 : Charity Employment Status** |

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| **What is your employment status at the above charity? Tick all that apply.** |
| Full Time: |       |
| Part Time: |       |
| If Part Time, how many hours per week do you work? |       |
| Permanent Contract: |       |
| Fixed term – please provide further details |       |
| **Is this your sole employment?** |  |
| Yes – continue to next section |       |
| No – please provide further details of other remunerative employment |       |

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| **Section 3 : Authorisation** |

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| **Authorising Manager Details:** |
| Name: |       |
| Job Title: |       |
| Email Address: |       |
| Contact Telephone Number: |       |

I confirm that the aforementioned charity (see Section 1) supports the application of the above named employee and will pay the balance of tuition fees.

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| Signature of Authorising Manager: |
| Date:        |

*Please note that invoicing details will be required at the point of offer acceptance*.

**Declaration**

I understand that any discounted fee offer may be retracted should my employment status change, and that I, as the student, would become liable for the payment of full tuition fees.

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| Signature of Applicant: |
| Date:       |

**Section 4 : Supporting Document Checklist**

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| * Opinion piece
 |       |
| * Personal statement
 |       |
| * CV
 |       |
| * Employer supporting letter
 |       |

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| **Office use only:** |
| Discount Awarded: Yes / No |       |
| % Discount: |       |
| Staff Name: |       |
| Date: |       |