# summerLab A4 HEADER for william

**DPU summerLab – 2019 series**

**APPLICATION FORM (**Please complete this form in BLOCK CAPITALS.)

Please submit this form along with your CV and letter of motivation via email to dpusummerlab@ucl.ac.uk **by Monday 15 July 2019** **– or by Monday 17 June 2019 to benefit of the early-bird discounted rate.** You may wish to submit a design portfolio along with your application. However, please note, this is not mandatory. Please ensure the attachment is in PDF format and does not exceed 10MB in size.

Once accepted to the DPUsummerLab programme, we will contact you with further logistic details and share a link to the online fee payment form. To guarantee your place, the total payment must be made within a week from reception of the acceptance letter. Should the workshop not be activated for any reason, this payment will be fully refunded – please see further details below, Applicant’s Signature section.

**Fees**

The international participation fee for each workshop is £400 (early-bird discounted rate) or £450 (standard rate). The fee is discounted to £300 (early-bird rate) or £350 for: currently enrolled DPU students (2018-19), DPU alumni, and group applications (five people or more). Discounted fees apply for participants intending to register to multiple workshops too, please contact us for further info. If you wish to submit a group application, please use the ‘Group Application Form’ instead, which you can find on the DPU summerLab website, Applications section. Please notice these fees do not include travel or accommodation, though advice and local information will be provided. Please notice a a number of sponsorships is available for the workshop in Hargeysa, to support travel and accommodation expenses: see full details on the DPU summerLab website (Hargeysa section) and, if interested, download the specific application form, to be submitted along with the present one. Should participants require a travel visa, they will be responsible to make their own arrangements: DPU can provide proof of registration to the workshop if needed.

1. I wish to apply for the following **DPU** summerLab 2019 series workshops

*(Please tick the appropriate destination and continue on the next page)*:

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**Jerusalem, 25-30 August 2019**

**Chengdu, 26-31 August 2019**

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**Hargeysa, 1-6 September 2019**

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**Athens, 9-14 September 2019**

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**London, 16-21 September 2019**

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2. Are you a current DPU student or a DPU alumnus/alumna? \_\_\_YES \_\_\_NO*(please tick as appropriate)*

3. Title (Dr, Ms, Mrs, Mr etc.):

4. Surname or Family Name:

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5. First Name or Given Name(s):

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6. Place of birth: 7. Date of Birth:

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8. Nationality:

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9. Address for correspondence:

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10. Telephone number (day-time):

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11. Email:

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12. Insurance:

You will need to have your own medical / travel insurance to cover you for the full duration of the DPUsummerLab workshop. Please give proof of this here if available now (attach a separate document or photocopy if needed) or arrange to purchase insurance before the DPU summerLab programme will start. You will not be allowed to participate without proof of insurance.

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13. Applicant’s Signature:

The DPU reserves the right to amend in any way the facilities or activities for which participants have enrolled. Participants shall have no claim against the DPU in respect to any alteration made to the DPU summerLab programme. Should an applicant not pay the full fee by the payment deadline stated above, the DPU reserves the right to remove the applicant from the workshop. If the applicant has paid the deposit and should withdraw for any reason after the full payment deadline, the DPU reserves the right to retain 10% of the total to cover administration cost. The DPU reserves the right to retain up to 50% of the total if the withdrawal occurs in the last 14 days prior to the beginning of the workshop. If the number of desired paid participants for any DPU summerLab workshop is not met, the DPU reserves the right to cancel that workshop. Only in this instance will participants receive a full refund (paid participants will also be given the option to choose a place on another workshop). Please note DPU will not refund travel and accommodation expenses, therefore participants are strongly advised against purchasing travel tickets and booking accommodation prior to receiving an email from the DPU summerLab team, confirming the activation of the workshop. This email will be sent out after the general application deadline stated above.

Data Protection Act 1998: I agree to DPU processing personal data contained on this form or any other data which DPU may obtain from me or other people or organisations whilst I am applying for admission. I agree to the processing of such data for any purpose connected with my studies or my health and safety whilst on DPU premises or for any legitimate purpose.

To the best of my knowledge the information on this application is accurate and complete. Please sign and date that you have read and understood all of the above conditions:

Signed: Date: