



Winter Academy Application 2012

General Information

Application procedures:

- The **application deadline** for the course is set at **October 01, 2012**. There will be a limited amount of participants (approx. 30).
- Please note that we will select application on a first-come, first-serve basis, however we will try to form a heterogeneous group with different experiences and will look for a variability representing their country-regions.
- Please note that only **complete applications** will be incorporated in the selection process for Winter Academy.
- You need to print the application in order to be able to save it.
- Please send the application back to us via fax or email.

For complete applications and in case you have any questions or difficulties, please contact our Winter Academy Team at:

E-mail	: tau@acledabank.com.kh
Address	: # 50, Corner of Street # 516 and 335, Phum 6, Sangkat Beung Kak I, Khan Tuol Kork, Phnom Penh, Kingdom of Cambodia. P.O. Box: 1149
Phone	: (855)-23-999 944/ (855)-23-986 937 (Direct Line)
Fax	: (855)-23-999 979



GENERAL QUESTIONS

Mr.

Ms.

First Name:

Last Name:

Date of Birth:

Country of Citizenship:

Organisation you work for:

Department/Unit:

Position:

Mailing Address:

Street/P.O. Box:

City, State:

Post Code/ZIP Code:

Country:

Telephone Number:

Fax Number:

Email Address:

Webpage of your institution:

How did you learn about the Winter Academy 2012?

Flyer

E-mail

Website of Frankfurt School

Website of ACLEDA

Friends/Colleagues

Other



Language skills

Please note that the Winter Academy will be held in English. Thus, proficiency in English is essential for participating at our Winter Academy. Please rate your proficiency in **English**.

Mother tongue

Fluent in speaking, reading, writing

Good

Fair

Basic

Company information

Please provide us with a short description of your company.



BACKGROUND QUESTIONS

1. Please tell us about your professional achievements and innovations you supported in your institution:
2. Please describe your duties that are related to microfinance in your current position and what are your major challenges:
3. Please describe your motivation for participating in the Winter Academy:
4. Please describe in which microfinance training courses you have already participated (national/international):
5. What expectations do you have in terms of technical and management knowledge to obtain from the Winter Academy? Please be as precise as possible:
6. Please provide us with your CV.



Enrolment for Winter Academy

Selected applicants will be notified of their acceptance within two weeks after submitting the application. After receiving the notification of acceptance, the applicant should pay the tuition fee within two weeks.

Applicants receiving financial assistance from third parties for participation in the Winter Academy are responsible for ensuring that all payments are made by the dates specified to secure participation.

If you need a visa to stay in Cambodia, you have to apply at the Cambodian Embassy for a visa immediately after receiving the notification of acceptance. Please note that visa applications can also be done online via: www.mfaic.gov.kh. Please do not hesitate to contact us for any assistance.

Cancellations and Refunds

Any cancellations have to be made 30 days prior to starting of the course, and any fees paid by that date will be refunded (less a transaction fee of USD 30). Fees for later cancellations will only be refunded if a waitlisted applicant can take up the place.

Costs and Payment Details

The fee for the Winter Academy is 3.500 USD.

The fees include all training materials, full-board accommodation for the days of the training, site visits, social programme as well as the transfer to and from the Siem Reap Airport.

Our Winter Academy is fully tuition-based and not sponsored. Accordingly, participants must cover the full costs of the training and/or find a sponsor for their participation.

Please make any payments by bank transfer to our account at ACLEDA Bank Plc, Phnom Penh, Cambodia:

Intermediary bank: HSBC BANK USA
Address: 452 FIFTH AVENUE, NEW YORK, NY 10018, USA
SWIFT Code: MRMDUS33

Beneficiary Bank: ACLEDA Bank Plc
Address: #61, Preah Monivong Blvd., Srah Chork, Daun Penh, Phnom Penh, Kingdom of Cambodia
SWIFT Code: ACLBKHPP

Beneficiary Name : ATC-FS Winter Academy
Beneficiary Account Number: 0001-01-047343-1-3
Reference: Winter Academy 2012, "participant's name" + invoice number

I herewith submit my application for the Winter Academy 2012 and confirm that I have read and understood my contractual obligations before.

I also verify that all information about myself and my organisation is correct.