

# The AHUA Secretaries Programme

## APPLICATION FORM 2021



<b>Deadline for applications: <span style="color: red;">midday on Friday 22 January 2021</span></b>	<b>OFFICE USE ONLY</b>	
<b>Workshop dates</b>		
<ul style="list-style-type: none"> <li>• Tuesday 23<sup>rd</sup> February 2021, 9.00 – 13.00 and</li> <li>• Tuesday 2<sup>nd</sup> March 2021, 9.00 – 13.00</li> </ul>		

<b>Fee</b> <ul style="list-style-type: none"> <li>• <b>AHUA Members' Price: £350.00 (VAT exempt)</b></li> <li>• <b>AHUA Non-Member Price: £500.00 (VAT exempt)</b></li> </ul>
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Please enter a Purchase Order number, or indicate if one will be sent	
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Title:	
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First Name:		Preferred Name:	
Family/Last Name:			
Position:			
Department:			
Institution:			

Address for correspondence

Invoice Address (if different)

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Delegate Email:		PA's Name:	
Delegate Mobile:		PA's Email:	
Delegate Direct Line:		PA's Phone:	

**Have you taken part in any other management / leadership development programmes?**

Yes    No    If yes, please state which ones:

**Application Documents: please send:**

- a one page personal statement outlining what your role is and how this programme aligns with it

**Cancellations:**

- All cancellations must be made in writing (post or email) to the AHUA.
- The AHUA will not be responsible for any expense incurred in the lead up to the event. Should the event be cancelled the AHUA will not reimburse for any expense incurred.
- Please visit the AHUA website for the full Terms and Conditions including the cancellation policy.
- Please contact Catherine Webb on [c.f.webb@ahua.ac.uk](mailto:c.f.webb@ahua.ac.uk) to cancel your place on the programme.

**Data Protection:**

Please indicate that you agree to the AHUA storing your booking details electronically in order to process your application, invoice and send you information about this Programme. Your information will not be used for any other purpose nor shared with third parties.

**I agree to the above** Yes / No

Please complete this form and return it by post or email by **midday on Friday 22 January 2021** to:

**Catherine Webb**  
Executive Secretary  
Association of Heads of University Administration (AHUA)  
E: [c.f.webb@ahua.ac.uk](mailto:c.f.webb@ahua.ac.uk)

Nov 2020