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| **Talent and Organisational Development**  **Language Express Classes – 20 weeks**  **Funding Application for Staff Members** | | | |
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| Staff are invited to apply for Talent and Organisational Development funding towards the cost of their Language Express Classes which are provided by the Centre for English & World Languages (CEWL). The current costs for Language Express Classes for 20 weeks are £290.00 for staff members. Allocation of funds will be made on a **first come first served basis** and will be awarded as either 50% (£145.00) or 100% (£290.00) of the full cost. | | | |
| * Staff are entitled to apply for 50% funding (£145.00) towards the cost of the classes, whether or not the language studied is relevant to their role and work at the University. * Staff will only be awarded the full 100% funding (£290.00) where they can demonstrate that the language studied is directly linked to their current role and work at the University.   **Please note that funding is limited and will be allocated on a first come first served basis. We will only accept forms that provide all the necessary information and once received you will be notified of the outcome of your application by email. You will therefore need to pay the full cost of the language class before the result of your Talent and Development funding application is confirmed.**  Please note the following guidelines before submitting an application for funding: | | | |
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| * All applications for funding should be signed by the applicant’s line manager and where 100% funding is requested, line managers will need to outline the impact and relevance to the current role and work at the University. The completed form should be emailed to Talent and Organisational Development, to show their support. * Where Talent and Organisational Development funding is awarded, the applicant is required to achieve a **66% attendance** **level** across the year. If the attendance level is reached, Talent and Organisational Development will reimburse the amount awarded to the applicant via an expense claim form at the end of the classes in 2023. * **Should the applicant not achieve the required attendance level, the funding will not be awarded.** This will only be waived where there is a genuine reason for poor attendance or withdrawal and must be discussed with Talent and Organisational Development at the time of the absence. | | | |
| **Personal Details:** | | | |
| Full name (inc title): |  | | |
| Contact Tel. No: |  | | |
| Contact Email Address: |  | | |
| **Employment Details:** | | | |
| School/Department: |  | | |
| Location: |  | | |
| Job Title: |  | | |
| **Language Express Classes:** | | | |
| Language Classes for which funding is requested: | | |  |
|  | | | ***Please tick as appropriate:*** |
| I am applying for 50% funding from Talent and Organisational Development | | |  |
| I am applying for 100% funding from Talent and Organisational Development | | |  |
| **Please detail why you are applying for funding towards your Language Express Class.**  If you are applying for full 100% funding (£290.00), please demonstrate how the language is directly linked and relevant to your current role and work at the University: | | | |
| ***Please use an additional sheet if necessary.*** | | | |
| **Signatures:** | | | |
| **Applicant:**  I wish to apply for Talent and Organisational Development funding and accept the guidelines as detailed above. I confirm that the above details are correct.  Signed: Date: Name: | | | |
| **Line Manager:**  I support this application and confirm the 50% funding is for personal development. For 100% funding, please outline the relevance and impact this will have on their role and work at the University:  Signed: Date:  Name: | | | |

Please return this form by emailing Talent and Organisational Development at [ldev@kent.ac.uk](mailto:ldev@kent.ac.uk). You will receive an email regarding the outcome of your application for funding. Please note that funding is not guaranteed.