



APPLICATION FORM

(This application comprises 5 pages; ALL details as appropriate must be completed)

ATHENS AND SPARTA JUNE 8-21, 2020

PERSONAL DETAILS:

Name: _____
First name Surname

Address: _____

Male Female

Date of Birth: ____ / ____ / ____

Nationality & Passport No: _____

Phone No: _____ / _____
Home No. Mobile No.

E-mail Address: _____

**Important: it is the applicant's responsibility to provide a reliable e-mail address. Confirmation of acceptance will be sent by e-mail. Payment of the required deposit must be received by HERC within 15 working days of the date of the acceptance message. Failure to make timely deposit may result in the applicant's place being allotted to another person.*

ACADEMIC DETAILS:

Degree/Major: _____

Other Course of Study (if applicable): _____

Year of study: (1st 2nd etc): _____

Do you require academic credit? Yes* No

**If yes, the Academic Credit Transfer Request (p.4 below) must be completed/signed as indicated.*

HOME INSTITUTION:

Name of home academic institution: _____

Address/Tel No. of home academic institution: _____

_____ Tel No: _____

**MEDICAL
DETAILS:**

Do you have any medical conditions or allergies? (please specify): _____

_____ *Continue on additional paper if necessary*

If you take medication, please state full name of medication you are taking: _____

Do you have any dietary requirements? _____

Personal contact - contact in the event of emergency:

Name: _____ Relationship: _____ Daytime tel no: _____

Evening tel no: _____

Name of medical insurer: _____

The applicant should consult their insurer to ensure coverage for Greece

**PERSONAL
STATEMENT:**

Please make a brief biographical statement about yourself; outline your reasons for applying for the proposed course; and what in particular you hope to gain from the course. **Please provide detailed information on the level of your knowledge of Ancient or Modern Greek, if any.**

Are there any other relevant matters regarding personal/accommodation preferences which you would like HERC to consider? (please specify on additional paper):

FEES: €1,600 (Euros)

Note: The fees quoted are inclusive of €500.00 deposit payable in advance.

DECLARATION:

I, the undersigned confirm that:

1. The information supplied by me on this form is true and complete. I agree to comply with all rules and regulations of HERC and providers of the proposed course/activities. I understand that I may be expelled from the program without refund of fees should I fail so to comply;
2. I have read the relevant instructions on Health and Safety and Payment (posted on the HERC website) and agree to pay the fees as stated therein and in accordance with the Payment Schedule;
3. I confirm that I shall not rent/drive any form of car or rent/ride a motorcycle/moped during the period of my enrolment at HERC and confirm that I shall conduct myself at all times respectfully with regard to local communities and the laws and customs of Greece.

Signed: _____
Signature

Date: ____/____/____

Name: _____
Print name in block capitals

Before sending check you have:

- Completed all relevant sections above;
- Enclosed Request for Academic Credit Transfer duly completed (if you require such credit);
- Enclosed names/full contact details (incl. telephone no.) of your two (2) Academic References;
- Stated in the Personal Details section above an e-mail address that you check regularly.

All documents can be sent by email at info@herc.org.gr or by airmail to:

Hellenic Education & Research Center (HERC)
17 Agias Filotheis St.
10556, Athens
Greece



REQUEST FOR TRANSFER OF ACADEMIC CREDIT

to be completed by relevant member of Faculty or Office of International Studies

Please print in **BLOCK CAPITALS**:

Name of Student: _____

Name of Home Institution: _____

To Student Academic Advisor or Director of Study Abroad Office:

The above named student is applying to attend the **ATHENS AND SPARTA (JUNE 8-21, 2020)** program provided by **HERC**. This is a university level course of study. The student requests academic credit for work completed on this course. In order for HERC to effectively monitor and evaluate the student's performance please kindly provide the information requested below.

Do you wish academic credit to be given? **Yes** **No**

If **Yes** please indicate *minimum* course grade student must attain to achieve credit: _____

If **Yes** HERC will evaluate student's performance and issue an Academic Transcript. To meet any specific evaluation requirements* your institution may have please specify matters (if any) HERC should consider in making its evaluation:

Continue on additional paper if necessary

*Before returning this form to the student (who will forward it to HERC) please ensure that the student is aware of any special academic requirements demanded by your Institution and which HERC must likewise take into account.

Name of person completing this form: _____ Office: _____

Tel No/Fax: _____

E-mail: _____

Academic Transcript should be sent to the home institution at:

Address: _____

Signed: _____ **Date:** _____

APPLICANT'S ACADEMIC REFERENCE

Please print in **BLOCK CAPITALS**:

Name of Applicant: _____

Applicant should print their name and then give this form to their Referee.

The Applicant MUST provide two (2) references and should duplicate this form for this purpose.

To the Referee:

The above named is applying to the Hellenic Education & Research Center (HERC) to attend the course below:

ATHENS AND SPARTA JUNE 8-21, 2020

This program is a university level course for which HERC requires two (2) satisfactory academic references before a place on the above course can be reserved.

We should be grateful if you could provide a reference for the above named. **Please provide your reference separately. You may either send it as a .pdf attachment to info@herc.org.gr or give it in a sealed envelope (together with this form) to the student, who will return it to HERC together with their completed application.**

It would be helpful if your reference dealt with the following points: length of time you have known the applicant/in which capacity; academic ability; attitude to others/team working abilities; self-discipline; ability to cope with new and demanding challenges and environments (both intellectually and socially/emotionally).

Name of Referee: _____ Title/Office: _____

Institution & Address: _____

E-mail: _____ Office Tel. No: _____

Signed: _____
Signature

Date: ____ / ____ / ____

Name: _____
Print name in block capitals