



International Kinesiology College Pty Ltd

Tel: +61 0478 244 744 Email registrar@ikc.global

APPLICATION FOR ASSISTANCE

Applications must be made in English using this form. Any translation required must be at the expense of the applicant. Initial submission may be made by electronic means, however the original application form signed by the applicant and sponsor must be sent to IKC head office as soon as possible after electronic submission.

Name of applicant	
Contact details	
Name of sponsor*	
Applicant's country	
Relationship with IKC	
Date	
Type of assistance. €?	(see page 3)
Reasons for application	
Please give details of how, where and when funds / resources will be used by the applicant.	
Who will be the recipient of the funds / resources?	
If your application is successful, how long will it be before you begin your project?	
What time period will your project cover?	
How will you assess outcomes experienced by recipients?	

What follow up action do you propose to make after you have completed your project?	
What advantages do you expect will be made as a result of your action?	
What advantages do you expect for the IKC as a result of your actions ?	
Do you expect further expenses to you or the IKC will be incurred as a result of your project?	

I agree to the terms and conditions of this application Yes No

I declare that I have no outstanding fees or debts owed to the IKC.

There are no ongoing or pending complaints against me that I know of.

I understand that my application will not be considered if I have outstanding fees or debts owed to the IKC.

.....
Signature of applicant

This application is endorsed by:
(Name of IKC member and / or TFH School Faculty)

.....
Signature of sponsor

Date

Terms and conditions for applying for financial assistance

1. Within one calendar year, the IKC may at its absolute discretion distribute a monetary amount or IKC resources to one or more applicants requesting assistance.
2. If more than one application is received in a calendar year, the Executive Board will determine the distribution of funds or resources to applicants as it sees fit to do so.
3. The application will be reviewed by the members of the Executive Board of the IKC, and the applicant will be notified in writing as soon as possible thereafter.
4. The applicant must be a member of the International Kinesiology College or one of its schools.
5. All applications require the signature of a sponsor. A sponsor may be the applicant's faculty or a member of the IKC.
6. Successful applicants agree to the following conditions:
 - 6.1 applicants will use IKC financial assistance only in the way proposed in their application
 - 6.2 applicants will not use any part of the IKC financial assistance to pay annual fees due to the IKC, or for purchases made from the IKC
 - 6.3 applicants will provide a written report when requested by the IKC President or Chancellor
 - 6.4 if IKC resources are provided, applicants will use these resources only in the way described in their application, or as described by the Executive Board of the IKC
 - 6.5 if financial assistance is not used in whole or part by the applicant, the funds will be returned to the IKC within thirty days of the written request to do so by the IKC Chancellor
 - 6.6 if resources have not been used or distributed within the time period stated for their use, applicants will return these resources in good condition within thirty days of the written request to do so by the IKC Chancellor
 - 6.7 where resources have been distributed or financial assistance given, details must be supplied by the applicant
 - 6.8 a written report may be requested by the Executive Board at any time during the project
 - 6.9 a comprehensive written report must be supplied at the end of the project.
7. Depending on the proposal made by the applicant, type of assistance granted by the IKC may include
 - 7.1 Monetary: within its annual budget, the IKC may grant financial assistance to successful applicants. Please state required amount in euros .
 - 7.2 IKC resources: this may be in the form of certificates, log books, registration stickers, manuals, other
 - 7.3 Further / continuing education and training: the IKC may pay class or course fees for successful applicants
 - 7.4 Other
8. The Executive Board of the IKC will review the applicant's proposal and type of assistance requested, and will make its decision based on need or merit. Its decision will be final.
9. In the event of an unsuccessful application, further applications may only be made if there is new or additional reasons for doing so.
10. The decision of the Executive Board is final. In the event of an unsuccessful application, the Executive Board is under no obligation for giving its reasons for refusing the application.
11. Within the time specified, the applicant must provide additional information and / or reports, and / or receipts if requested by the Executive Board
12. Failure to comply with the terms and conditions of this agreement may jeopardise the applicant's status within the IKC; may require the applicant to return all or part of the assistance given; may lead to other action by the IKC.