



## **APPLICATION PROCESS**

### **1. Initial Application**

- *Complete this initial application form and return it with payment by **27 July 2007** to request places on behalf of your school/college.*
- *It is not necessary to provide names of participants at this stage, only to designate a coordinating teacher who will oversee the Lessons from Auschwitz Project within your school and serve as a point of contact.*

### **2. Response from the Holocaust Educational Trust**

- *Upon receipt of applications, the Holocaust Educational Trust will allocate places for student participants on a first-come first-served basis and contact coordinating teachers by email to confirm participation.*
- *Teacher places will be allocated after student places have been filled, depending on space availability.*
- *Please be aware that space is limited – particularly for teacher places – and not all applicants will necessarily be offered places. In many cases, schools may be offered places for students but not for a teacher.*
- *Students and teachers whose applications are not initially accepted will be placed on a reserve list, and may be notified at a later date if space becomes available.*

### **3. Online Registration**

- *Once notified by email, the coordinating teacher must submit the names and contact details of participants within three weeks via the LFA Project online registration system (log-in details to the system will be provided in the confirmation email).*
- *These designated participants will then receive their own log-in details enabling them to access online application and medical forms, which need to be completed, signed, and returned by post to the Holocaust Educational Trust no later than two weeks before the Orientation Seminar.*
- *Any outstanding payment balance is also due at this time.*

*NB: For travel to Poland, all participants are required to have at least six months validity on their passport on the day of the visit.*



Please complete the coordinating teacher's details in BLOCK CAPITALS.

Title:  Mr/Ms/Mrs/Miss/Dr Name:

Job Title:

Email address:  Mobile Telephone:

School Name:

Address:

Town:  County:  Postcode:

School Telephone:  School Fax:

How many places are you applying for? (please tick where appropriate)

- I am applying for two student sixth-form places.
- I am applying for two student sixth-form places plus a single teacher's place.
- I am only applying for a single teacher's place.

Please tick your preference as to which Lessons from Auschwitz Project you would like to participate in.

	Orientation Seminar	Poland Visit	Follow-Up Seminar
<input type="checkbox"/> London 1	Sun. 30 September (Central London)	Mon. 8 October (depart Luton)	Tue. 16 October (Central London)
<input type="checkbox"/> London 2	Thur. 25 October (Central London)	Tue. 6 November (depart Gatwick)	Sun. 11 November (Central London)

If your first choice is not available, would you like to be considered for the alternative dates? Yes:  No:

**Payment:** The fee for the Lessons from Auschwitz Project is £99 per participant. Applications must be secured with a minimum deposit of £25 per participant. This deposit is non-refundable if participants are offered a place on your first-choice LFA Project (indicated above), however it will be refunded if space is unavailable.

- I am enclosing full payment of £99 for each participant.
- I am enclosing a deposit of £25 per participant. The remaining balance of £74 per participant will be paid by no later than two weeks prior to the Orientation Seminar.

Total payment enclosed: £  (Cheques should be made payable to Lessons From Auschwitz Project)

I would like to reserve places as indicated, for my school to participate in the Lessons from Auschwitz Project. I understand that receipt of a place on the course is a commitment to participate in all its components.

Signed:  Date:

Please post this form with payment to:  
LFA Project Administrator  
Holocaust Educational Trust  
BCM Box 7892  
London WC1N 3XX

Alternatively you may fax this form to 020 7227 0680 and then post the cheque and form.