

**EXTERNAL COURSE APPLICATION FORM**

<b>Name:</b>	
<b>Course Title:</b>	
<b>Topics covered in the course:</b>	
<b>Course date(s):</b>	
<b>Course venue:</b>	
<b>Registration fee:</b>	

1. Information in support of the Application [Please indicate here what you see as the learning objective for you and state the reasons why you feel attendance at the course would benefit you in your capacity as a judicial officer]\*

2. Proposed dates of travel & approximate cost:

3. Please state if accommodation is required and if so, specify dates:

Yes  No

Dates:

4. Please list below any conferences sponsored by JSB or otherwise you have attended or plan to attend in the previous or next 12 months.

Details:

5. How did you find out about this course?

JSB Trawl  Event Organiser  Other

If other please specify below

If your application is successful JSB will make your travel arrangements, this is to ensure that we comply with tax law regarding Benefit in Kind (BIK). You may continue to claim mileage and subsistence in the normal manner on submission of a travel claim.

It is appreciated that there may be times when your spouse may be travelling with you, or you may wish to stay in a specific hotel. These bookings can be accommodated through the DOJ Travel Desk. In the example of spousal travel, we will recoup the costs for your spouse from you. On an occasion where you wish to stay at a specific hotel, should the cost of your hotel be greater than the cost of the booking which would have routinely been made by the DOJ Travel Desk, we will be required to recoup the difference in costs between the DOJ quote for accommodation and the actual cost of accommodation from you. Similarly if you chose to extend your trip and travel on an alternative date, JSB will be required to recoup from you any additional costs incurred for your requested flight booking compared to the flight that would have been routinely booked by the travel desk.

**Applicant's signature:**

**Name in block capitals:**

**Date:**

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*\*N.B.* In the event that the number of applicants exceeds the number of funded places available all applications received by the JSB Office within the stated timescale will be submitted to a sub-committee of the Judicial Studies Board for its determination. Consequently, the more information which you provide in answer to question 1 the better able the sub-committee will be to consider fully the merits of your application.

**For JSB use only**

Date referred to the JSB committee:

Application granted / refused\*

\*Delete as appropriate