

APPLICATION FORM

2024 MICHAEL FORTUNE ARTIST IN RESIDENCY PROGRAMME

APPLICATION DEADLINE IS 1ST MAY 2023

Please complete this form in block capitals

- Please complete all relevant sections and include all attachments – incomplete applications will not be processed
- Your completed application can be sent by email to cfwoodwork@gmail.com or post to Centre for Fine Woodworking Trust, 465 Main Road, R.D.1. Wakapuaka, Nelson 7071

Information given on this form will be treated with the strictest of confidence

PERSONAL INFORMATION		
Surname or Family Name		
First Name(s)		
Preferred Name		
Date of Birth		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of birth:		Ethnicity:
Country of Citizenship		Passport No:
Permanent Residential Details:		
Permanent Address:		
Town:		
Country:		
Contact Information		
Phone No.		Mobile Phone:
Email address:		
Health & Disability:		
Do you have a disability, impairment, long-term medical condition or take medication that may affect your studies or anything else that you feel we should know about?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If answered Yes, please give more details:		
If offered a place on the Residency you will be required to complete a Health Declaration Form		
FOR NON NEW ZEALAND STUDENTS		
Is English your first language?	<input type="checkbox"/> YES <input type="checkbox"/> No	
If no, please attach evidence of the level attained		
Please note that you will be required to apply for a Visitor's Visa through New Zealand Immigration to attend this course.		

SUPPORTING DOCUMENTATION:

Your application will only be processed if all of the following documents are included:-

- A Statement of Purpose giving full details of your project proposal/outline giving us a clear idea of your intentions.
- A letter of recommendation from a person who can vouch for you as a maker/woodworker
- A Curriculum Vitae/Resume to include your woodworking/making background and experience.
- Proof of your skill level
- Image of a minimum of three pieces of completed work – please send via Dropbox or similar, maximum of two photos per piece and in JPEG format. If attaching images to an email they should be no larger than 1MB per photo.
- Proof of level attained if English is not your first language

PAYMENT:

The course fee for the 2024 Michael Fortune Residency is \$8995. This fee does not include timber and other materials which will be invoiced separately.

If you are offered a place on the programme you will be invoiced for a 25% non refundable deposit of \$2248.75 which is due for payment on 1st June 2023 with the balance of the course fee due for payment on 1st November 2023.

Please note the following before signing :-

- Any payments made by credit cards will incur a 2% surcharge
- Any payment made by Pay Pal with incur a 3.5% surcharge
- Late payment of fees may jeopardise your place on the programme
- Deposits are non-refundable
- Please read below our refund policy

DECLARATION

- I declare all information provided on this form and in support of my application is true and complete
- I agree to full class attendance and am fully committed to this intensive programme
- I agree to comply with the rules and policies of the Centre for Fine Woodworking throughout the programme
- I agree to comply with all health and safety protocols of the Centre for Fine Woodworking throughout the programme
- I acknowledge and accept the Terms & Conditions and Refund Policy as explained on Page 3 of this document and understand that there is no refund for withdrawals once the programme has commenced
- My enrolment is not complete until all relevant course fee deposits have been paid
- In signing this enrolment form, I undertake to pay all fees in full as they are due

Signed :

Date:

CENTRE FOR FINE WOODWORKING TRUST

TERMS & CONDITIONS OF ENROLMENT 2024 MICHAEL FORTUNE ARTIST IN RESIDENCY PROGRAMME

Please tick to confirm you have supplied the following documentation to support your application:-

- A Statement of Purpose giving full details of your project proposal/outline giving us a clear idea of your intentions.
- A letter of recommendation from a person who can vouch for you as a maker/woodworker
- A Curriculum Vitae/Resume to include your woodworking/making background and experience.
- Proof of your skill level
- Image of a minimum of three pieces of completed work – please send via Dropbox or similar, maximum of two photos per piece and in JPEG format. If attaching images to an email they should be no larger than 1MB per photo.
- Proof of level attained if English is not your first language

Your application will only be processed if all of these documents are included. If you intend to apply for the Scholarship you will also need to complete the scholarship application form.

CENTRE FOR FINE WOODWORKING REFUND POLICY

These terms and conditions should be read and understood, and although wherever possible we will try to be understanding of any change of circumstances, students should appreciate that the places on the programme are strictly limited. Please consider these conditions before applying.

Refunds of course fees will only be made in accordance with the Centre for Fine Woodworking Refund Policy :

- By accepting a place on the Michael Fortune Residency Programme at the Centre for Fine Woodworking, a student enters a contract for the duration of the course. This contract means there is an obligation to pay the full course fee by 1st November 2023 and late payment will jeopardise your place on the course.
- There is no automatic right to a refund of course fees if a student changes his/her mind about attending the Centre for Fine Woodworking's Furniture Makers' Programme at any time
- Where exceptional circumstances necessitate withdrawal from the programme, the Centre for Fine Woodworking may, after consideration of the exceptional circumstances and timeframe, approve an appropriate refund less the deposit and an administration fee of \$350. Information to support the claim for exceptional circumstances must be supplied in writing
- Any students who have paid a course fee and the course is subsequently cancelled will receive a full refund

I fully understand and agree to the above refund policy:

Signed:

Date: