



## QUAKER COUNCIL FOR EUROPEAN AFFAIRS

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# QCEA Study Tour 18th-25th April 2015 APPLICATION FORM

Welcome to the QCEA Study tour! We are pleased you would like to participate. Please use **BLOCK CAPITALS** if completing this form by hand and send it to us before 7/2/2015.

Do you need a visa to travel to Belgium? If so, contact us **as soon as possible**.

### PRACTICAL INFORMATION

Full name:

Address:

Telephone:

Fax:

Mobile:

Email:

Please tick this box if you would like your e-mail address to be shared with other Study Tour participants.

Quaker Meeting / association with Quakers if not a member:

Do you have a vegetarian/vegan/gluten-free diet or any other special dietary requirements or allergies? Please specify.

Do you have any other special needs that you would like us to be aware of? (Quaker House is

an old building with no lift. Many of the sessions will be held on the first floor, and the tour includes some walking.)

If you have any medical conditions please let us know and we will treat this information confidentially.

Which languages do you speak and at what level? We welcome speakers of any language. However, the events will take place in English.

Where did you hear about the Study Tour?

**INFORMATION REQUIRED FOR SECURITY CLEARANCE FOR VISITS TO EUROPEAN INSTITUTIONS:**

Date of Birth:

Gender:

Place of Birth: (Town, Country)

Nationality:

Profession:

Passport Number:

Date and Place of Issue:

**Insurance**

Please ensure you have adequate medical and travel insurance for Belgium and France. QCEA is not able to accept any responsibility for costs arising from illnesses or accidents during the tour.

## Accommodation Options

QCEA offers two accommodation options for Brussels, both of which are detailed below. **Option 1** is youth hostel accommodation. **Option 2** is hotel accommodation. Only one type of accommodation is provided in Strasbourg.

The GB Pound Sterling cost of the Study Tour is calculated here as a provisional estimate. The final cost of the Study Tour will be converted to sterling based on the exchange rate available in 3 April 2015. We will then let you know the final cost, but it is not expected to vary significantly.

QCEA aims to make the Study Tour as affordable as possible for everyone but unfortunately does not have a large budget to subsidize the event.

*Please indicate here which option you would like to choose:*

**Youth Hostel Option €439** (approx £341):

**Basic Hotel-style Option €584** (approx £453)

<u>1. Youth Hostel Option</u>	<u>2. Basic Hotel Style</u>
<p><b>Brussels:</b> Accommodation mostly in 4-bed rooms in the youth hostel. Bathrooms are shared.</p> <p>Close to city centre, a walk or a short bus ride to Quaker House, currently €1.70 per single trip.</p>	<p><b>Brussels:</b> Single or double rooms in a basic hotel. Bathroom facilities and shower en suite.</p> <p>A short walk and either a bus or a metro ride to Quaker House, currently €1.70 per single trip.</p>
<p><b>Strasbourg (two nights):</b> Everyone is accommodated together near the European Court of Human Rights in a Catholic Cultural Centre with a large garden.</p> <p>Accommodation is in mostly 2-bed single-sex rooms. There are some single rooms and some 4-bed rooms. Most rooms have shared bathrooms.</p>	
<p>Please contact us if you would prefer to be accommodated in a single room. We may be able to arrange this for you and would ask you to make an additional contribution to cover the cost.</p> <p>Breakfast is provided by the hostel or hotel. There will also be shared meals provided in Quaker House on Saturday 18<sup>th</sup> (evening), Sunday 19<sup>th</sup> (lunch), Friday 24<sup>th</sup> (evening) and for those who have not departed in the morning lunch will be provided on Saturday 25<sup>th</sup>. These are included in the cost of the tour.</p> <p>All other meals and snacks are the responsibility of the participants. If there is interest within the group, we plan to have a meal out together in Strasbourg on Tuesday 21<sup>st</sup> (own cost).</p> <p>The price includes the cost of group travel between Brussels and Strasbourg, so you do not need to make arrangement for this.</p>	

## BURSARY HELP

While we ask participants to investigate funding help through their Local or Area Quaker Meeting, there are a limited number of bursaries available. QCEA can submit an application on your behalf to receive a bursary from a number of different funds. Limited funding is available and so we cannot guarantee any bursary at this stage.

If you are in need of financial support in order to be able to attend the Study Tour, please contact [studytour@qcea.org](mailto:studytour@qcea.org).

## PAYMENT:

The basic cost of the Study Tour is € 439 (youth hostel option) or € 584 (basic hotel option).

The deposit to secure your place is €100 (£80). Please indicate your method of paying the deposit:

Cheque for £80 sterling (made payable to 'QCEA British Committee'). Please provide your email address for acknowledgement.	<input type="checkbox"/>
International Bank Draft in Euro	<input type="checkbox"/>
Direct Transfer into our Fortis Bank account in the name of - Quaker Council for European Affairs, IBAN BE58 2100 5598 1479, SWIFT GEBA BEBB 36A	<input type="checkbox"/>
Payment by Credit Card is also possible. To pay by Credit Card go to the 'Get Involved' tab on our website ( <a href="http://www.qcea.org">www.qcea.org</a> ). Click on the 'donate' section and then click the yellow 'donate' button. This will take you to the PayPal page where you enter the amount you want to pay and your card details. Paying by PayPal raises the price by 3.4% (the cost QCEA is charged for using PayPal). For the deposit please pay €103.40 (£82.70) for the deposit.	<input type="checkbox"/>

Any cancellations made later than 7 March (six weeks prior to the beginning of the Study Tour) will result in loss of deposit unless a replacement can be found.

The balance of the fee must be paid in advance of arriving in Brussels by bank transfer (please bring your confirmation of the transfer) or on arrival by Sterling cheque, cash (in Euro), or by credit card (also subject to the 3.4% charge explained above).

After paying the deposit the balance for participants staying in the Youth Hostel will be €339 / £261 (€350 / £269 if paying by credit card). After paying the deposit the balance for participants staying in the Basic Hotel will be €484 / £373 (€500 / £385 if paying by credit card).

**EMERGENCY CONTACT**

Please provide contact details for a person you would like us to contact in the unlikely event of an emergency.

Name:

Relationship to you:

Address:

Telephone:

Mobile:

**INTERESTS:**

Please use this space to tell us something about yourself and why you want to attend the Study Tour. Feel free to continue on another sheet.

Signature:

Date:

Please return this form either by email, fax, or post, not forgetting your deposit, by 7 February using the QCEA contact details at the top of the first page of this application.