

Hungarian Scholarship Summer 2020 Group Availability Request

Name of the Hungarian Public Education Institution requesting availability	
Identification number(OM) of the Hungarian Public Education Institution	
Full name of the Principal of the Hungarian Public Education Institution	
Full name of the main point of contact at the Hungarian Public Education Institution (as appointed by the Principal)	
Email of the main contact person	
Telephone number of the main contact person	+36-

As the appointed main point of contact at my institution, I would like to request places at your language centre with reference to the **FOREIGN LANGUAGE LEARNING SCHOLARSHIP** programme provided by the Hungarian Government during the Summer 2020, managed by Tempus Public Foundation.

Important Information for Language Centres receiving requests

It is important to inform the main point of contact at the Hungarian Public Education Institution requesting availability at your centre as soon as possible with acceptance of their request, partial acceptance of their request or declining their request at the bottom of this document.

Participating Hungarian Public Education Institutions will only be permitted to send 2 requests so in order to help with the process your **immediate attention to their request is required**.

What to do next? Once a request has been received it is important to **action a reply as soon as possible** in order for the Hungarian schools to formally register their group(S) on the booking portal.

Hungarian schools will enter student data under the course codes on the Scholarship Management Platform (booking portal) of Tempus Public Foundation in February 2020. **Language Centres undertake to accept those bookings** based on the information provided by Hungarian schools in this Availability Request, if the Language Centre issued a written confirmation to that to the Hungarian school.

Important information for participating Hungarian Public Education Institutions

If any participating Hungarian Public Education Institution accepts the offer of another Language Centre they are required to contact all other requested centres to inform them of their final decision immediately. With respect to a specific group no more than 2 availability requests can be sent out initially.

It should be clear to all parties involved that with respect to a specific group there can be only one final document which is confirmed by the Hungarian Public Education Institution and the Language Centre.

My Institution's Availability Request

Requested availability at the following Language Centre	
Full name of the main point of contact at the Language Centre	
Requested Courses as per the Course code(S) on the Tempus Public Foundation website	
Requested Arrival and Departure Date(S)	
Total number requested (students & teachers)	
Comments about our group (NON-EU Nationals, Special Needs, Special travel requests)	

Accurate ages of our group(S) (I am aware that exact information would need to be provided should my request be accepted and as part of the Language Centre's usual enrolment procedures):

(Rows may be inserted in the table below if more than one group is organised of the same age)

Hungarian Public Education Institution REQUEST				Language Centre DECISION		
Age <i>Age of students at the time of the course</i>	Number of students		Course code(S) defines the group, the accommodation type and the date	Number of accompanying teachers per group	Accepted/Declined	If partially accepted SPECIFY
	Male	Female				
14-15 years old						
16 years old						
17 years old						
18 years old or older						

Date of request	Official stamp of the Hungarian Public Education Institution	Signature of the Principal of the Hungarian Public Education Institution	Date of decision	Official stamp of the Language Centre	Signature of the Legal Representative of the Language Centre

It is the responsibility of the Hungarian Public Education Institution to action a reply (affirmation/cancellation) to the Language Centre's decision as soon as possible.