

Comenius Courses for In Service Training of Staff (Comenius 2.2.c)

Registration Procedures

1. Send a [Pre-Registration Form](#) to the course secretariat: educonsult@skynet.be
2. If your application is acceptable for the course organisers, you will get an E-mail with a "[Confirmation of Pre-Registration](#)". If you need it you will also get this confirmation by post.
3. After receiving this confirmation you should [apply for a Grant at your National Socrates Agency \(*\)](#)
Therefore use the appropriate application form. See the guidelines hereunder.

IMPORTANT: Your participation is only sure and definitive, when you inform the course secretariat about the positive result of your application at your National Agency. - Then you will receive an invoice to pay the course fee. When no money has been received yet from the national agency you should pay a 20% deposit. The remaining 80% must be paid at least 3 weeks before the start of the course. In case of illness or other valid reason we will refund your deposit payment. In this case a cancellation fee of 100 Euro is applicable.

Guidelines and Forms for Applications

- Use the Application Forms for "Grants to attend In-Service-Training Activities for Staff - 2005 (Comenius 2.2.c) Application Forms (2005) are generally available at the website of your National Agency. Addresses of all National Agencies are on: http://europa.eu.int/comm/education/programmes/socrates/nat-est_en.html

-Take account of the "deadlines" for application set by your National Agency.
<http://ec.europa.eu/education/trainingdatabase/22Cdecisiontimetable.doc>

- Good to know: Instructions for candidates INSET Courses
<http://ec.europa.eu/education/trainingdatabase/instructions%20for%20applying-EN.doc>

Voor Vlaamse kandidaat-deelnemers (V-CLB)

- Aanvraagformulieren Vlaams Socrates Agentschap (Algemeen)
<http://www.ond.vlaanderen.be/socrates/Socrates/Nederlands/Aanvraagformulieren/Onderwijsniveaus/SecundairOnderwijs.htm>

- CLB-personeel: gebruik het volgende formulier (mag in het Nederlands ingevuld worden)
[Aanvraagformulier 2005 voor activiteiten vanaf 01/08/2005 \(enkel Engelstalige versie\)](#)

- Deadline voor aanvraag bij het Vlaams Socrates Agentschap: 14 weken voorafgaand aan de cursus

Other useful information

- Further information can be found on the SOCRATES website: <http://europa.eu.int/comm/education/socrates.html>.

- Searching for other courses? Look at the "Database" of EU-INSET Courses:
<http://ec.europa.eu/education/trainingdatabase>

- Look also at: <http://www.isoc.siu.no/isocii.nsf/O/socrates>