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# THE INTERNATIONAL *Butler Academy*

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**Dear Student,**

It is with great pleasure that we may soon welcome you to THE INTERNATIONAL BUTLER ACADEMY (TIBA) in The Netherlands. We pride ourselves in being the finest Private Service training institute in the world and we are confident that you will be impressed by our facilities, curriculum and more, but mostly by our instructors who are leading experts in their field of expertise.

**Please fill out this application form and send it, together with a current photo to:**

THE INTERNATIONAL BUTLER ACADEMY FOUNDATION  
Administration Office  
Dorpsstraat 16  
NL – 4012 BG Kerk Avezaath  
The Netherlands

The total cost of the eight-week butling course is 12,500 Euros. Except for personal expenses such as private telephone calls, there are no other charges. In order to secure a place on any given course you are required to pay a deposit of 500,00 Euros. All fees need to be wire transferred to;

ING Bank  
Veemarkt 2, Tiel  
PO Box 30  
NL – 4000 AA Tiel  
The Netherlands  
Account number of THE INTERNATIONAL BUTLER ACADEMY: 67.72.59.743

**For International wire transfers;**

IBAN: NL97 INGB 0677 2597 43  
SWIFT/BIC: INGBNL2A

Upon receipt of your 500,00 Euros deposit, your Application for Admission will be processed and you will be contacted. Your deposit will be refunded if TIBA does not accept your admission.

The remainder of 12,000 Euros should be transferred to the same bank account, no later than **30 days** before the starting date of the course you have applied and have been accepted for.

Yours sincerely,

Chairman & Staff  
The International Butler Academy Foundation

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PLEASE PRINT CLEARLY

PERSONAL INFORMATION			
Family Name:			
First Name:			
Address:			
City:			
Postal Code:			
State / Province:			
Country:			
Telephone (private):			
Telephone (mobile)			
Telefax:			
E-mail Address:			
Nationality:			
Date of Birth:			
Place of Birth:			
Marital Status:	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Partner
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Current Occupation:			

**PLEASE PRINT CLEARLY**

EDUCATION		
From – To	School/Course/Other	Result

PROFESSIONAL HISTORY		
From – To	Employer/City/Country	Job Title

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PLEASE PRINT CLEARLY

REFERENCES		
Who	Contact Information	How related to you

OTHER			
Language capabilities:	English:  Other;		
Computer Capabilities	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Currently employed in Private Service:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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PLEASE PRINT CLEARLY

MOTIVATION	
Why do you wish to take a course at our institute:	

PREFERENCES	
Which semester are you interested in;	
<input type="checkbox"/> June 9 – August 2, <b>2008</b>	<input type="checkbox"/> October 6 – November 29, <b>2008</b>
<input type="checkbox"/> January 12 – March 7, <b>2009</b>	<input type="checkbox"/> June 8 – August 1, <b>2009</b>
<input type="checkbox"/> October 5 – November 28, <b>2009</b>	<input type="checkbox"/> January 11 – March 6, <b>2010</b>

Note that students who are expelled due to their own negligence, misconduct or who leave the course before graduation are not entitled to a refund of any kind. The tuition fee is payable thirty days in advance of the first day of class. A deposit of 500 Euros is required with your application to secure your place in any particular class. Deposits are nonrefundable if the student decides - for any reason - not to attend, but in certain cases may be applied towards the next available course.

I understand that giving false information may make me ineligible for admission to The International Butler Academy. I certify that all information listed on this form is correct.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_