

Professional
Development
Programme

**GENDER
TRAINERS**



PROFESSIONAL DEVELOPMENT PROGRAMME FOR GENDER TRAINERS

REGISTRATION PROCESS

KIT Royal Tropical Institute and
UN Women Training Centre
August 2021



KIT Royal
Tropical
Institute



Online application process

You can register for the PDPGT by clicking on the Apply Now button. This will direct you to an **online registration form** where you will be asked basic questions and requested to upload two documents. Please ensure you have both these documents filled and ready to be uploaded before you complete the online registration:

- [Background Questionnaire](#)
- An up-to-date curriculum vitae

Considerations

Applicants are screened and accepted as a three-step process after application is submitted online.

Step 1: KIT checks eligibility and asks for more information as needed.

Step 2: KIT 'accepts' applicants as a course participant if they meet all criteria and sends a letter of "conditional" acceptance and financial statement on a first come-first served basis (latest by 6 December 2021).

Step 3: KIT provides final acceptance letter upon receipt of signed financial statement.

Timeline Registration process for PDPGT 2022

September 1st (2021)	Registration opens
1st October (2021)	Deadline for applications for those interested and eligible for the Orange Knowledge Programme (OKP) scholarships.
21 November (2021)	Final deadline for all applications including for those who are interested and eligible for other scholarships
September- November (2021)	Screening of applications
6 December (2021)	Last date of KIT issuing "conditional" acceptance letters and financial statement (including participants financial obligations). Accepted participants must sign financial statement to receive final acceptance letter.
21 December (2021)	Deadline for tuition payment by participants
21 February (2022) - 26 August (2022)	Course period

Funding

There are three funding mechanisms to participate in this course.

- 1. Self-funded/sponsored:** Participants who arrange for their own funds, either as self-paid or sponsored (includes those who are paid for by employers)
- 2. Orange Knowledge Programme (OKP):** The course is OKP qualified and students from eligible countries for this scholarship are invited to apply. Note that you need to be accepted by PDPGT *before* you apply for OKP. The deadline for completing the PDPGT registration and notifying us of your interest to apply for OKP is 1st October (2021). OKP Application period is expected to be between 1st September to 12th October 2021. To check if you are eligible, please visit <https://www.kit.nl/study/orange-knowledge-programme/>
- 3. Other scholarships:** Currently no other scholarships are confirmed. However, KIT and UN Women Training Centre are exploring opportunities for full or partial scholarships for qualified applicants who demonstrate financial need, are from the Global South and ideally are able to co-fund.

Payment procedure

1. Upon acceptance to the course, KIT will send a letter of conditional acceptance and a financial statement to be signed by the participant.
2. KIT will send an invoice for the course fee upon receipt of signed financial statement.
3. The invoice should be paid within 15 days after receipt with the latest date being 21 December, 2021.

Cancellation policy

Your participation in the course is definitive once we have received payment on our bank account. In case of cancellation, you are eligible for the following refund of course fee:

- 0% of the course fee if you cancel 14 days or less before the first day of the course
- 25% of the course fee if you cancel 15-21 days before the first day of the course
- 50% of the course fee if you cancel 22-60 days before the first day of the course
- 100% of course fee if you cancel before 60 days of the first day of the course

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