

**Reminder for Summer Course Providers and those who may wish to provide summer courses for the first time in 2020.**

As a summer course provider in recent years and also for those new to the completion of the online application form for the approval of summer courses, please note the following;

The Providers’ Handbook 2020 sets out the criteria for the approval of summer courses. To ensure that the application is complete, providers are strongly advised to consult this booklet when making the application, and to ensure that all sections of the application forms are fully completed.

**Incomplete application forms or applications that are submitted in the incorrect format or without the correct naming convention outlined in the Criteria will not be processed.**

Applicants are reminded that the closing date for fully completed applications is **Friday 6th March 2020** **by 4pm**.

No applications will be accepted after this time under any circumstances and we advise providers not to wait until the last day to submit. Fully completed applications must be sent to the correct e-mail address as set out in the handbook.

We thank you for your attention and your co-operation in relation to these details