WSET Asia Pacific Limited



Suite 11A, 11/F W Square,

314-324 Hennessy Road,

Wan Chai, Hong Kong SAR

T: +852 3018 4550

E: APAC@wsetglobal.com

**Application Form**

*(This form must be completed in English)*

**Section 1**

**Applicant Information**

|  |  |
| --- | --- |
| Full Name of Applicant (In English) | Click or tap here to enter text. |
| Full Name of Applicant (In Own Language) | Click or tap here to enter text. |
| Country of Residence | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Mobile Number (optional) | Click or tap here to enter text. |
| Date of Birth(Must be of legal drinking age in the territory of application) | Click or tap here to enter text. |

**Section 2**

**Educational History**

|  |  |
| --- | --- |
| Highest Educational Level | Click or tap here to enter text. |
| Date Achieved | Click or tap here to enter text. |
| Do you hold any WSET qualifications? | YES ☐ NO☐ If no, please skip the following questions in this section |
| **If yes,** what was the most recent WSET qualification you achieved? | Click or tap here to enter text. |
| Please state your WSET Candidate Number | Click or tap here to enter text. |
| Do you hold more than ONE WSET qualification  | YES ☐ NO☐ If no, please skip the following question  |
| **If yes**, what are your other WSET qualifications? |  |
| Have you previously applied for WSET APAC Bursary? | YES ☐ NO☐ If no, please go to section 3 |
| **If yes**, when did you apply? | Click or tap here to enter text. |
| Was your last WSET APAC Bursary application successful? | YES ☐ NO☐ |

**Section 3**

**Proposed WSET Course Details**

|  |  |
| --- | --- |
| Which WSET qualification are you applying for? | Click or tap here to enter text. |
| Local cost of course required | (Currency) Click or tap here to enter text. | (Value) Click or tap here to enter text. |
| Name of the Approved Programme Provider | Vinum Vitae |
| Expected Course Start Date (if available)(Course Start Date should not be earlier than 60 days from the Application Submission Deadline) | Click or tap here to enter text. |
| Expected Exam Date (if available) | Click or tap here to enter text. |
| **Contact information of the Approved Programme Provider (if available):**  |
| Email | Click or tap here to enter text. | Phone Number | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| City | Click or tap here to enter text. | Country | Click or tap here to enter text. |

**Section 4**

**Additional Information**

Please provide the following documents:

[ ]  **Copy of photo identification** Please write the word “COPY” on the photo ID copy.

[ ]  **Brief resume of career to date**

[ ]  **Justification for need for financial support** (eg current proof of unemployment or evidence of government financial aid)

[ ]  **Letter of motivation** (no more than one A4 page) stating how the WSET Bursary will assist in career development plans. Applicants currently employed in the wine and spirits and related industries should include information as to whether they are entitled to any financial or other support (e.g. study leave) from their employers.

[ ]  **Reference letter** including contact details of the referee. Please find here a [sample format for your use](https://www.wsetglobal.com/media/9251/20201123_wset-bursary-sample-reference-letter-form.pdf). The referee must be a member of the drinks, hospitality or related industries, who has knowledge of your career development ambitions and is independent of any WSET approved course provider. Subject to the referee’s consent, WSETAP may contact the referee for further information related to the application.

**Personal Data (Privacy) Policy**

[ ]  I have read and fully understand the WSET Asia Pacific Limited [Data Protection Schedule](https://www.wsetglobal.com/media/8931/20200825_wset-asia-pacific-data-protection-schedule_en.pdf).

[ ]  I consent to WSET Asia Pacific Limited collecting my personal data to process my application for Bursary Funding.

[ ]  I consent to WSET Asia Pacific Limited using and sharing my application story for promoting the positivity of the WSET Asia Pacific Limited’s charitable programmes.

☐ I would like to receive the WSET newsletter.

**Conflict of Interest**

​​☐​ I confirm that I have read and understand the WSET Asia Pacific Student Bursary Fund [Conflict of Interest Policy](https://www.wsetglobal.com/media/8930/20200825_conflict-of-interest-policy_en.pdf).

​​☐​ I confirm that I do not have a perceived, potential or actual conflict of interest.

​​​ ☐ I have a perceived, potential or actual conflict of interest and enclose my complete [Conflict of Interest Declaration Form](https://www.wsetglobal.com/media/9252/20201123_conflict-of-interest-declaration-form_applicant.pdf) for consideration.

**Terms and Conditions**‡

Please read the Terms & Conditions carefully.

[ ]  I understand and accept the Terms & Conditions of the WSET Asia Pacific Student Bursary Fund.

**Declaration**

☐ I hereby declare that all the information submitted by me in the application formand additional supporting information is correct, true and valid at the date of the submission.

|  |  |
| --- | --- |
| Signature of the applicant(Printed signature is not acceptable) |  |
| Date | Click or tap here to enter text. |

**‡Terms & Conditions:**

1. WSET Asia Pacific Limited is henceforth referred to as “WSETAP” and WSET Asia Pacific Student Bursary Fund as “WSET APAC Bursary” or “Bursary Fund” or “Bursary”.
2. “Asia Pacific” refers to the countries in Asia, excluding the Indian subcontinent but including Australia and New Zealand, as per WSET’s regional management organisation. The Indian subcontinent comes under the management of the “EMEA” team.
3. We are committed to protecting the privacy, confidentiality and security of the personal information we hold by complying with the requirements of Personal Data (Privacy) Ordinance (Cap.486) with respect to the management of personal information. Information about how we process and manage data collected from you can be found in our [Data Protection Schedule](https://www.wsetglobal.com/media/8931/20200825_wset-asia-pacific-data-protection-schedule_en.pdf). Bursary Applications will be retained for 2 years.
4. Applicant should declare any perceived, potential or actual conflict of interest during the application process. Our Conflict of Interest Policy can be found [here](https://www.wsetglobal.com/media/8930/20200825_conflict-of-interest-policy_en.pdf).
5. Applicant must be resident in Asia Pacific at the time of application.
6. Applicant must be of legal drinking age in the country/territory of application.
7. While WSETAP makes every effort to assist the applicant in submitting a complete application, it remains the ultimate responsibility of the applicant to ensure the application and supporting documents are complete, accurate and legible.
8. The application will be considered incomplete if this application is incorrectly completed or any of the requested documents are missing.  Incomplete or illegible applications will delay application processing and may result in the application being unsuccessful.
9. Applicant should select a WSET course pertaining to only one level of WSET qualification with start date no earlier than 60 days from the application submission deadline.
10. The reference letter must come from a member of the drinks, hospitality or related industries, who has knowledge of the applicant’s career development ambitions and is independent of any WSET approved course provider. Subject to the referee’s consent, WSETAP may contact the referee for further information related to the application.
11. Applicant must submit the application before one of the following application submission deadlines: 30 September, 31 December, 31 March and 30 June.
12. The application will be reviewed and eligibility assessed by the WSETAP Governing Board or its delegate. The application review result will be communicated to the applicant around 15 working days after the application submission deadline.
13. Submission of an application does not imply that funding will be granted.
14. If granted, the bursary must be used no later than the end of the academic year following the one in which the bursary is granted.
15. Bursary funding will be issued to the WSET approved course provider selected by the applicant upon confirmation of a course booking made by the successful applicant.
16. Bursary students must maintain a course attendance record of not less than 80% and complete the examination (subject to Covid-19 or other special arrangements). Failure to meet this requirement may result in WSETAP withdrawing the Bursary offer or require the full amount of the Bursary to be repaid by the candidate. WSETAP may periodically check with the course provider to monitor progress of Bursary students.
17. Bursary students must submit a follow-up report summarising their experience on the course, reporting their results, and outlining their future professional and/or educational plans within 10 working days of receiving their examination results.
18. WSETAP may use quotes from Bursary students in their publications. If you do not wish your statements to be used for that purpose, please do not select the box of “I consent to WSET Asia Pacific Limited using and sharing my application story for promoting the positivity of the WSET Asia Pacific Limited’s charitable programmes.”
19. Whilst every care is taken to ensure high quality standards in the management of our Bursary Fund, there may be occasions where we fall short. Where this is the case, we will make every endeavour to understand the situation in full and take corrective actions where possible. Full details of our Complaints Policy can be found [here](https://www.wsetglobal.com/media/8665/20200722_complaints-policy-fv.pdf).
20. WSETAP reserves the right to verify the authenticity of all documentation submitted. In the event that any information submitted by the candidate is discovered to be false or misleading, WSETAP will withdraw the Bursary offer or require the full amount of the Bursary to be repaid by the candidate.