



## **WLA Academy Scholarship**

### **Application**

The World Lottery Association (WLA) is a member-based organization to advance the interests of State-authorized lotteries. Its vision is to be recognized as the global authority of the lottery business, to uphold the highest ethical principles, and to support our members in achieving their vision for their own communities. The WLA is committed to sharing knowledge and experience amongst its members and to provide educational and professional development services (conferences, seminars), information and reference services to our members and to improving their business in the interest of stakeholders as determined by the authorities in their respective jurisdictions.

The WLA Academy is a platform that offers a full program of seminars, workshops and round tables for top and mid-level managers as well as entry-level personnel. Throughout the year in different locations around the world, specialists from inside and outside the industry, including internationally respected academics, share their knowledge and insights to support the continuing education programs of WLA members. The WLA also offers to its members the possibility for lottery staff to attend educational offers through the scholarship program.

### **Scholarship eligibility**

Applicants who:

- work for a lottery institution member of the WLA
- clearly show motivation and strong commitment
- have thorough knowledge of the language of instruction
- must be over 18 at the time of submitting the application. There is no age limit.

### **Cost coverage**

- The cost of a round-trip economy-class flight to and from home city and event destination
- The hotel costs during the official event dates and a maximum of five nights
- The seminar registration fee

### **Exceptions**

Participants may book business class flights at their own (or company's) expense. The WLA will, however, only reimburse the economy fare (an offer from the travel agency or online booking platform to be sent to the WLA office).

**Additional nights:** Based on the distance travelled and flight schedules, the WLA may approve of additional hotel nights – room and board. This must be discussed bilaterally with the WLA office prior to booking.

**Incidental travel expenses:** The Scholarship Program does not foresee reimbursements for any other travel related expenses. However, should there be a case for it, approval must be requested prior to commencement of the journey.



### **Application procedure**

Each regional association (through their representative on the WLA Executive Committee) proposes one speaker/lecturer, a participating member, and a guest who is not a WLA member, subject to the proviso that the candidates are not from the region in which the seminar is organized, to participate in each of the WLA Seminars.

Candidates should fill out the WLA scholarship form, together with registration forms for the WLA convention/seminar & hotel and return these by email to [academy@world-lotteries.org](mailto:academy@world-lotteries.org). This should be done at least 6 weeks before the event takes place. Once the applicant receives an email confirming the acceptance of scholarship, he/she must request a quote for economy fare transportation and forward this to [academy@world-lotteries.org](mailto:academy@world-lotteries.org) prior to booking.

Details for registration, hotel nights and other information will be communicated directly via email to the participant.

### **Documents to be submitted**

Scholarship-holders are required to submit a professional report (Length: no more than 8 pages in A4 size paper).

Organization of the report:

1. Cover page: seminar subject title, location, name of participant, name of organization, date.
2. Abstract – 1 paragraph (max. 150 words)
3. Table of contents
4. List of tables and figures
5. Main text divided into chapter/sections/sub-sections (starting with introduction and ending with conclusions)
6. References
7. Appendix (if any)

### **Failure to submit the scholarship report**

In case scholarship-holders fail to submit the report, they will be excluded from further scholarship opportunities and will be required to pay back the scholarship costs.

### **Certification**

The WLA and the host organization will issue a certificate after the completion of the convention/seminar.

### **Reimbursement**

Participants of WLA Scholarship Program must fill out the 'Scholarship Claim Form' (see annex) for reimbursement of travel and other expenses and return it to [academy@world-lotteries.org](mailto:academy@world-lotteries.org) along with receipts. All bank details and addresses must be filled out in detail. Reimbursements are made exclusively by bank transfer (local currency) and are processed within 10 working days of receipt. The claim form must be sent within 90 days of completion of the convention/seminar – claims which do not meet this deadline will not be reimbursed.

## Scholarship application form

Family Name	
First Name(s)	
Nationality	
Company name	
Title/ Position in company	
Email	
Program name	
Location	
Date(s) of program	
Reason for applying: Please describe how you believe that this program will help you in your daily professional activities.	
(to complete by WLA staff)	
Authorized by/ Date	



## Recommendation letter

The immediate Manager/Supervisor of the applicant must provide a recommendation letter explaining the reason(s) why the selected person should participate to the chosen event.

### DISCLAIMER

The WLA processes personal data in accordance with applicable data protection laws. All personal data collected through this scholarship application form are electronically stored in the WLA IT systems. Personal data included in this form can be used to update the WLA database and to inform you about scholarship activities. If you wish to update, modify, or delete your data, ask a question about WLA data retention policies, or otherwise exercise your rights, please contact us at:

Postal address: World Lottery Association, Avenue de Provence 14, Case postale 1013, 1001 Lausanne, Switzerland

Telephone number: +41 (0)21 518 9600

Email: [info@world-lotteries.org](mailto:info@world-lotteries.org)

### Information sharing

- ☐ I consent to sharing my contact details with the WLA membership.
- ☐ I do not consent to sharing my contact details with the WLA membership.

## Scholarship expenses claim form

Event name/ Location	
Date(s) of the event	
Full Name as in ID	
Company name	

Expense reimbursement, according to the WLA reimbursement policy.

Expense concept <i>(e.g. airfare, accommodation, etc.)</i>	Details	Currency (as in original receipt)	Amount

**Total expenses**

Please transfer the amount to the bank and account below:

Bank name	
Bank address	
Account no	
Account name (beneficiary)	
Address for the beneficiary	
IBAN (if not applicable see below)	
BIC/Swift address	

**I hereby confirm to have incurred the above expenses on WLA business.**

Date and signature:

WLA Authorization:

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