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| **IMPORTANT – PLEASE KEEP WITH PROOFS AT ALL TIMES** |

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| **SECTION A – To be completed by the Centre** | |
| **Name of Centre** | **Contact name** |
|  |  |
| **Type of material** | |
|  | |
| **Date submitted** | **Date required**  **(please allow a min. of 5 working days)** |
|  |  |

Please complete Section A and send this form along with the marketing material requiring approval to [CADQPartnerEnquiries@NTU.ac.uk](mailto:CADQPartnerEnquiries@NTU.ac.uk)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION B – To be completed by CADQ** | | | | | | | | |
| **Are the course details as validated?** | | | | | | | | |
| Yes  No  If no, please provide details: | | | | | | | | |
| **Are any courses subject to approval?** | | | | | | | | |
| Yes  No  If yes, is it clear on the marketing materials | | | | | | | | |
| **Is the NTU logo used?** | | | | | | | | |
| Yes  No  If so, is it appropriate? (e.g. correct size, colours)  Yes  No  If no, please provide details: | | | | | | | | |
| **Comments and amendments** | | | | | | | | |
|  | | | | | | | | |
| **Version 1** | | **Version 2** | | **Version 3** | | | **Version 4** | |
| Received in CADQ |  | Received in CADQ |  | Received in CADQ |  | | Received in CADQ |  |
| Returned to Centre |  | Returned to Centre |  | Returned to Centre |  | | Returned to Centre |  |
| Amends required | Y  N | Amends required | Y  N | Amends required | Y  N | | Amends required | Y  N |
| **Confirmation of approval (final version)** | | | | | | | | |
| Signed |  | | | Date | |  | | |