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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

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| **SECTION B – To be completed by CADQ** |
| **Are the course details as validated?** |
| [ ]  Yes [ ]  NoIf no, please provide details: |
| **Are any courses subject to approval?** |
| [ ]  Yes [ ]  NoIf yes, is it clear on the marketing materials |
| **Is the NTU logo used?**  |
| [ ]  Yes [ ]  NoIf so, is it appropriate? (e.g. correct size, colours)[ ]  Yes [ ]  NoIf 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 |  |