

# CENTER FOR EXCELLENCE IN PUBLIC LEADERSHIP

## REGISTRATION FORM

### Payment

Payment or training/ purchase order number is due before the start of the program. The tuition fee includes course materials as well as meals and accommodations at an executive conference center for the retreat programs. However, the tuition fee excludes meals and accommodations for the remainder of the sessions (non-retreat period). **After completing, please fax this form to 202-994-5389 or email to cepl@gwu.edu.**

### Cancellations, Refunds, & Substitutions

If you cancel fewer than 31 calendar days before the first day of a program, no refund of tuition will be made and any unpaid tuition will be due. Substitutions, however, are permitted at any time without penalty. All courses are subject to cancellation. When a program is cancelled, GW assumes no responsibility for nonrefundable tickets or lodging expenses.

### Program Attendance

We urge you to carefully review the program schedule and select a format that will allow you to spend blocks of time away from the office. Job duties may require you miss an hour or two of class; however, if you miss more than one session, you will be asked to make up the time in order to receive a certificate of completion and continuing units for the program.

### 1. Your Business and Home Contact Information

Name/ Title: \_\_\_\_\_

Grade (if applicable): \_\_\_\_\_

#### Business Contact

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### Home Contact

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Your Agency's Training Representative

Name/ Title: \_\_\_\_\_

Grade (if applicable): \_\_\_\_\_

#### Business Contact

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. I am applying for the following program:

SED Spring (April 16- May 15)  SED Summer (June 1- 12)

SED Fall 2008 (Sept. 24- Oct. 23)

Executive Communication Workshop Spring (March 24-26)

Executive Communication Workshop Fall (Sept. 15-17)

Advanced Leadership Workshop Spring (May 20-22)

Advanced Leadership Workshop Fall (Oct. 20-22)

### 4. Select one Tuition Payment Method

Check Payable to "The George Washington University, CEPL"

Purchase Order/Government Training Form Enclosed

No: \_\_\_\_\_ Date: \_\_\_\_\_

Charge my:  VISA  MasterCard  American Express

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 5. Please answer the following questions

1. How did you learn of this program?

\_\_\_\_\_

2. What prompted you to apply to the program at this time?

\_\_\_\_\_

3. What is your educational background?

\_\_\_\_\_

4. What are your current managerial responsibilities?

\_\_\_\_\_

5. What other managerial or executive programs have you attended in the last five years?

\_\_\_\_\_