

HOW TO REGISTER

Online www.brookings.edu/execed

E-mail registrar@brookings.edu

Fax 202.797.4363

Phone 800.925.5730

REGISTRATION FORM

Please register me for the following program(s):

Program Title	Start Date	Tuition
1. _____	_____	_____
2. _____	_____	_____

I am taking this course as part of the Certificate in Public Leadership

Participant Information (please complete all fields below)

(Mr./Ms./Dr) First Name _____ Last Name _____ MI _____

Title _____ GS Level (if applicable) _____

Division/Section _____

Organization/Agency _____

Office Address _____

Room _____ City _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Preferred Name on Badge _____

Preferred Mailing Address

Some courses send program materials, readings, and/or books in advance.

Address _____

City _____ State _____ Zip _____

Contact Information of Person Completing the Form (if different from participant)

Name _____

Title _____

Organization _____

Telephone _____ Fax _____

E-mail _____

Payment Information

We cannot process your registration before we receive payment in full.

Washington University Nonprofit Tax ID No: 43-0653611

Approved Government PO (SF-182 or DD-1556)

Note: Government POs can not be used for residential or international programs

Check Enclosed (payable to Washington University)

Charge to My Credit Card (we accept the government IMPAC card)

AmEx MasterCard VISA

For credit card charges, please register online or allow us to call you. Please complete the contact information above.

How did you learn about Brookings Executive Education?

- Brookings Website
- Print Ad
- Direct Mail
- Phone Call
- E-mail
- The Brookings Alert
- Catalog
- I am a BCEE Alumnus
- Referred by an HR/training officer
- Other _____

CANCELLATION, SUBSTITUTION, AND TRANSFER POLICY

This fee schedule applies only to onsite programs. Cancellations for residential and international programs are subject to additional fees.

# Weeks before Program	Substitutions Allowed	Transfer Fee	Cancellation Fee
>4 weeks	Yes, if appropriate	None	None
2-4 weeks	Yes, if appropriate	25% of tuition	50% of tuition
0-2 weeks	Yes, if appropriate	50% of tuition	100% of tuition

PLEASE NOTE: For residential programs, transfers or cancellations must be requested in writing 45 days or more before the start date of the program in order to receive credit or a refund. Appropriate substitutions are allowed without penalty and strongly encouraged.

Registration Policy

All requests for cancellations, substitutions, or transfers must be made in writing. You may e-mail registrar@brookings.edu or send a fax to 202.797.4363.

Your registration cannot be processed until we receive payment in full. You will receive written confirmation within ten business days after we receive both your registration form and complete payment information.

Access our full registration policy online: www.brookings.edu/execed/registration.aspx

Privacy Policy

The Brookings Institution values your private information and will not share your personal information with third parties. By providing participant information, you agree to allow future communication from Brookings unless otherwise indicated in writing. You may opt out of these communications at any time.