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## Registration and Policies

### Ways to Register:

1. [Online](#) (credit card, check or approved purchase order)
2. Fax: 202-741-6584
3. E-mail: [registrar@brookings.edu](mailto:registrar@brookings.edu)

*(Please do not transmit your credit card information via email. If you include your contact information, we will reach out to you for payment details.)*

\*A PDF version of our registration form is available [here](#).

### Payment Methods:

- approved government purchase order (SF-182 or DD-1556)
- check (payable to Washington University—Tax ID No: 43-0653611)
- credit card (VISA, MasterCard and American Express)
- government purchase card (IMPAC)
- money order
- wire transfer

Please note, program fees and schedules are subject to change without notice. Please call or see individual program Web pages for the most current information regarding program fees and schedules.

### General Registration Policy:

Your registration is not final until we receive payment in full or an approved government purchase order. You will receive written confirmation within 10 business days after we receive both your registration and complete payment information. An incomplete submission of registration information does not grant you a seat in a program.

You must pay in full before you attend residential programs. An approved government purchase order does not guarantee registration; it serves as an invoice requesting payment. In addition, government-approved purchase orders must be received 30 days before the start of any residential program to allow sufficient time for invoicing and prepayment.

If Brookings Executive Education cancels a program for any reason, you are responsible for any travel costs you have incurred. In the event of a class cancellation, every effort will be made to notify you immediately and to find an appropriate program you can transfer into. You will not be charged transfer fees described in the cancellation policy section.

Written notice is **required** for all cancellations, transfers and substitutions. Send correspondence via email to [registrar@brookings.edu](mailto:registrar@brookings.edu).

### **Cancellation, Substitution and Transfer Policy:**

#### **For all non-residential programs held in Washington, DC:**

<b>Business Days before Program</b>	<b>Substitutions*</b>	<b>Transfer Fee</b>	<b>Cancellation Fee</b>
30 days or more	Yes, if appropriate	None	None
15 to 29 days	Yes, if appropriate	25% of original cost	50% of original cost
14 to 2 days	Yes, if appropriate	50% of original cost	100% of original cost
1 day	Not Permitted	50% of original cost	100% of original cost

#### **For all international or residential programs:**

<b>Business Days before Program</b>	<b>Substitutions*</b>	<b>Transfer or Cancellation Fee</b>
45 days or more	Yes, if appropriate	None
44 days or fewer	Yes, if appropriate	100% of original cost

#### **For LEGIS Fellowship program:**

<b>Business Days before Program</b>	<b>Substitutions</b>	<b>Transfer Fee</b>	<b>Cancellation Fee</b>
14 days or less	No	None	50% of original cost

**Substitutions:**

Participant substitutions are allowed without penalty for non-cohort programs up until two (2) business days prior to the program start date and are strongly encouraged in circumstances in which an original participant is unable to attend his or her scheduled program. However, Brookings Executive Education reserves the right to accept or reject a substitute for programs requiring minimum management levels.

**Transfers:**

A participant may elect to transfer out of a program and into another once, and only once. However, as shown above, if notification of a transfer is received after indicated deadlines, fees will be incurred and the participant will be billed accordingly. A transferee will have a period of 12 months from the date of his or her transfer request to attend a subsequent program, after which time tuition credits will be forfeited.

A transferee will be required to pay any tuition fee increases that occur in the time between the program he or she was originally scheduled to attend, and the program into which he or she transfers. In addition, a transferee must pay the full price for his or her substitute program, even if a discount was applied to the initial registration. Payment of any difference is expected at the time a transfer request is submitted for registration.

**Cancellations:**

Cancellations submitted after deadlines will be subject to the fees specified above and participants will be billed in accordance with these policies. Additional charges may be assessed in cases where educational materials were mailed out prior to receiving a cancellation notice. Participants who do not notify us of a cancellation and who fail to arrive for the program in which they are registered will forfeit the full program fee.

**Absences:**

If you miss any class day or portion of a program because of weather, illness or other circumstances, Brookings Executive Education is unable to reimburse you for any part of the program tuition or offer complimentary participation in any subsequent iteration. If you fail to attend some or all of your program, you will not be entitled to a certificate of completion. This policy also applies to cohort programs.

**Women's Leadership Network and Executive Fellowship:**

Participants in Women's Leadership Network and Executive Fellowship programs are required to adhere to the standards set forth at the time of admission. No program substitutions or transfers will be granted for these cohort programs. If you miss any class day or portion of a program because of weather, illness or other circumstances, Brookings Executive Education is unable to reimburse you for any part of the program tuition or offer complimentary participation in any subsequent iteration, or open-enrollment course. If you fail to attend some or all of your program, you will not be entitled to a certificate of completion.

### **Discounts:**

Group discounts are available on a select basis, and restrictions apply. Please call 800.925.5730 for further information.

### **Program locations and times:**

Unless otherwise indicated in the program descriptions, all programs will be held at the Brookings Institution at 1775 Massachusetts Avenue, NW, Washington, D.C. Most programs begin at 8:30 a.m. on the first day, and end at approximately 5:00 p.m. on the last day. Exact times will be included in the final agendas. Visit the specific program webpage for additional program details. Attendees will receive an agenda two weeks before the program.

### **Privacy Policy:**

Brookings Executive Education, Washington University and the Brookings Institution value your private information and will not share personal data with third parties, except where required. By providing your information, you agree to allow future communication from Brookings unless otherwise indicated in writing. You may opt out of these communications at any time.

### **Photography:**

Brookings Executive Education reserves the right to use photos taken during seminar activities for promotional purposes. Although photographs are only occasionally taken during our programs, participants who do not wish to be photographed can inform staff at the time of the program.

**If you have any questions regarding registration or our policies please contact [registrar@brookings.edu](mailto:registrar@brookings.edu) or 800.925.5730 directly.**