

**HOW TO REGISTER**

Online [www.brookings.edu/execed](http://www.brookings.edu/execed)  
 E-mail [registrar@brookings.edu](mailto:registrar@brookings.edu)  
 Fax 202.741.6584  
 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

Card Number \_\_\_\_\_ Expiration Date (mm/yy) \_\_\_\_\_  
 Cardholder's Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Cardholder's E-mail \_\_\_\_\_  
 Cardholder's Signature \_\_\_\_\_

**How did you learn about Brookings Executive Education (BEE)?**

- Recommended by colleague
- Recommended by supervisor
- Recommended by Human Resources
- Internet search for executive education
- BEE catalog
- Email or newsletter from BEE
- Agency Intranet posting
- Previous awareness of BEE and courses
- Referred by \_\_\_\_\_
- Other \_\_\_\_\_

If you heard about us through our print material, enter the referral code located on the address label here:

**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

**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 202.741.6584.

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](http://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.