

KELLOGG EXECUTIVE PROGRAMS APPLICATION FORM

Fields with asterisks * are required for submission.

*Program Name: _____

*Start Date: _____ Registration Code (if applicable): _____

Application Information

*Prefix: _____ *First (Given) Name: _____ Middle Name: _____

*Last (Family) Name: _____ Suffix: _____

Preferred First Name/Nickname: _____ *Gender: Male Female

Date of Birth: _____ *Country of Origin: _____

*Preferred Email: _____

*(A valid and unique email is required for each participant as most program communication is sent by email. Please **do not** use the same email address for multiple applicants. Doing this will overwrite the name currently in our registration system.)*

Organization Information

*Company/Organization: _____ *Organization Type: _____

Website: _____

Current Position Information

*Position Title: _____

*Management Level: _____

*Position Function: _____

*Industry Group: _____

*Industry (please specify): _____

*Parent Company Annual Sales (in \$US): _____

*Parent Company Number of Employees: _____

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Business Contact Information

*Office Address

Line 1: _____ (Street Address) Line 2: _____ (Optional – Suite #, etc.)

*Country: _____ *City: _____

*State/Province: _____ *Postal Code: _____

*Office Phone: _____ Mobile/Cell: _____

Home Contact Information

*Home Address

Line 1: _____ (Street Address) Line 2: _____ (Optional – Suite #, etc.)

*Country: _____ *City: _____

*State/Province: _____ *Postal Code: _____

*Home Phone: _____ Mobile/Cell: _____

Preferences

*Preferred Mailing Address: Business Address Home Address

To facilitate networking opportunities Kellogg will distribute a list containing the contact information of this session's participants to each attendee. If you prefer to have your mailing address and phone number withheld from the participant list please check the following box. (View Privacy Policy)

Please withhold my mailing address from the participant list.

Experience Information

*Highest level of education attained: _____ Number of years
*full-time work experience: _____ *Management experience: _____

Are you an alumnus of any of the following Kellogg programs?

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Emergency Contact

Provide the name and at least one phone number of a person to contact in case of emergency while you are on campus.

*Name: _____

*Relationship: _____ *Phone: _____

*Insurance Provider: _____

*Is your insurance valid in the United States? Yes No

Payment and Admissions Policies

General: Applicants must be proficient in English. All classes and discussions are conducted in English.

It is understood that, during attendance at this program, the participant will be free of other duties and will not leave except in emergency situations.

Northwestern University reserves the right to use photos taken during seminar activities for promotional and educational purposes.

Health Insurance: It is expected that participants have their own health insurance, valid in the United States. The University is not responsible for medical expenses incurred by participants during the program.

Lodging and Meals: Program fees include most meals, coffee breaks and any receptions. Participants may be responsible for dinner on free evenings. Vegetarian options are available at all meals and breaks during our programs.

Unless otherwise specified, lodging is included starting the first day of the program and ending the final day of the program. Rooms are automatically reserved for program participants as described below:

Evanston Campus: Participants of programs held on the Evanston campus typically stay at the Allen Center. Occasionally, demand for a program requires that participants stay at a nearby hotel. In that case all transportation to and from the Allen Center will be handled by Kellogg.

Miami Campus: Participants of programs held on the Miami campus stay at the Hyatt Regency Coral Gables directly adjacent to our classroom facilities.

Chicago Campus: Participants are responsible for their own accommodations. Please contact your program manager for hotel suggestions.

Can I make arrangements to arrive the night before the program starts?

Contact your program manager to inquire about room availability and fees. If you do not have your program manager's contact information, please phone our main office at 847.467.7026.

Payment: Payment is due upon receipt of invoice.

- Check: Checks must be drawn on U.S. banks and payable in U.S. funds to "Northwestern University".
- Wire Transfer: Wire transfers must be accompanied by our bank information available on the invoice or by contacting our registrar at Exed-registrar@kellogg.northwestern.edu
- Credit Card: We accept Visa, MasterCard, Discover and American Express for all our programs.

Can I pay online?

Online payment by credit card is allowed at the time of the registration unless the program has admission requirements, special pricing or is at capacity.

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Cancellation Policy

Cancellations: Because attendance at a Kellogg School executive program requires significant advance preparation and demand often exceeds capacity, it is important that you contact us in a timely manner if you must cancel or defer your attendance. To receive a full refund of tuition, notice of cancellation must be received more than 30 days in advance of the program start date. Participants who cancel less than 30 days in advance will not receive a refund but may nominate an acceptable substitute or attend a future session of the same program within one year.

Northwestern University reserves the right to cancel a program at any time for any reason. In the unlikely event of a course cancellation, paid program fees will be refunded, but the university is not responsible for any travel or other related expenses accrued by the program registrant.

University Policies: Northwestern University is an equal opportunity, affirmative action educator and employer.

Northwestern University reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

Self-identification of birth date is entirely voluntary.

** By typing my name below I certify that I have read and understood the policy statements above and that all information and accompanying material provided in connection with this application are authentic and accurate.*

**Applicant Name:* _____

This application can be submitted to Executive Education as below:

Submit by Mail to:

Executive Education, Kellogg School of Management
Northwestern University
James L. Allen Center
2169 Campus Drive
Evanston, Illinois 60208-2800, U.S.A.

Submit by Fax to: 847-491-8002

Submit by Email to: ExecEd@kellogg.northwestern.edu