

## Personal Data

Name:  Dr.  Mr.  Ms.  Mrs. \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Parent Organization: \_\_\_\_\_ HR Contact in Your Organization: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State or Country/Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Program Information

Program Title: \_\_\_\_\_  
 Date of Program\*: \_\_\_\_\_  
 Program Location: \_\_\_\_\_

\*Due to limited class size and course prework, registration at least eight weeks prior to program date is encouraged.

## Program Fee (please enclose with form)

Program dates and tuition amounts are subject to change. Please refer to [www.ccl.org/registration](http://www.ccl.org/registration) for the latest available program dates.

My full tuition fee for the amount of USD/ € /SGD \_\_\_\_\_ is enclosed. (Please make check payable to the Center for Creative Leadership.)  
 Please charge my full registration fee in the amount of USD/ € /SGD \_\_\_\_\_ to my credit card.  
 American Express  Discover  MasterCard  VISA  
 Name of Issuing Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 CID (Security Code): \_\_\_\_\_ Signature: \_\_\_\_\_

My company's purchase order is enclosed.

## Billing Instructions

Bill To Organization: \_\_\_\_\_ Bill To Contact: \_\_\_\_\_  
 Bill To Address: \_\_\_\_\_

## Accommodations

Upon registration, participants will receive additional information for hotel accommodations and logistics for the program through their myCCL account.

## Cancellation and Transfer Policy

Before a program begins, CCL incurs substantial administrative costs related to your registration. Therefore, the following fees apply:

NUMBER OF DAYS BEFORE PROGRAM	SUBSTITUTIONS ALLOWED	TRANSFER FEE	CANCELLATION FEE
More than 30 days	Yes (no fee)	None	None
15 - 30 days	Yes (no fee)	25% of tuition	50% of tuition
Less than 14 days	No	50% of tuition	100% of tuition

## Transfers

Transfer requests must indicate the new date and/or new program the participant wishes to attend. 100% of the full tuition is non-refundable if:

- The participant does not attend another program within one year of the original program start date.
- The participant transfers more than two (2) times

## Refunds

Any remaining balance of a cancelled program's payment can be applied to another CCL program within one year of the original program date. After one year, the balance is non-refundable.

I have read your Cancellation and Transfer Policy and accept its terms.

Signature: \_\_\_\_\_

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

## Registration

CCL accepts registration forms by email, fax or through the postal services. Please see below for information regarding each of our locations.

**CCL - Asia-Pacific**  
 89 Science Park Drive, Singapore Science Park I,  
 The Rutherford, Lobby B, #03-07/08,  
 Singapore 118261  
 p: +65 6854 6000 • f: +65 6854 6001  
 e-mail: [ccl.apac@ccl.org](mailto:ccl.apac@ccl.org)

**CCL - Americas**  
 One Leadership Place  
 PO Box 26300  
 Greensboro, NC 27438-6300  
 p: +1 336 545 2810 • f: +1 336 282 3284  
 e-mail: [info@ccl.org](mailto:info@ccl.org)

**CCL - Europe, Middle East, Africa**  
 Avenue de Tervueren 270  
 Tervurenlaan B-1150  
 Brussels, Belgium  
 p: +32 (0)2 679 09 10 • f: +32 (0)2 673 63 06  
 e-mail: [ccl.europe@ccl.org](mailto:ccl.europe@ccl.org)