

Personal Data

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

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), *Please note: Local taxes may apply – contact your local representative for details.

Program dates and tuition amounts are subject to change. Please refer to 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. (Local taxes may apply.)
 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 Email: _____

Bill To Address: _____ Bill To Phone: _____

If applicable, enter your Value Added Tax (VAT) number: _____

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 six months 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 six months of the original program date. After six months, 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 right 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

CCL - Americas

One Leadership Place
 Greensboro, NC 27410
 p: +1 336 545 2810 • f: +1 336 282 3284
 e-mail: info@ccl.org

CCL- Europe, Middle East, Africa

Rue Neerveld 101-103, Neerveldstraat
 B-1200, Brussels, Belgium
 p: +32 (0) 2 679 09 10 • f: +32 (0) 2 673 63 06
 e-mail: ccl.emea@ccl.org

Pre-Work Assessment - Some programs require pre-program assessments. Should you complete your pre-work late, you will incur additional rescoring fees. For quality reasons and the best learning experience, we do not accept more than four people from the same organization.