



Open-enrollment Program Registration

For more information, visit www.ccl.org/registration

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 for the latest available program dates.

- My full tuition fee for the amount of \$/€ _____ is enclosed. (Please make check payable to the Center for Creative Leadership.)
- Please charge my full registration fee in the amount of \$/€ _____ 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.
- Please send me an invoice.

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
 238A Thomson Road #16-06/08
 Novena Square Tower A
 Singapore 307684
 p: +65 6854 6000 • f: +65 6854 6001
 e-mail: cclasia@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

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