

Name:	<input style="width: 99%; height: 25px;" type="text"/>
Organisation:	<input style="width: 99%; height: 25px;" type="text"/>
Job Title:	<input style="width: 99%; height: 25px;" type="text"/>

Format and Dates

Please indicate your choices by selecting appropriate boxes.

Continuous Format (3 weeks attendance)(Please cross (X) the modules within one programme)			
Modular Format (Please cross (X) which combination you would like to attend)			
	Module 1	Module 2	Module 3
2010 Prog 3	<input type="checkbox"/> 3 - 8 October	<input type="checkbox"/> 11 - 15 October	<input type="checkbox"/> 18 - 22 October
2011 Prog 1	<input type="checkbox"/> 6 - 11 February	<input type="checkbox"/> 14 - 18 February	<input type="checkbox"/> 21 - 25 February
2011 Prog 2	<input type="checkbox"/> 5 - 10 June	<input type="checkbox"/> 13 - 17 June	<input type="checkbox"/> 20 - 24 June

Participant Details

Family Name:	<input style="width: 99%; height: 25px;" type="text"/>	First Name:	<input style="width: 99%; height: 25px;" type="text"/>
Name by which you are known:	<input style="width: 99%; height: 25px;" type="text"/>	Mr/Mrs/Ms/Dr:	<input style="width: 99%; height: 25px;" type="text"/> <input type="checkbox"/> Male <input type="checkbox"/> Female
Business Address:	<input style="width: 99%; height: 50px;" type="text"/>		
Tel No:	<input style="width: 99%; height: 25px;" type="text"/>	Fax:	<input style="width: 99%; height: 25px;" type="text"/>
Email:	<input style="width: 99%; height: 25px;" type="text"/>		
Home Address:	<input style="width: 99%; height: 50px;" type="text"/>		
Tel No:	<input style="width: 99%; height: 25px;" type="text"/>	Mobile	<input style="width: 99%; height: 25px;" type="text"/>

Date of Birth:	<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/>	Nationality:	<input style="width: 99%; height: 25px;" type="text"/>	First Language:	<input style="width: 99%; height: 25px;" type="text"/>
Level of competence in English, if not first language: <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent					

Nominating Organisation

Company Name:
(if different from
above)

Address:

Tel No:

If your company is a subsidiary, please give the name and address of the parent company:

Send invoice to: (if different from above)

Who made the decision for you to attend the programme?

- You Your Line Manager Your HR Director Other (Please specify)

Name of Nominator:

Job Title:

Email:

Tel No:

Current Employment

(a) Length of time in job?

(b) In which industry or sector do you work?

(c) What is the job title of the person to whom you report?

Current Responsibilities

(a) How many managers report to you?

(b) How many employees are you ultimately responsible for?

(c) What is the size of the annual budget that you control?

Description of Responsibilities

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Summary of Employment Record

Previous Positions (Job Title)	Dates From & To	Organisation	Sector

Professional Development

Please list any degrees or professional/technical qualifications obtained

Principal Qualifications	Dates	Institution	Specialism

Past Training

Please list any relevant management courses you have taken during your career

Course	Institution (External) / Company (In-house)

Objectives for attending the Advanced Management Programme

Personal Objectives:

Organisational Objectives:

In what way do you believe you can contribute to this programme:

Why have you have chosen Henley:

Content Previous experience of Henley Dates Other *(Please specify)*

Do you use other business schools? Yes No

If so, which ones:

How did you hear about the Programme?

Please tick up to 3 sources:

- | | |
|--|--|
| <input type="checkbox"/> a Henley Business School advertisement | <input type="checkbox"/> an article, editorial or press release |
| <input type="checkbox"/> information from direct mailing | <input type="checkbox"/> through the Internet |
| <input type="checkbox"/> a recommendation by Human Resource department | <input type="checkbox"/> a previous participant's recommendation |
| <input type="checkbox"/> a corporate educational directory | <input type="checkbox"/> Other (<i>Please specify</i>) |

If accepted, I understand that I must be completely free of professional duties while attending this programme and will be required to attend all regularly scheduled sessions and activities.

Do you agree? Yes No Date: / /

Please scroll down to the bottom of the page and click on the "Send data" button.

Alternatively, print this form, complete, and return to:

Jan Wilson
Corporate Development Coordinator
Henley Business School
Greenlands
Henley-on-Thames
Oxfordshire, RG9 3AU, UK
Tel: +44 (0) 1491 418767 Fax: +44 (0) 1491 418899

Terms and Conditions

Payment

The fee should be paid 6 weeks prior to commencement of the programme.

Fees include all accommodation, meals, programme materials, tuition and travel associated with the international business consultancy exercise. Henley's Executive Development Programmes are provided by Henley Business School, University of Reading.

Cancellation and Transfer of Bookings

All cancellations, postponements or transfers must be received in writing.

Relevant materials, joining arrangements and invoices will be sent when an applicant has been accepted onto the programme as a member. It is in the programme member's interests that these materials are received around 6 weeks before the start of the programme.

Cancellation

Prior to the sending of joining instructions a 50% cancellation fee will be charged.

After joining instructions have been sent - around 6 weeks before the programme starts - a 100% cancellation fee will be charged.

Transfer

A request for transfer to a later programme prior to the joining instructions being sent out will incur an administration charge of £500

A request for transfer after joining instructions are sent out, will incur a transfer fee of 50%

If a programme participant transfers and subsequently cancels, normal cancellation charges will apply.

We are normally happy to accept a suitable substitute participant - subject to normal entry criteria and sufficient time being available to complete any necessary pre-programme preparation.

Programme members will be expected to complete the programme within a one-year period.

Data Protection Act 1998

Please note that information supplied in connection with your application may be stored on our computer system. We undertake not to supply your details to any third party.