

# THE BUILDERS EXCHANGE

## RISING LEADERS INSTITUTE

### > 2019 APPLICATION

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Education Level: \_\_\_\_\_ Highest Degree Earned: \_\_\_\_\_

Major: \_\_\_\_\_

Year Degree Received: \_\_\_\_\_ School: \_\_\_\_\_

Please list any food allergies or dietary restrictions: \_\_\_\_\_

Tuition for employees of BX member firms is \$4,000. For non-members, tuition is \$4,500. A \$1,000 deposit will reserve your space in the Class of 2019. The remaining tuition is due on Jan. 7, 2019. Class size is limited and applicants will be accepted on a first-come, first-served basis.



### PAYMENT INFORMATION: (Circle one)

Check enclosed    Credit card: AMEX    DISC    MC    VISA

Card Number: \_\_\_\_\_

Amount Charged: \_\_\_\_\_ CVV: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_



**CANCELLATION POLICY:** Requests for cancellations must be made in writing to Shauna Byrne prior to the stated deadlines.

- > Requests received by **Jan. 16, 2019** will receive a full refund less a \$100 administrative fee
- > Requests received by **Jan. 23, 2019** will receive a 90% refund less a \$100 administrative fee.
- > Requests received by **Jan. 30, 2019** will receive a 50% refund less a \$100 administrative fee.
- > No refunds will be issued after **Jan. 23, 2019** (including no-shows).
- > The tuition fee may be transferred to another student from the participating firm, if the Builders Exchange is notified by **Jan. 23, 2019**.
- > In the event that a Rising Leader leaves their employer during the course of the program, the Builders Exchange is not responsible for a refund. It is the employer's responsibility to negotiate repayment with the participant.

## > APPLICANT STATEMENT

As an applicant to The Rising Leaders Institute, I fully understand and will comply with the time commitment required on my part to complete the program.

Applicant Signature \_\_\_\_\_

## > CHAMPION INFORMATION

As the applicant's champion, I fully understand my role as a mentor to the applicant and fully support the time commitment involved for the applicant during The Rising Leaders Institute.

Champion Name: \_\_\_\_\_ Title: \_\_\_\_\_


Champion Email: \_\_\_\_\_ Signature: \_\_\_\_\_

## > CEO SIGNATURE

I fully support the participation of the applicant and champion in The Rising Leaders Institute and the time commitment involved by both.

CEO Name: \_\_\_\_\_ Title: \_\_\_\_\_

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



**RETURN COMPLETED APPLICATION WITH \$1,000 DEPOSIT**  
**SHAUNA BYRNE**, Director of Education  
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