

Leadership Development Program Application Form



Information on Applying for Women & Leadership New Zealand's Leadership Programs

The following steps cover the process of applying for entry into Women & Leadership New Zealand's leadership development programs.

1. Applicants must complete all application questions contained within this document
2. Evidence of prior academic achievement is not required
3. Your application is expected to reflect your intention to commit fully to all requirements of the program
4. Applicants will be notified as to the outcome of their application via email within 3 business days

Applicants requiring assistance or clarification on any matter related to their participation should contact their Program Advisor, or Phone: +61 3 9270 9095.

Applicant's Details

Name:

How do you describe your gender?:

If you selected Other:

Position:

Organisation:

Email address:

Telephone number:

Mobile:

Address (to appear on invoice)

Application Questions

Applicants are required to answer all questions contained within the application form.

1. Which Women & Leadership New Zealand program are you applying for?
2. How long have you been in your current management role?
1 year 2-3 4-8 9+ N/A
3. How many years of management experience do you have in total?
1 year 2-3 4-8 9+ N/A
4. If applicable, how many people report to you directly, or indirectly in your current role?

Employer Endorsement

Employer details not required if you are self funded.

By signing this application, I hereby endorse the above named applicant to participate in the program. Further, should the application be successful, I confirm that my organisation will support the applicant in their undertaking of the various elements of the program.

Employer Details

Name:

Position:

Organisation:

Email address:

Telephone number:

Fee Payment Details

Program fees (+GST): \$

Option 1: Self-funding []

Option 2: Organisation funded [] Purchase order no:

Option 3: Joint funded [] Expected split (\$ or %) Self:

Organisation/name to appear on Invoice:

Authorisations

Applicant signature:

Date:

In the situation that the organisation will be funding all or part of the program fee applicants must obtain the signature of an organisational representative to proceed with registration.

Authorising persons name *(If different to participant)* :

Position:

Signature:

Date:

Payment Schedule

Following receipt of this application form an invoice will be emailed to you within 72 hours for your program fee. Payment is due within 30 days of the application date, or prior to the program commencement, whichever comes first.

Please see the below terms and conditions.

Next Steps

- **This form will be processed and the participant will be formally registered into the program.**
- **The participant will receive correspondence in relation to commencement of the program.**

Terms and Conditions

Payment in full must be made prior to commencement of the program. Submission of this application form confirms your intention and capability to make full payment of the program fee.

A substitute participant is always welcome with written notification received prior to the program commencement date. No substitution fees will be charged. No substitutions are permitted once a program has commenced.

In the event you wish to cancel your enrolment more than 30 days prior to commencement of the program, you agree to pay a cancellation fee of 10% of the program fee. If you cancel your enrolment less than 30 days before commencement of the program, you agree to pay a cancellation fee of 30% of the program fee. Any balance of the program fee already paid will be refunded to you within 45 days. Once the program has commenced, no cancellation refund will be provided. Deferral to a subsequent program will only be considered in exceptional circumstances. All deferrals must be submitted in writing and can only be made within 1 month of course commencement. All deferrals will incur a flat fee of 25% of the standard course fee (please refer to course prospectus for standard course fee). Deferred participants must enrol into a new program within 6 months of the initial deferral date or their enrolment may be terminated and their deferral fee forfeited. Only one deferral and one extension may be granted per participant.

In the event of circumstances outside of our control, it is possible we may need to cancel, defer, reschedule, or change the venue and/or presenters of a program or program session. We will make all reasonable efforts to inform attendees of any such changes with as much notice as possible. Should your program be rescheduled or cancelled by us, all fees you have paid will be credited towards the rescheduled program or refunded to you at your election. You acknowledge and agree that, to the extent the law allows, our liability is limited to the program fee and we will not be liable for any costs, damages or expenses incurred by you as a result of a cancellation, deferral, reschedule or change of venue.

In instances where there remains an outstanding balance on your account, we reserve the right to transfer the debt to a third-party debt collection agency for recovery of the due amount.

Privacy Statement

We are committed to protecting your privacy. By providing us with personal information, you accept the terms of our privacy policy, as posted at www.womenandleadership.co.nz/privacypolicy



For more information contact
Women & Leadership New Zealand

E-mail: info@womenandleadership.co.nz

Web: womenandleadership.co.nz



#WinzSocial