

APPLICATION FORM

ADVANCED LEADERSHIP PROGRAMME 2019

Contact Details

Name and Surname: _____

Position: _____

Company: _____

Sector: _____ Date of birth (DD/MM): __ / __

Company address: _____

Telephone - work: _____

Telephone - mobile: _____

Preferred e-mail address for correspondence: _____

Assistant's name, phone and/or e-mail address: _____

Further information (one to two lines is sufficient for each of the following)

Brief description of company: _____

Overview of your responsibilities: _____

Number of people either directly or indirectly reporting to you: _____

How did you hear about the ALP: _____

PLEASE NOTE TIMONEY LEADERSHIP INSTITUTE IS A NOT-FOR-PROFIT EDUCATIONAL CHARITY (TECHNOLOGY EDUCATIONAL TRUST CHY 6778)

Please indicate you are available on the dates of all 5 modules:

- | | (Tick) |
|--|--------------------------|
| 1) Tuesday 12 th – Wednesday 13 th February 2019 | <input type="checkbox"/> |
| 2) Tuesday 12 th – Wednesday 13 th March 2019 | <input type="checkbox"/> |
| 3) Tuesday 9 th – Wednesday 10 th April 2019 | <input type="checkbox"/> |
| 4) Tuesday 14 th - Thursday 16 th May (San Telmo) 2019 | <input type="checkbox"/> |
| 5) Tuesday 11 th - Wednesday 12 th June 2019 | <input type="checkbox"/> |

Payment details (Amount payable: €14.850 or equivalent amount in sterling by 31st December 2018.)
We will invoice you for a deposit of €600 on receipt of this form.

- Standing order – Please contact us to agree your preferred schedule of monthly payments
- Cheque – made payable to *Timoney Leadership Institute, 6 Clare Street, Dublin 2*
- EFT – Bank transfer details: *Timoney Leadership Institute, Ulster Bank, College Green, Dublin 2*

IBAN: IE40 ULSB98 50 10 14169957

SWIFT/BIC: ULSBIE2D

Terms and conditions

1. By signing this application form, you are committing to attend the Advanced Leadership Programme.
2. The full fee of €14.850, or equivalent in sterling, is payable even if you are unable to attend all 5 modules. Timoney Leadership Institute is a not-for-profit educational charity and full payment of fees by all delegates is required in order for the programme to breakeven and cover its operational costs. The full fee can be treated as a normal business expense when calculating your company's or personal tax liability.
3. The venue for the 4 modules in Ireland is the K Club, Kildare Hotel, Straffan, Co Kildare. The May module will take place in the San Telmo International Institute in Seville, Spain.
4. The fee for the programme covers the following expenses:
 - a. All programme materials.
 - b. Accommodation on the night of the first day of each module. In the case of the May module in Seville, accommodation for 3 nights is included. Accommodation is for one person; an additional fee will be incurred if accompanied by a spouse.
 - c. Lunch and dinner on the first day of each module; breakfast and lunch on the second day of each module as well as refreshments in between.
 - d. Travel by coach to and from the hotel to the San Telmo campus in Seville, and to additional social events while in Seville.
5. To guarantee a place on this Advanced Leadership Programme, please return the application form by email or post before 1st October 2018 along with a deposit for €600.
6. Payment in full must be made by 31st December 2018. A phased payment schedule can be arranged if preferred but please contact the office to agree the details of this in advance.
7. Due to the nature of the arrangements with the hotel and with the speakers, a refund is not possible after 31st December 2018. If you are unable to attend in the given year, Timoney Leadership Institute will endeavor to accommodate you on the following year.
8. You are asked to cover any additional expenses arising in the hotel, such as use of the mini-bar in your bedroom, laundry services, portering, taxi, telephone, etc.
9. The TLI admissions committee will study your application to participate in the programme and will confirm whether a place will be offered to you at which point the deposit will be non-refundable.

Date: _____ Signature: _____

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