

CASCADE CENTER

Evans School of Public Affairs ▲ University of Washington

Executive Management Program Application 2008

July Session: July 14-25, 2008 or August Session: August 11-22, 2008

Apply online at: www.cascadecourses.org

Or, a completed application form and attachments can be mailed or faxed to:

Cascade Center
Evans School of Public Affairs, University of Washington
Box 353055, Seattle, Washington 98195-3055
Phone 206.685.0523 Fax 206.543.1096

Participant Information

Preferred date to attend: July 14-25, 2008 August 11-22 2008 Either

Name (first, last) for certificate:

Name (first, last) for name tag:

Title:

Agency/Organization:

Department/Division:

Mailing Address:

City/State/Zip:

Phone: ()

Fax: ()

Email:

Are you an elected or appointed official? yes no

If yes, year first elected/appointed:

Public sector employees choose one: Federal State County City Port

Other, please explain

Number of years that you have been at your current agency/organization:

Number of years that you have served in your current position:

Number of people you directly supervise:

Number of people responsible to you overall:

Are you an Evans School of Public Affairs alumnus? yes no

How did you hear about the Cascade Center? (check all that apply): Co-worker Nominator Supervisor Brochure

E-news Website Other, please explain

I. Please attach a résumé or curriculum vitae.

II. Please attach a letter of recommendation (e.g., from direct or indirect supervisor, nominating official, department director)

Please check to indicate a need for disability accommodation. Cascade Center staff will contact you at least three weeks prior to the program to discuss special needs.

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I understand that I am responsible for attending all sessions, completing all class preparations, and that certification of completion is based on attendance at all sessions and full participation in study groups and other activities in the program. If self-sponsored, I have read and agree to the terms of the payment and cancellation policies.

Participant Signature:

Date:

Nominator Information

I nominate the above individual for admission to the 2008 Executive Management Program and agree to make her/him available for full participation in the program. I understand that the individual is expected to attend all sessions and prepare the required coursework. I have read and agree to the terms of the payment and cancellation policies.

Nominating Official Name:

Title:

Mailing Address:

City/State/Zip:

Email:

Signature:

Date:

Billing Information

All invoices should be sent to:

Name (first, last):

Agency/Organization:

Mailing Address:

City/State/Zip:

Phone: ()

Fax: ()

Email:

Payment Policy

Please include payment with registration. Payment must be received by June 9, 2008 for EMP July and by July 9, 2008 for EMP August. Acceptable forms of payment include check, credit card, and purchase-order numbers. Please make checks payable to the University of Washington. Those wishing to pay by credit card please call the Cascade Center to make arrangements.

Cancellation Policy

A participant can withdraw or substitute a qualified applicant without penalty on or before Monday, June 9, 2008 for EMP July, and Wednesday, July 9, 2008 for EMP August. Qualifications of substitute candidates must be confirmed by the Cascade Center. Cancellations after June 9 - EMP July or July 9 - EMP August will result in a \$2,500 cancellation fee. Full course tuition will be charged for participants who fail to show on the first day of the session for which they are registered. Cancellations must be received in writing and require a written response from the Cascade Center to be in effect.

Verification Policy

Verification of attendance (or certificate of completion) is based on attendance at all sessions and full participation in study groups, and other activities in the course. The participant is responsible for attending all sessions and completing all course preparation. If more than twenty percent of a course is missed a verification letter will not be awarded.