

KELLOGG NONPROFIT EXECUTIVE EDUCATION APPLICATION FORM

Fields with asterisks * are required for submission.

*Program Name: _____

*Session Dates: _____

Application Information

*Prefix: _____ *First (Given) Name: _____ Middle Name: _____

*Last (Family) Name: _____ Suffix: _____

Preferred First Name/Nickname: _____

*Preferred Email: _____

*(A valid and unique email is required for each participant as most program communication is sent by email. Please **do not** use the same email address for multiple applicants. Doing this will overwrite the name currently in our registration system.)*

Organization Information

*Company/Organization: _____

Website: _____

Current Position Information

*Position Title: _____

*Industry Group: _____ *Industry (please specify): _____

If other is selected, please provide Industry Group: _____

*What is the annual budget of your organization: _____

*How many employees (FTE) does your organization have: _____

*How many customers and/or clients does your organization serve: _____

*Does your organization have 501(c)3 status? _____

If no, what status do you have? _____

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Business Contact Information

*Office Address

Line 1: _____ (Street Address) Line 2: _____ (Optional – Suite #, etc.)

*Country: _____ *City: _____

*State/Province: _____ *Postal Code: _____

*Office Phone: _____ Mobile/Cell: _____

Home Contact Information

*Home Address

Line 1: _____ (Street Address) Line 2: _____ (Optional – Suite #, etc.)

*Country: _____ *City: _____

*State/Province: _____ *Postal Code: _____

*Home Phone: _____ Mobile/Cell: _____

Preferences

*Preferred Mailing Address: ☐ Business Address ☐ Home Address

To facilitate networking opportunities Kellogg will distribute a list containing the contact information of this session's participants to each attendee. If you prefer to have your mailing address and phone number withheld from the participant list please check the following box. (View Privacy Policy)

☐ Please withhold my mailing address from the participant list.

Experience Information

*Highest level of education attained: _____ Scholar Grant Code _____

Are you an alumnus of any of the following Kellogg programs?

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Approval

*Name of the Chief Executive Officer/Board Chairperson

*Title:

My Chief Executive Officer/Board Chairperson know I am applying to this program:

Scholarships

If you are affiliated with a nonprofit organization and need financial assistance to attend our nonprofit management programs, please fill out the scholarship application form below.

50% scholarships will be made available to organizations that need financial assistance to attend these programs. Each participant will need to apply for a scholarship.

* Why will the program you selected be helpful to you and your organization at this point in time?

* What do you hope to learn from this program?

* What are your responsibilities within your organization?

Emergency Contact

Provide the name and at least one phone number of a person to contact in case of emergency while you are on campus.

*Name: _____

*Relationship: _____ *Phone: _____

Insurance Provider: _____

Is your insurance valid in the United States? ☐ Yes ☐ No

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Payment and Admissions Policies

General: Applicants must be proficient in English. All classes and discussions are conducted in English.

It is understood that, during attendance at this program, the participant will be free of other duties and will not leave except in emergency situations.

Northwestern University reserves the right to use photos taken during seminar activities for promotional and educational purposes.

Health Insurance: It is expected that participants have their own health insurance, valid in the United States. The University is not responsible for medical expenses incurred by participants during the program.

Location: Unless otherwise specified, programs are held at Wieboldt Hall, 340 E. Superior Street, on Northwestern University's downtown Chicago campus

Schedule: Programs typically start promptly at 8:30 a.m. and end by 5:00 p.m. each day. Once you have registered and paid for a program, you will receive a detailed schedule which includes daily start/end times, session titles, and faculty names.

Scholarships: 50% scholarships are available for all of our executive education programs for those working for nonprofit organizations.

Application Deadline: The deadline for registration is 10:00 a.m. one business day prior to the program start date.

Accommodations: Participants are responsible for booking their hotel accommodations during their stay in Chicago. Refer to our website for a list of Northwestern University's preferred hotels; many are within walking distance of Wieboldt Hall.

Cancellation Policy: There is a non-refundable cancellation fee of 20% of the stated tuition, if notice of cancellation has not been received within five business days prior to the program date.

Northwestern University reserves the right to cancel a program at any time for any reason. In the unlikely event of a course cancellation, paid program fees will be refunded, but the university is not responsible for any travel or other related expenses accrued by the program registrant.

University Policies: Northwestern University is an equal opportunity, affirmative action educator and employer.

Northwestern University reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

** By typing my name below I certify that I have read and understood the policy statements above and that all information and accompanying material provided in connection with this application are authentic and accurate.*

** Applicant Name:* _____

This application can be submitted to Executive Education by email to: nonprofit@kellogg.northwestern.edu

Questions? Contact us at 847.491.3415