



Applicant's details: Home Company

Name _____

Appointment/job title _____

Company name _____

Contact name (if different from applicant) _____

Correspondence address _____

_____ Post Code _____

Tel: _____ Fax: _____

Email: _____

Is your organisation public private family
 subsidiary charity

Industry sector _____

Approximate annual turnover _____

Number of employees _____

Special dietary requirements e.g. vegetarian _____

Special access requirements _____

Where did you hear about the programmes? _____

Programme details:

I confirm I wish to enroll on the following Leading the Way Programme[s] and enclose the appropriate fee:

Programme Code. Number of places at £

Programme Code. Number of places at £

= Total fee £

All Applicants:

Please state below your highest qualification on entry to programme.

Name of qualification _____

The subject _____ The grade _____

Date achieved _____ Number of years management experience _____

Please describe your current role _____

Payment details

- Please invoice me at the above address
- I enclose a cheque (made payable to University of Exeter)
- wish to pay by credit card:
 - Visa Switch Mastercard

Card no:

Security code (three digits on signature strip) _____

Start date: Expiry date:

Issue no (Switch only) _____

Signature: _____

Alternatively telephone with credit card details on: **01392 269231**

* The programme fee is exempt from VAT

Booking Confirmation

- Please fax back on **01392 262525**
or
- Post this form to Leadership South West, University of Exeter, Xfi Building, Rennes Drive, Exeter EX4 4ST.

I have read the booking procedures, terms & conditions and agree to abide by them (all delegates must tick this box when making a booking).

Contact Us

To discuss this application and other programme details please contact

Programme Administrator: **01392 269231**
or email lsw@exeter.ac.uk

leadingtheway▶▶ Programmes 2009-2010

Programmes	Code	Fees	Sep 09	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun10	Jul 10	Aug 10	Sep 10	Oct 10
Strategic Leadership Programme	SLP2	£1975							23	20	18	15	7		14	
Strategic Leadership Programme Manufacturing	SLP[MN]3	£1975	23	21	10	8	12	10								
	SLP[MN]4	£1975							10	6	11	17	6		15	
Operational Leadership Programme	OLP2 Exeter	£1475							9	19	17	16	8			6
	OLP3 Bristol	£1475							24	21	19	23	15			7

Enquiries: 01392 269231
07917 094021

Duration: all programmes will run as six one day workshops spread over approximately a six month period.

booking procedures and terms and conditions

For individual courses and programmes please complete and return this booking form, together with fee.

Note: It is important that you complete all appropriate sections of the booking form including your personal and payment details.

By Post to: Leading the Way
Programme Manager
Leadership South West
Xfi Building,
University of Exeter
Rennes Drive,
Exeter EX4 4ST

By Fax to: 01392 262525

By E-mail to: lsw@exeter.ac.uk

payment and fees Booking is confirmed upon receipt of delegates completed application form. Fees may be paid by cheque (payable to "University of Exeter"), cash or credit card (Goldcard, Visa, Access, Mastercard, Diners Club and American Express). If paying by credit card, please quote full number, start and expiry date and the name shown on the card. The University of Exeter can also send an invoice upon request.

provisional bookings Leadership South West cannot guarantee a place on a course until payment has been received.

invoices Please note that all invoices must be paid in full 30 days before the programme start date, or by return in the case of a late booking, to ensure a place on the programme.

transfer policy All requests for cancellation and transfer must be

confirmed in writing.

No charge will be applied if requests for transfer are made in writing more than 20 working days before the course start date. If notice of a transfer is received in writing between 11-20 working days before a course start date, a handling and administration charge of £117.50 will be charged. If notice of a transfer is received in writing between 0-10 working days before a course start date all fees are forfeited.

cancellation policy Requests for cancellation will be accepted only in writing and more than 20 working days before the course start date. A handling and administration charge of £117.50 will be charged. If notice of cancellation is received in writing 20 working days or less before a course start date, or a delegate fails to attend all fees are forfeited.

substitutes Delegates may (without financial penalty) send a substitute, provided Leadership South West is notified in writing in advance.

contribution to fees Part funding of course/programme fees may be available to delegates from other sources. Leadership South West cannot be involved in any aspect of this funding process. The course fees are payable in full by the delegate who then may be eligible to claim grant from other sources retrospectively.

course locations and timings

Final joining instructions are sent to each fully paid delegate approximately 10 days prior to a course and contain full details of venue and timings.

accreditation Delegates will receive a Certificate of Attendance from Leadership South West and any other education institution involved in delivery, for example University of Exeter. Delegates will be advised if the programme qualifies for any higher education credits and at what level.

dress code Smart casual or business.

accommodation Courses are usually non-residential. Participants are responsible for booking their own accommodation unless otherwise stated.

special dietary and access requirements Delegates are requested to notify Leadership South West of any special dietary or access requirements on receipt of their joining instructions.

documentation Course materials will only be issued to those who attend the relevant courses.

schedule changes Course descriptions, including fees and dates, are given in good faith. However, Leadership South West reserves the right to change course content, dates, facilitator, location and fees, or to cancel a course, for whatever reason. Leadership South West will not be held responsible for any fees/ cancellation charges incurred by these changes. All places are subject to availability and sufficient numbers.

enquiries To discuss your development needs in more detail please contact Leadership South West. email: lsw@exeter.ac.uk