

Application

ADMISSION

Universities and colleges are encouraged to nominate individuals for admission, both in academic and professional support positions, who have records of achievement in their work, people who are motivated to enhance their leadership skills and who are interested in the benefits to be obtained from attending a specialized leadership development program.

APPLICATION

Applicants are notified of their acceptance approximately four to six weeks after the application deadline date.

Late applications may be accepted depending upon availability of space.

COURSE FEE

Program fees are GST exempt and include instruction, class materials, lodging and meals.

CANCELLATION AND SUBSTITUTION POLICY

Cancellations received within 31 to 60 days before the program starts, will be charged 10% of the course fee to cover administrative costs. Cancellations received within 16 to 30 days are subject to a charge of 50% of the course fee. Cancellations 15 or fewer days before the program's starting date will be assessed the full course fee. Participant substitutions may be made in consultation with the course director.

The University of Manitoba and CHERD offer this course on the basis that in exceptional circumstances, such as illness, substitutions for instructors, and modification to the program may be made.

If an application does not meet the admission criteria, full payment is refunded.

Forward completed application to:

Course Director
**Centre for Higher Education
Research and Development**
The University of Manitoba
515 Drake Centre
181 Freedman Crescent
Winnipeg, MB R3T 2N2
Telephone: 204.474.8309
Fax: 204.474.7607
email: cherd@umanitoba.ca
umanitoba.ca/cherd

**Application deadline is
February 24, 2012.**

This personal information is being collected under the authority of The University of Manitoba Act. It will be used for course registration. It will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act. Your personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact: The Centre for Higher Education Research and Development (CHERD).