



**Henley**  
Business School

In association with:



UNIQUE SPEAKER BUREAU

The Premier League of Professional Speakers

## Application for admission

### ***Executive Speaker Programme – an Executive Education Programme***

#### For office use only

Date received		Admissions Officer		Student Number	
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To apply, please submit a completed application form, together with a 600-700 word motivational letter, explaining how you believe you will benefit from the Executive Speaker Programme. Include your career objectives by giving a frank expression of your strengths and your weaknesses. Please submit a copy of your identity document with the completed application.

An incomplete application form may result in a delay with your application.

Fill in all sections and return by email to [pranishab@henleysa.ac.za](mailto:pranishab@henleysa.ac.za) and [shakilab@henleysa.ac.za](mailto:shakilab@henleysa.ac.za) or fax to +27 11 808 0899 (for the attention Shakila)

#### Section 1 Programme details

<p><b>1.1</b> Please tick the programme you are applying for:</p>	<p><input checked="" type="checkbox"/> <b>Executive Speaker Programme</b></p> <p><input type="checkbox"/> Foundations for New Managers Programme (FNMP)</p> <p><input type="checkbox"/> Finance for Non-Financial Managers (FNFM)</p> <p><input type="checkbox"/> Managers' Accelerated Progression Programme (MAP+)</p> <p><input type="checkbox"/> The Henley Professional Certificate in Coaching</p> <p><input type="checkbox"/> Systems Thinking for Intelligent Management</p> <p><input type="checkbox"/> Time to Think</p> <p><input type="checkbox"/> <b>Other</b> <i>Please specify:</i></p>
<p><b>1.2</b> Date of intended entry</p>	<p>Month and Year: MAY - JUNE 2017</p>
<p><b>1.3</b> Have you ever applied for or completed another programme at Henley? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>1.4</b> If yes, please provide details:</p>	

#### Section 2 Personal details

<p><b>2.1</b> Title (Mr/Mrs/Ms/Miss/other)</p>	
<p><b>2.2</b> Surname (Family name)</p>	

2.3 Forenames (in full)			
2.4 Preferred name			
2.5 Gender (male/female)			
2.6 Date of birth (dd/mm/yyyy)			
2.7 Race (African/Coloured/Indian/White)			
2.8 Hobby		2.9 Area of Interest	

### Section 3 Residence

3.1 Nationality			
3.2 ID or Passport Number			
3.3 Country of permanent residence			

### Section 4 Contact details

4.1 Home address			
4.2 Country			
4.3 Postcode			
4.4 Telephone			
4.5 Fax			
4.6 Mobile			
4.7 Email			

### Section 5 Current employment

5.1 Present job title			
5.2 Date appointed			
5.3 Employer			
5.4 Address			
5.5 Telephone			
5.6 Fax			
5.7 Email			
5.8 Nature of employer's business or activity			
5.9 Please describe your current duties and responsibilities, and describe your major achievement in this role:			

### Section 6 Highest education qualification

Qualification obtained	Class or grade	Major Subjects	Name of Institution	Date
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Qualification obtained	Class or grade	Major Subjects	Name of Institution	Date

## Section 7 Payment details

7.1 Has your employer given support to this application? <input type="checkbox"/> Yes <input type="checkbox"/> No			
7.2 Please indicate who will be responsible for your fees: <input type="checkbox"/> Yourself <input type="checkbox"/> Your company <input type="checkbox"/> Shared			
7.3 Percentage split (if shared):	You	%	Your company %
7.4 Do you wish your company to be invoiced? <input type="checkbox"/> Yes <input type="checkbox"/> No			
7.5 Company <u>name</u> and <u>address</u> for invoice			
7.6 Company VAT Number			
7.7 Company <u>contact person</u> and <u>telephone number</u>			
Please note that fees are payable in full upon registration for the programme.			
<b>NB: Cancellation Policy</b>			
<i>Delegates who cancel their registration after the closing date for registrations, or where there is no closing date, less than 14 days prior to the commencement of the programme, will be liable for 50% of the programme fee. Those who do not arrive for the programme will be liable for the full fee. Notification of cancellation must be sent in writing either via e-mail or fax.</i>			
7.8 I have read the Cancellation Policy and I accept the terms and conditions <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Section 8 Disability

If you have a disability that may affect your learning, please provide details:

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## Section 9 Marketing Information

We would like to send you information about other Henley Business School and University of Reading activities and programmes. Please indicate whether you are happy to receive such information: <input type="checkbox"/> Yes <input type="checkbox"/> No
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## Section 10 Declaration

I declare that the information given on this form is true, complete and accurate and that no information requested, or other material, has been omitted.

Signature		Date	
Please return completed form to: <b>Henley Business School, Kirstenhof Office Park (Building A), 1 Witkoppen Road, Paulshof</b> or email Shakila: <a href="mailto:shakilab@henleysa.ac.za">shakilab@henleysa.ac.za</a> . Alternatively fax to 011 808 0899 or contact Pranisha: <a href="mailto:pranishab@henleysa.ac.za">pranishab@henleysa.ac.za</a>   011 808 0868			

If any of the information on your application form is found to be false, it may lead to the withdrawal of your place at the School.



## Application checklist

# Executive Education Programmes

Please complete this application checklist to remind you which documents should be enclosed with your application. If any of the documents requested are missing, there may be a delay in the processing of your application.

### Completed application form

Enclosed

### Certified copies of certificates

Enclosed

### Motivational letter (for MAP applicants only)

Enclosed

### Copy of your ID or passport

Enclosed

### Copy of your ID or passport

Enclosed