



Accelerated Leadership Program for Law Firm Partners Harvard Law School Executive Education

Application for Admission

Every applicant to the program must submit the following:

1. An individual application form with a typed response to the short answer questions
2. A sponsorship form

Short Answer Questions

Please attach brief, typed responses to the following questions. (100 words or less)

1. Please describe your firm.
2. Please list the challenges in your position.
3. Please describe your current responsibilities.
4. Please explain your goals and objectives briefly as they relate to attending this program.

Language Proficiency

Proficiency in spoken and written English is required for participation in Harvard Law School Executive Education programs.

Program Fee

The program fee is \$10,000, payable by the firm. It covers tuition, course materials, accommodations, and most meals. Payment is due within 30 days of the invoice date. If admission is less than 30 days from the start of the program, payment is due upon receipt of the invoice.

Cancellations, Substitutions or Deferrals

Participant who are unable to attend the program have three options: cancellation, substitution or deferral. Cancellations must be submitted in writing up to 30 days prior to the program to receive a full refund. Due to program demand and the volume of preprogram preparations, cancellations received less than 30 days from the start of the program are subject to full payment.

Requests to send a substitute to attend the designated program must be submitted in writing up to 3 days prior to the program. A Substitute must submit her/his admissions forms and subject to the approval of the Harvard Law School Admissions Committee, the registration fee will be transferred from the registered participant to the substitute without penalty.

Requests for a deferral must be submitted in writing up to 3 days prior to the program to be granted; if granted a deferral fee of \$500 will be assessed. Deferrals are only granted once to the next program date (i.e. If an attendee is accepted to the May program, they may defer to the next following September program). Once a deferral has been granted, cancellations are subject to full payment regardless of when notice is received.

Please return this application form and typed responses to the questions:

By mail to:
Admissions Committee
Executive Education
Harvard Law School
Pound Hall, Room 205
1563 Massachusetts Avenue
Cambridge, MA 02138

By email to:
Karen Travelo
ktravelo@law.harvard.edu

By fax to:
Admissions Committee
Executive Education
Harvard Law School
+1-617-496-4255



**Accelerated Leadership Program for Law Firm Partners
Harvard Law School Executive Education**

Application for Admission

Session date:

March 10-13, 2015

General Information

Participant

First Name: _____ Middle Initial: _____

Last Name: _____ Suffix: Jr. / III. / Esq. _____

Nickname/Familiar Name for Badge: _____ Salutation: Dr. / Mr. / Ms. _____

Country of Citizenship: _____ Date of Birth: _____

Contact Information

Office

Title(s) or Position: _____

Firm Name: _____

Office Address 1: _____

Office Address 2: _____

City: _____ State/Province: _____

Postal/Zip Code: _____ Country: _____

Email Address: _____

Telephone: _____ Fax: _____

Assistant

Assistant Name: _____

Assistant Email: _____

Assistant Telephone: _____

Emergency

Emergency Contact: _____

Relationship to You: _____

Emergency Telephone: _____

Work Experience

Please give us your most recent two or three positions including your current role. (Most recent first)

Firm Name (Current): _____

Title: _____

Start Date: _____

Firm/Company Name: _____

Title: _____

Start Date: _____ End Date: _____

Firm/Company Name: _____

Title: _____

Start Date: _____ End Date: _____

Total Years of Legal Experience: _____

Education

Undergraduate University: _____

Undergraduate Degree: _____ Year of Graduation: _____

Law/Graduate School: _____

Law/Graduate Degree: _____ Year of Graduation _____

Other Education _____

Other Harvard Executive Education Experience: _____

Additional Information

Firm website: _____

Number of fee earners in firm: _____

Number of equity partners in firm: _____

Number of years you have been a partner at the firm: _____

Number of offices worldwide: _____

Firm's head office location: _____

Please attach brief, typed responses to the following questions. (100 words or less)

1. Please describe your firm.
2. Please list three key challenges you face in your current position.
3. Please describe your current leadership responsibilities.
4. Please explain your goals and objectives briefly as they relate to attending this program.

Signature:

Date:

Please return this application form and typed responses to the questions:

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